



EXECUTIVE BOARD MINUTES

10 January 2023 -



EXECUTIVE BOARD MINUTES

2023

RTÉ Executive Board	
Date:	Tuesday 10 January @ 9am, via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Rory Coveney, Paula Mullooly, Richard Waghorn, Deirdre McCarthy,
Apologies	Richard Collins, Geraldine O'Leary Eimear Cusack,
1.	Minutes and Matters arising: Minutes of meeting of 20 December were read and approved.
2.	Strategy - next steps: to be discussed at a later stage.
3.	<p>Reports:</p> <p>ACM: AL reported a busy Christmas and New Year. Audiences were good and weekend previous good with DWTS bringing in audience of 500k, OPT 400k and 39% share of 15 – 34 year olds. TT brought in 422k, 70k on Player and within 48 hours 100k streams. LLS 428k, Room to Improve 395k. News numbers were very good too with over 400k. Very positive start to the year. Nov/Dec up 6 share points factoring in World Cup. AL gave an update on the last months of 2022 which was a very positive story and good year. PL working on an end of year document. Work needs to be done on telling our story, on the transition from traditional media, getting to know our audience on The Player and this is important for the Programme and Content Teams to understand the narrative around this. Education around how our programmes are consumed across all platforms, Linear v Player and reach of big audiences in Ireland. Messaging on this to be worked on with Comms.</p> <p>Actions:</p> <ul style="list-style-type: none"> • AL/PL to come back very soon with more indepth research on Audience and Linear v Player. • AL to bring paper to Executive Board with regard to ACM project roadmap next Tuesday. This a top level roadmap and will be subject to change where required. • Plan to present Audience figures, story and current landscape to the Board.

Actions:

- AL to report back on Irish Language further to meeting on Thursday last.
- PM to draft a letter re: Irish Language and circulate to DF, AL, RCov for obs and sign off.
- DF, JJ, GOL to meet with regard to advertising on RnaG.

Commercial: GOL advised hoping budget will be on target for TV in January. Lot of moving parts. Radio off to a good start, as with Digital both up. ██████████ Still looking at Sponsor for Op Trans. Better picture in the next two weeks. Currently working on negotiations and when complete we'll go out to Agencies. RTÉ & Virgin to host Rugby Six Nations event on Thursday 19th January.

News & CA: DMcC advised very busy Christmas with passing of Pope Benedict XVI, and Hospital and health crisis. Monday Night Live still on schedule to go live on 30th January experiencing set challenges due to delay etc. ██████████

██████████ Global Division jobs up and running. First anniversary of Russian invasion of Ukraine coming up and looking at how best to mark this.

Content: JJ noted the quality of Entertainment programming and the impact of AT on this area. Louise Duffy started on Radio 1 12noon slot yesterday. Looking at announcing Top Talent salaries in next week or so. DF noted decision as to timing to be made. JJ, DMcC & AL will need time to discuss and brief Top Talent.

Operations and Technology: RW noted thank you to Content as the deliveries to Scheduling had been timely and very helpful which allowed more time to prepare. This was appreciated. RW advised 4 staff to travel to ITV Daytime and BBC Studio Works to look at set design, staging and paperless scripts. Also to note a trial of DVB-I with the Germans and Italians in coming months.

Finance: RColl advised currently closing the Budget book for 2023 next week. And looking at phasing of the Budget. Working on Strategy paper for Defined Benefits. ERP to move to user acceptance testing final stage. Hope to go live end of March.

4.

<p>Strategy: RCov looking at TSTM, the outturns and options around this. Doing a deep dive on Thursday with regard to remounting and the strategic questions around this.</p> <p>In order to progress with the Strategy we will need guidance from new Chair of RTÉ, and hope to meet in person end of January.</p> <p>Legal: PM referred to information Report pre-circulated.</p> <p>AOB:</p> <ul style="list-style-type: none"> RW sadly noted the passing of [REDACTED] brother who passed away suddenly and unexpectedly. <p>For information: Legal Report Commercial Report Audience Scorecard</p>
<p>Next Executive Board Meeting Tuesday January 17th 2023 @ 9am</p>

RTÉ Executive Board	
Date:	Tuesday 17 January 2023 @ 9am, via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary
1.	Minutes and Matters arising: Minutes of meeting of 10 January were read and approved.
2.	Minutes and Matters arising
3.	Draft Financials 2023-2027 RW had precirculated a document for discussion on topline trajectory and impact going forward 2023 – 2027. This was a draft and to look at the direction of travel incorporating base case assumptions.
4.	ACM Project roadmap: AL uploaded a document outlining the various ACM projects including: [REDACTED]

5.

[REDACTED]

Action: AL to distribute the document to the Executive Board and will give a monthly update on this

Reports:

Commercial: GOL gave an update, [REDACTED] in for January. Radio has slowed down. TV ahead of Budget and Digital on budget. March AB out next Monday. Trading team currently out at Agencies and in the middle of negotiations. [REDACTED]

[REDACTED] Six Nations launch on Thursday.

Content: JJ advised very good weekend. Tommy Tiernan, DWTS, Room to Improve all very good starts to the year.

HR: EC advised a note had gone out to all staff about payrise and voucher which has gone out to tender. Gender pay update in a few weeks. Willis Towers Watson moving to the next phase and will update the Executive Board in this regard.

News & CA: DMcC advised Upfront set due on Friday/Saturday. Currently doing dry runs. Irish Language Current Affairs programme, still recruiting for this programme. Taoiseach, Tanaiste and the President due to travel, so currently working on plans and managing costs in this regard.

6.

ACM: AL advised AL, PM, JH, LB and DMcC had met with regard to Irish language and in particular [REDACTED]

[REDACTED]

7.

AOB:

- DF advised that the RTE's new Chair will be onsite on 25th and 26th January and there will be Strategy meeting on 25th and 1:1 meetings with Executive Board on 26th.

8.

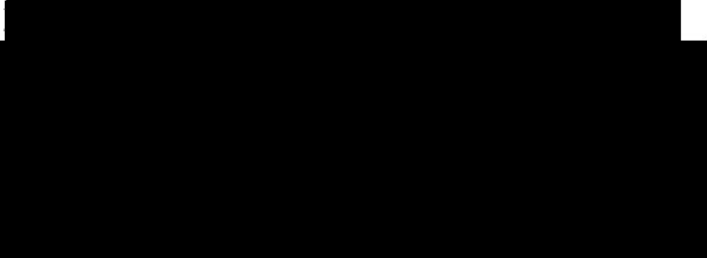
Approvals:

- CDG Report – This item was not discussed due to time constraints and another meeting about to start. This was taken offline.

For information:

- Legal Report
- Commercial Report

	<ul style="list-style-type: none"> • Audience Scorecard. <p>For information: Legal Report Commercial Report Audience Scorecard</p>
Next Executive Board Meeting Tuesday January 24th 2023 @ 9am	

RTÉ Executive Board	
Date:	Tuesday 31 January 2023 @ 9am, via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary
1.	Minutes and Matters arising: Minutes of 17 January 2023 were approved.
2.	HR Update: EC gave a very update on the various ongoing HR projects. Willis Towers Watson is at stage 3 of 5 stages and will return to Executive Board to give an update but first this to be stress tested further to calibration. GPG Action plan being worked on. Action plan being finalised and again will present to Executive Board when complete. EC gave an update on the current EAP and the tender process ongoing. Looking at more support for staff wellness and intervention. Staff Vouchers as part of the Pay Agreement to be issued by end of month. Canteen opening middle of next week with a change to opening hours daily, 8.30am - 7pm and weekends 10am – 7pm. Oasis to close. Radio will be open with a different offering.
3.	<p>Junior Channel in HD: </p> <p>RW also advised on Saorview Service (DTT & IP) list and will bring a paper to Executive Board in February.</p>
4.	Action: RW/JJ to talk to 2RN with regard to fixed term HD for Sports/GAA/Womens World Cup.

Reports:

Commercial: GOL advised on Commercial. Allcare to be announced as Claire Byrne Radio Show sponsor. Radio spot is not as we'd like. 2fm doing well but Radio 1 not as well. Offsite planning with staff tomorrow. Looking at all options and breaking down the market and see how best to maximise. Ways to work around Competitions and Promotions.

Action: GOL to come back after staff planning meeting with feedback.

Financial: R Coll advised on the outturn for 2022. Everything outside of what is budgeted for will need to be discussed with Financial Controller and come back to Executive Board for approval. We need to work with Budget. This is a Working Budget. R Coll advised on the ERP project. Hope to go live on March 23rd. There will be three weeks when there will be no financial support for requisitions, payments, expenses etc due to the changeover to new system. Strict planning will need to be in place in advance. Communication regarding this is being worked on. Chris Grainger the ERP Project Manager will come to Executive Board in two weeks (14th February) to update on ERP. Currently training staff.
Content

News & CA: DMcC gave an update on the RTÉ Media Group. A group of 160 across all media attending a Training session with An Gardaí on how to handle difficult abusive situations. Training for online abuse also provided. TMcN & CB involved in Bespoke training. Really important to register all cases of abuse.

DMcC gave an update on the News & Current Affairs plans going forward.

ACM: AL updated on the Radio Online project work and will look at options on Audio Streaming and possibility of target measurement. AL to come back next week with plan.

Operations & Technology: RW advised BAU and mentioned Cork Office and the meeting coming up.

5. Strategy: RCov advised meeting the Dept on Friday with regard to the Longwave switch on 31st March. Working on topline Strategy timings for Chair.

Legal: PM the Board meeting this Thursday and busy in this regard. GDPR training has improved but more needed. [REDACTED]

6.

[REDACTED]

Content: JJ advised BAU.

AOB:


- DF advised the RTÉ Board taking place next Thursday.
- The FOMC Implementation Report has been issued with tight timelines.

	<p>Approvals:</p> <ul style="list-style-type: none"> • CDG Report: The role of Editor of Podcasts was discussed. This to be advertised internally.
	<p>Next Executive Board Meeting Tuesday February 7 2023 @ 9am</p>

RTÉ Executive Board

Date: Tuesday 7 February 2023 @ 9am, via Teams

Participants: In person: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Collins, Geraldine O’Leary
Joined via Teams: Richard Waghorn (for session with RTÉ Chair),
Siún Ní Raghallaigh, RTÉ Chair

1. Minutes and Matters arising
2. 
3. Discussion with regard to Strategy took place and work to be done on SCOPE document.
4. **Session with RTÉ Chair:** The RTÉ Chair joined meeting via Teams. This followed the recent RTÉ Board meeting to give an overview to the Executive Board of what is being asked / next steps regarding the Strategy. Executive team to set out in scoping document. Discussion was had regarding the FOMC implantation plan and timeline.
5. **AOB:**
 - Minister Catherine Martin due to come to RTÉ on 13th February @ 11am, for a site visit of Studios and facilities along with a meeting. This TBC.
6. **Approvals:**
 - A196 – Saorview Transmitters Stage 1 – approved by the Executive Board to forward.

Next Executive Board Meeting Tuesday February 14, 2023 @ 9am

RTÉ Executive Board	
Date:	Tuesday 14 February 2023 @ 9am, via Teams
Participants:	Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn,
In attendance:	Richard Collins, Geraldine O'Leary <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div>
1.	Executive Board Minutes of 7 February were agreed.
2.	<p>HR Update to include:</p> <ul style="list-style-type: none"> • <u>GPG</u> – EC had asked CNIg and ZZ to attend to give an update on the GPG, recap of last year, a brief overview of where we are to date and plans to reduce the GPG. There are several parts to achieving this from hiring, flexibility of work, internship, inclusion, building connections and offering learning and development opportunities. RTÉ Learn is a very big part of this. It was highlighted that each area needs to think about what they can do to become more involved. From working with your Teams, clearing the way for team members to become more involved, mentor or sponsor all these are hugely important and a big part of the process. We need to continue conversation and work with ZZ and CNIg to develop GPG plan in your own area. • <u>Willis Towers Watson</u> – postponed until another week.
3.	
4.	<p>Reports:</p> <p><u>Commercial:</u> GOL advised February has been a good month and TV already 5% ahead of Budget. Rugby revenue has been slower to date. Radio good for February and up 10% on last year. Digital up 7% on last year . Spot and sales well on budget also. March of concern and the market spends are down so far. DK leading a group on AV and Audio on</p>

how to refocus and work differently. Looking at bespoke presentations to Agencies to cater for specific preferences.

Financial: RColl advised that the Finance ERP system going well. Daily monitoring and moving ahead. Communication has been sent to all staff about this and want to be well prepared. Working ongoing on Audit, Year end accounts and DB Scheme. To note: [REDACTED] has stepped down from his role as Chair of the RTE SA.

Content: JJ advised the Rugby figures at the weekend were great with 738,000 viewers and 70% share. JNLRs last week, 2fm did very well and Radio One not as well as hoped. Delving into this and looking at where we need to go.

News & CA: DMcC advised Paul Ferris and James McNamara visited Studios of YLE & VRT who have moved in a digital direction and changed focus. PF to come to Executive Board in a couple of weeks to update Executive Board on this. Justin McCarthy has been reporting from Turkey and back tomorrow. Tony Connelly and John Cunningham travelling to Ukraine next week to mark the one year anniversary of the war. DMcC advised Town Hall with staff advising of News restructure went well. Advertisements for the three positions are going up.

ACM

Operations & Technology: RW advised meetings taking place on the Cork building and collecting information currently. Visit by the Department tomorrow and will give a tour of RTÉ.

Strategy: R Cov advised progressing on Permission for [REDACTED] [REDACTED] Hope to get this in soon. Looking at Operating Model and SCOPE document . SQ to assist on this. Met with Minister KM yesterday following tour of RTÉ.

Legal: PM advised few settlement meeting coming up. Focus training in Sport in next two weeks. [REDACTED]

5. **Approvals:**

- CDG Report: Two items were brought to attention and explanations given. Both were approved to go forward.

6. **AOB:**

- DF advised Top Talent release to go out tomorrow. Each member of Talent has been spoken with in advance.
- GB/VF have worked on a summary document of the FOMC report and relevant timelines and will attend Executive Board next week to discuss priorities.

7.	For information: Legal Report Commercial Report Audience Scorecard
Next Executive Board Meeting Tuesday February 21 2023 @ 9am	

RTÉ Executive Board

Date: Tuesday 21 February 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn,

In attendance: Richard Collins, Geraldine O'Leary

████████████████████
 ████████████████████ Vivienne Flood

1. Executive Board Minutes of 14 February were agreed.

2. **Learning and Update plans 2023:**

KB and NL joined the meeting to give an update on: Engagement with Business Areas the eLearning Compliance and plans for Internship 2023. K & N had attended Executive Board in May of last year and a no of the Executive had invited K & N to present to the Managers and Teams and following that there had been engagement with various teams on requirements. Engaging with the Business areas is key. Mandatory Training/eLearning Compliance is vital, messaging around the vital importance of this is being is currently being looked at. 2023 Internship is underway, plans for a total of 9 Interns across the organisation. This will be a 3 stage process: application, assessment, on board training. Ad will go up on 27th Feb with 3 roles being sponsored by Údarás na Gaeilge, 2 sponsored by business areas, 1 x Technical and 1 x 2fm. DF noted the importance of Managers involvement and awareness of all L&D Unit has to offer staff and build awareness, and the importance of Mentorship and Sponsorship.
Action: DF & EC to meet with NOG on a plan to raise staff awareness of all L&D has to offer staff. Also, request to Exec Board members to highlight the huge importance of Mandatory training to all Managers and Teams.

3.

Future requirements for Cork: RW had met with the various Heads involved in productions from Cork regarding requirements in the coming years. RW had put together of a list of the requirements/needs from this.

Decision will need to be made regarding lease or purchase and sourcing the appropriate building and work around this. DF thanked RW for all the work put into this and we will need to keep talking.

4.

FOMC timelines etc.

VF/GB joined the meeting to update on the FOMC implementation plan which was published in January. They had gone through the lengthy report and put a 2 year Roadmap in place. Themes have been clustered, Priorities 1-3 and who is the lead organisation to refer to along with the LF reform. Activities have been mapped out with suggested Assignees to look at the plan with a view to next steps. Stakeholder consultation group to be established and then that group to meet with the Department. DF/RCov noted thanks to VF and GB for going through this large document and flagging the Roadmap ahead.

BAI had been in contact with regard to setting up a meeting with Coimisiún na Meán in coming weeks.

5. **Action:** Email to go out DF to the assignees and ask they look at the report and come back with obs, feedback and recommendations in two weeks.

Additional item: Irish Language Promo Producer, due to the introduction of new Irish language legislation which has been introduced and RTÉ's requirements this additional headcount is a necessity. This was approved as it is of high importance and due to RTÉ's obligation to these statutory requirements.

Also in this regard:

- 6.
- Letter to go Minister Catherine Martin with regard to promos.
 - Discussion arose with regard to Advertising on RnaG in line with this new Irish Language legislation. DF/JJ/RColl to meet in this regard.

7. **Approvals - A196s:**

- Stage 1 approval Mediagrid
- Stage 1 approval Landmark upgrade to Cloud
-

Both of these Stage 1 A196 items were approved by Executive Board to go forward.

AOB:

- RW to bring Cyber contingency to Executive Board next week.

For information:
Legal Report
Commercial Report
Audience Scorecard

Next Executive Board Meeting Tuesday February 28, 2023 @ 9.30am
RTÉ Executive Board

Date: Tuesday 28 February 2023 @ 9.30am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary

In attendance: [REDACTED]
[REDACTED], Spectrum Life

1. Executive Board Minutes of 21 February were agreed.
2. **Cyber Security update:** [REDACTED] joined the Executive Board to give an update on Cyber Security and response plan. Many short term plans in place working with Learn & Development, bringing experts in, as well as tightening remote access and optimising workflows so they are more secure. PF mentioned one of the main areas we need to highlight is [REDACTED]
[REDACTED]
3. **Introduction to Spectrum Life, RTÉ's new Employee Assistance Provider:** CB joined the meeting and EC introduced [REDACTED] of Spectrum Life. CB has been supporting the roll out, launch and communication plan for new Employee Assistance Programme with is with Spectrum Life. This to be rolled out in March. There will be 3-6 week implementation plan which will involve i) Comms support ii) the platform configuration and iii) Launch of the support. The service is accessible 24/7, 52 weeks a year is 100% confidential and totally staff orientated. Options freephone number, online at the wellbeing platform and also mobile app. These services will be hugely beneficial to staff and so important to make all staff aware of the service available to them. DF noted roll out of Comms in this regard is so important and DF/EC to ensure this to be part of the bigger employee engagement

messaging with regard to L&D. NOG putting a Communication in place to incorporate all.

4. **Approvals –**

- CDG Report – this matter was not addressed due to time constraints.

5.

AOB/Short updates:

- PM advised a new (one off) Intern is required to work on Data protection specifically to work on Records of processing activity (ROPA). This will involve a huge volume of work and will require legal knowledge. This was given approval by the Executive Board. PM advised [REDACTED]
- RColl advised that the User Acceptance Testing for ERP had been passed and will now go live. There will be no Finance Agresso, Transfare etc for 3 weeks as per several communications to all staff. After the 3 weeks the new Business World system will up and running and training will be given before and after this. RColl advised PM had been appointed as Chair of the RTÉ DBPS. New Travel Business Policy is being drafted ensuring tax compliance, sustainability and fair to all. This had been part of the pay deal and has gone to IRT. Policy to be finalised after agreement.
- DMcC advised very busy, lots going on with the new NI Windsor Protocol and staff had been deployed quickly to report on this. New Newsroom positions closing date for application tomorrow.
- JJ/AL advised BAU.
- GOL noted February ended well with [REDACTED] ahead for trading and [REDACTED] head overall. March is of concern and expect a weak month. Radio good and TV already looking good for TV.
- RCov advised launch of FOMC Implementation Group happened yesterday announcing 2 new funds. Closure of LW progressing and meeting with our own Department and DFA tomorrow.

For information:

Legal Report

Commercial Report

Audience Scorecard

Next Executive Board Meeting Tuesday March 7th, 2023 @ 9am

RTÉ Executive Board

Date: Tuesday 7 March 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn,

In attendance: Richard Collins, Geraldine O'Leary

1. Executive Board Minutes of 28 February were agreed.

2.

3.

Climate Action Plan: RW has taken up the Climate Action Champion on the Executive with responsibility for report. RW presented RTÉ's Climate Action Plan which has been put together by VF. Executive Board member were asked to read the plan and revert with any notes or observations to VF and RW by COB on Wednesday afternoon after that it was to go to Designers.

4.

Approvals –

5.
 - A196 – Large Screen Devices – This A196 was approved by Executive Board.

AOB:

- DMcC advised that a visit by President Joe Biden is a possibility mid April. More on this when it is confirmed.
- RColl updated Agresso has not gone offline. Business World will replace this and training for staff will take place in coming two weeks. Email to go to staff in this regard. R Coll gave an update on Management Accounts and Budget.
- DF/EC to have a discussion and each area asked to look at Headcount again.
- Work on Interim Budget underway DF/RColl/RCov.
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For information:

Legal Report

Commercial Report

Audience Scorecard

Next Executive Board Meeting Tuesday March 14th, 2023 @ 9am

RTÉ Executive Board

Date: Tuesday 14 March 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn,

Apologies: Richard Collins,

In attendance: Geraldine O'Leary

1. Executive Board Minutes of 7 March were agreed.

2. **Reports:**

HR: EC gave an update on the Allgo gift cards and will update on SCOPE next week.

Finance: R Coll advised hoping to close out the Audit asap. A&RC meeting next week. Working on IPU Report and the Draft Annual Report. ERP has gone well and hope to go live on 22nd March. Training coming up. RColl advised that the [REDACTED] has resigned due to a new job nearer home, this position is open.

News & CA: DMcC gave an update on the proposed visit by President Biden visit. It is still all to be confirmed. This will be an extremely busy time as well as BAU. Special request for additional support for News due to the Presidential visit, that being in the form of a fixed contract of 6 weeks for [REDACTED]. This was agreed by the Executive Board given the circumstances. Interviews have been completed in respect of roles in News & CA.

Content: JJ advised that plans are afoot for RnaG announcement on Advertising and working with NOG on this. There will be additional staff and spend required due to copy clearance and social media and will be investment in the Irish Language. There will have to be an appointment of senior person to collator and be responsible for reporting.

ACM: AL gave an updated on the weekend figures, Rugby was 816,000 and Dancing with the Stars 480,000, Tommy T was at 365,000. The Dry so far 380,000 streams. Kin is back on Sunday 19th March and series I had averaged at 650,000 on a Sunday night. Digital Sub Committee meeting.

Technology & Operations: Saorview DBT-I update.

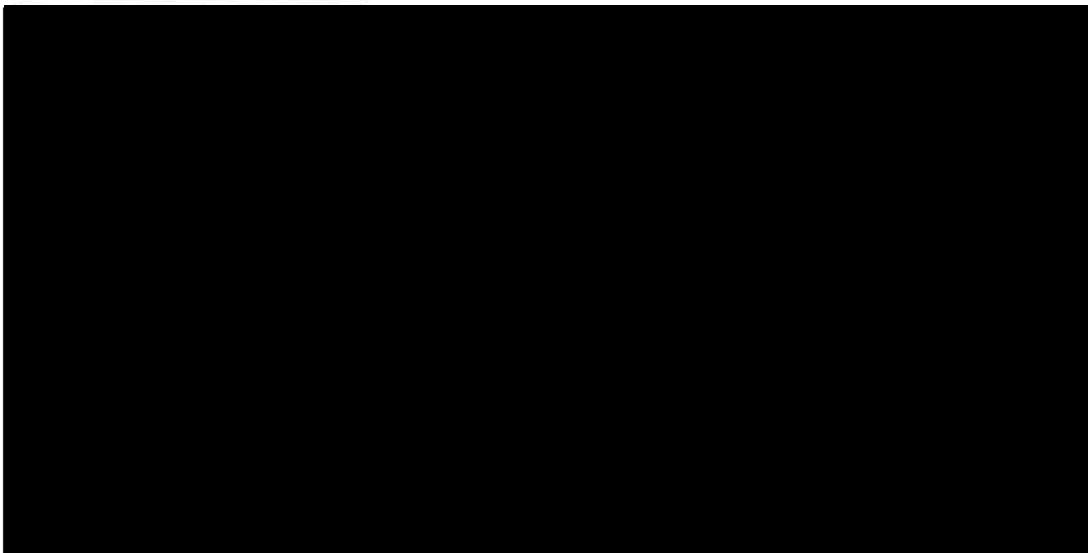
Strategy: RCov advised that the Performance Commitments had been circulated. Recently met with the Department in regard to Nuacht and going forward. Working on the FOMC Operating Model review and finalising Terms of reference with regard to Revenue.

3. **Legal:** PM noted issues with EPIC system and in particular [REDACTED] solution will need to be found in this regard.

AOB:

4.
 - In light of recent BBC/Social Media coverage a discussion was had in this regard. This is a hugely important conversation with Referendum in November and European Elections coming up too. DF noted a group will need to get together in this regard DF/BD/JJ/DMcC on the Guidelines and the importance of impartiality.
 - Longwave to shut down on 15th April. Also plans for Aertel to be decommissioned in Q2 of 2023. RW/AL to meet in this regard.
5. **Approvals –**
- CDG Report – there were no Contract approvals for Executive Board at this time.

DVB-I - Saorview NGP:



For information:
Legal Report
Commercial Report
Audience Scorecard

**Next Executive Board Meeting Tuesday March 21st, 2023 @ 9am
RTÉ Executive Board**

Date: Tuesday 21 March 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary

1. Executive Board Minutes of 14 March were agreed.

2. **Reports:**

HR: EC gave an update on SCOPE, which has been ongoing since November 2020. EC also gave an update on Gender Pay Gap after running the figures recently and finding a way to run a monthly report, this is slightly up due to various situations.

Finance: R Coll gave an update on recent Audit and Risk Committee and RTÉ Board meetings and an update on January/February Management Accounts. RColl also advised on the ERP system, this has gone well and staff have been kept well informed and there will be soft launch tomorrow and training ongoing.

News & CA: DMcC advised it is expected President Biden will come to Ireland on 11th April to Belfast first and then on to Dublin and Mayo taking a few days holiday. It is expected visit will be over 4/5 days. Sunday 2nd April there will be a State Event to mark Good Friday Agreement and the News Channel will carry this. Taoiseach and President will all be present at the Abbey Theatre. There will also be a state commemoration on Sunday 25th May to mark the end of the War of Independence. [REDACTED]

Content: JJ noted the news of Late Late Show and Ryan's departure landed well. DWTS finished and had a fantastic finish with Carl Mullan winning by public vote. Six Nations came to an end this was a great tournament. Work Cup to come in June. Women's Six Nations Rugby to start this weekend.

ACM: AL advised regarding the recent issues regarding [REDACTED] and EPIC. Plan to get the product owners to sharpen up the protocols. Spots during the Ad breaks regarding 2fm and Rugby have been great. DF & AL had a good online meeting with [REDACTED] and Cookies. This is a very tricky situation experienced by all. AL had a recent meeting with the [REDACTED] another meeting on Thursday.

Technology & Operations: Nothing to report apart from the Future Statement on Sustainability matters to go before Board.

Commercial: GOL advised in preparation for Board Meeting on Thursday. These are still very uncertain times and visibility is poor with regard to future planning. Hoping to announce advertising on RnaG next week this to take effect from May. Comms ready to go.

3. **Strategy:** DF & RCov recently met the Dept regarding Nuacht. Longwave switch off campaign to start on Friday 31st and switch off on 14th April. FOMC Technical Report has been complete.

Legal: PM has offered to take on the role of Reporting in respect of the Irish Language Amendment Act recently come into effect.

4. AOB:

- EC advised of Communications going out to staff to advise of relaunch of EAP wellness, Gym reopening, and the Womens Network. Learn & Development awareness to be activated.

For information:

Legal Report

Commercial Report

Audience Scorecard

**Next Executive Board Meeting Tuesday April 18th, 2023 @ 9am
RTÉ Executive Board**

Date: Tuesday 18 April 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn,

Apologies: Richard Collins,

In attendance: Geraldine O'Leary
[REDACTED]

1. Executive Board Minutes of 21 March were agreed.

2. **RTÉ's Performance Commitments 2023**

GB was in attendance at the outset of the meeting and gave a screen presentation on 2023 Performance Commitments and the metrics. The current Commitments framework is broken into three strategic objectives: Audience, Content and Sustainability with 33 target measures. There was a lot of conversation and discussion with regard to the metrics and current framework and arising from this GB to further explore Drama, Sport, Content & Opex and Indigenous content on RTÉ1. GB to bring back a proposal for approval prior to Programme Committee.

3. **Reports:**

News & CA: DMcC noted at the outset thank you to all in Operations and Technology who gave such amazing support to News & CA during the Biden visit. Also of note thanks to [REDACTED] also who were of such

huge support. Department of Foreign Affairs and the OPW and Defence Forces were of huge assistance in navigating the strict protocol and asks around the Presidential visit. Everyone worked really well together. DF noted huge thanks to the Exec members involved and the collaboration across the organization. This brought huge excitement and pride and well done to all.

Next big event will be the Coronation of King Charles we will receive feed from BBC, programme will be on air from morning of Saturday 6th June.

Content: JJ advised a lot going on. KIN doing very well as is the Ireland's Smartes with Claire Byrne, which is very strong. Championship also going well. All systems go and planning ahead for Ryan Tubridy's last Late Late Show in May.

ACM: AL advised on Audience numbers with President Biden's visit at 700,000 on Friday evening and 38% share from 6pm. Today Show doing well with 23% share KIN over 500,000 and DIY SOS at 33%. Angelus was moved to RTÉ2 on Thursday due to Biden visit. The Player streams up 14% on last year and time spent 42%. AL met with Programme Sub Committee on the Audio Strategy yesterday, PJ Mathews, Daire Hickey and Aideen Howard. AL noted that the Radio Strategy Group have met twice and plan to come back to Executive Board in 6 weeks with it's recommendations.

HR: EC gave an update on WTW and the work being done with HR on Levelling. Session with BBC on Friday to help with any questions after this there will be stress testing taking place. Broadly in line with plans.

Digitisation of HR Files. EC advised due to the large volume of files (over 10,000) HR is looking at Digitising the HR filing system. This will be of great benefit and will help hugely. EC advised a paper will be put together with costings and will come before Executive Board for approval.

EC gave an update on SCOPE. Looking at ERP plan for HR now that Finance has been finished. Not quite ready yet in terms of requirements.

Finance: RColl gave an update on current finances, with the Flash Report issuing last week and noted the March Management Accounts will be issued this week.

Technology & Operations: RW advised Longwave on Radio 1 has been switched off since last Friday night. This will now be made safe. Plans now afoot to close Aertel end of September 2023. Working on Communication plan with NOG and meeting in this regard end of May.

Strategy: RCov advised the Commercial Tender has been narrowed down to four companies and will circulate for information.

Legal: [REDACTED]

Data Protection training is up 50% but still room for improvement so please keep reminding staff.

4. **AOB:** not discussed at this time due to time constraints.

5. **Approvals:**

A196s

- Nebula Expansion – approved by Executive Board.
- Nebula blades rolling refresh – approved by Executive Board.

CDG

This item had been taken offline.

For information:

Legal Report

Commercial Report

Audience Scorecard

Next Executive Board Meeting Tuesday April 25th, 2023 @ 9am

RTÉ Executive Board

Date: Tuesday 25 April 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary

1. Executive Board Minutes of 18 April 2023 were agreed.

2. **Reports:**

Finance: RColl gave an updated on March Management Accounts which had been circulated in advance and also an updated on the Budget for Q1.

HR: EC advised that meetings have taken place with regard to a new ERP system for HR. [REDACTED]

[REDACTED] EC advised that the Digitisation of HR will be brought back to the Executive Board in advance of going to the RTÉ Board in July.

Commercial: GOL advised on the current Commercial status May AB is [REDACTED] Very uncertain and challenging climate and this in line with UK after several meetings. Looking at various options and how to do something more innovative on TV for May and June especially with regard to TV VOD. Q2 will be tough. Cadbury sponsor of national Womens football team. RTÉ/Virgin joint sponsors for Womens' World Cup starting end June.

News & CA: DMcC advised the Tender for Graphic and Support services for Nuacht has been out since 2021, this is budgeted for and an essential contract.

This to be looked at carefully by HR. [REDACTED]

Content: JJ advised that a person is required for six months to help with the clipping of Sports especially with Womens' World Cup coming up and Ireland and Virgin sharing the rights. This was approved as fixed term subject to Business case.

3.

AOB:

- There will be not Executive Board next week due to several members being on Annual Leave.
- Kevin Bakhurst has been announced as the new successor to current Director General, Dee Forbes.

4.

Approvals:

- CDG Report: this to go offline.

5.

For information:

Legal Report

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Audience Scorecard

**Next Executive Board Meeting Tuesday May 7th, 2023 @ 9am
RTÉ Executive Board**

Date: Tuesday 9 May 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Adrian Lynch, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary

1. Executive Board Minutes of 25 April 2023 were agreed.

2. **Reports:**
Minutes and Matters arising

3. **Reports:**

- **HR:** EC gave an update on Eversheds retrospection and SCOPE. The HR Team and Willis Towers Watson had a good meeting with BBC with great discussion and advice. All day workshop on Thursday coming. EC advised that a new EU directive will come in to play in 2026 with regard to fair pay and pay transparency feeding into the Gender Pay Gap

reporting. To flag that retirement age will need to be looked at and further discussion required.

- **Commercial:** GOL advised working on reforecast of Commercial and will be submitted by deadline on Thursday. Working across all areas from sponsorships to various initiatives being worked on, bespoke pieces and special offers and how best to drive SPOT. Ecommerce up and running and ads are on for this. Also working with SMEs and opportunities available.
- **Finance:** RColl advised budget discussions happening across all areas for the reforecast. DG asked that all areas dig deep in this regard. The Executive Board next Tuesday 16th May to be dedicated to H2 reforecast 2023.
- **News & CA:** DMcC advised 19% share on Saturday morning for the King's Coronation. 250k for Six One. [REDACTED]

[REDACTED] Prime Time will go out with 1 programme weekly during the Summer. Six One will go to 30 mins for 6 weeks from 31st July. To note Caitriona Perry will leave RTÉ for a new job end of May.

- **Content:** Very busy with just 3 Late Late Shows left for Ryan. Discussions with regard to Kin Series III. GAAGO doing well.
- **ACM:** AL gave an update on the [REDACTED] negotiations. Ad solution on the Player to be resolved by April 30th. AL advised that testing is going on for Digital Audio and we are at last part now as there had been some issues to be ironed out. Brand update back to Executive Board in two weeks. Sky Q to launch on May 30th. Also moving along with RTÉ's integration on the Amazon Fire Stick App. The Player performance is up 48% YOY and up 13% on streams YOY. 500,000 viewers of Kin season finale on Sunday night. And streams of second series has been 1.6m. Universe for April is flat YOY.

4.

- **Technology & Operations:** RW advised business as usual.
- **Strategy:** RCov a letter to go to Minister Catherine Martin with regard to Interim Funding and revised Strategy work will be ready imminently to be issued to be issued in advance of meeting on Thursday.
- **Legal:** PM noted the Weekly Legal Report and advised business as usual.

AOB:

[REDACTED]

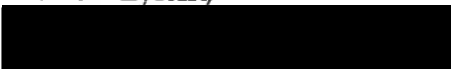
For information:
Legal Report
Commercial Report
Audience Scorecard

**Next Executive Board Meeting Tuesday May 16th, 2023 @ 9am
RTÉ Executive Board**

Date: Tuesday 16 May 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary

Apologies: Adrian Lynch,

In attendance: 

1. Minutes and Matters Arising:

Executive Board Minutes of 9 May 2023 were agreed.

2. 9-9.20am Follow up Performance Commitments 2023

GB and PL attended the Executive Board to revert on a few follow ups items with regard to Performance Commitment targets 2023. It was suggested to discontinue online and mobile reach target and change the digital metric and target 'visits' and streams. And suggested to discontinue 'RTÉ1 is good for Irish Drama' and widen the metric to 'RTÉ is good for Irish Drama'. These changes were agreed by the Executive Board with the support of the Programme Committee and will go before the RTÉ Board meeting of 25 May 2023.

3. H2 2023 Forecast

RColl presented the April 2023 Management Accounts and also presented the H2 2023 financial forecast. There was much discussion in this regard with all areas being covered. Reforecast to go before the RTÉ Board for approval.

4. AOB:

- Strategy work ongoing and will go to the RTÉ Board for sign off.

For information:
Legal Report
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Next Executive Board Meeting Tuesday May 23rd, 2023 @ 9am

RTÉ Executive Board

Date: Tuesday 23 May 2023 @ 9am, via Teams

Participants: Dee Forbes (Chair), Jim Jennings, Deirdre McCarthy, Eimear Cusack, Rory Coveney, Paula Mullooly, Richard Waghorn, Richard Collins, Geraldine O'Leary, Adrian Lynch,

In attendance: [REDACTED] Ernst & Young,
[REDACTED] Truepoint

1. **Minutes and Matters Arising:**
Executive Board Minutes of 16 May 2023 were agreed.
2. **9 - 9:45 ERP discussion**
PF and [REDACTED] from Ernst & Young attended the meeting to give feedback from recent review of the ERP process. This had gone to the Audit and Risk Committee on 20th April and it was suggested that this be sent to Executive Board for information. There had been key learnings and good checklist for future reference going forward.
3. **10:00 – 11am Strategy discussion**
GB & SQ attended the meeting and there was a discussion with regard to final tweaking of the Strategy document which the Executive had worked on and which was to be sent to the RTÉ Board today.
4. **11am Post Retirement Contracts**
EC gave an updated on current post retirement contracts. Consistency across the board very important along with intergenerational fairness to all. It was decided that application for post-retirement contract would be looked at on case by case basis and for the second year a transitional path would be worked on. Policy to be up to 2 fixed term contracts.
5. **AOB:** Due to time constraints there was no time for this time.
6. **Approvals:**
 - A196: MTL Fibre V1 – approved by the Executive Board.
 - CDG Report – query about role in Media Management area to help with Content delivery. This to be approved subject to Business Case being submitted.

For information:
Legal Report
Commercial Report
Audience Scorecard

Next Executive Board Meeting Tuesday June 13th 2023 @ 9am