

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

2	Efficient Use of Resources				
	<p>We are currently working on our annual Expenditure Review, which will be submitted, to the Dept of Arts, Sport and Tourism shortly.</p> <p>Revised our internal expenditure reporting and we now do cost reports bimonthly for Dept and Board.</p> <p>We report quarterly on NDP Capital expenditure by county. We also produce quarterly activity reports showing the outputs from the NDP Program and progress against the Performance Indicators of the Program. Currently we have produced an interim report on progress on the NDP Program to date, which has been submitted to Indecon.</p> <p>Improved internal accounting system and upgraded to TAS 3. This allows us to record expenditure by Unit, which in turn allows more in-depth analysis. This also facilitates the allocation of budgets to</p>	<ul style="list-style-type: none"> • Publish Expenditure Review • Publish internal bimonthly reporting • Quarterly reporting • Monthly reports given to Unit Heads. Quarterly reports to the Board. 	<p>July 2003</p> <p>Ongoing bimonthly</p> <p>Ongoing quarterly</p> <p>Ongoing monthly</p>		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

	<p>Units and makes Unit Heads more accountable for expenditure.</p> <p>In the event that the Irish Film Board is required to operate with reduced financial resources we will endeavour to continue to provide the same level of service to the industry. However, depending on the reduced level of financial resources, we may have to reduce the range of service rather than the quality of service.</p> <p>In the event that the Irish Film Board is required to operate with reduced staff we are committed to achieving the same level of service.</p>	<ul style="list-style-type: none"> • Endeavour to provide the same level of service and depending on budget cut, the same range of services. • Committed to providing the same level of service, however, the action required to cope with a staff reduction would depend on the post that had not been replaced. 	<p>As required</p>		
<p>3-5</p>	<p>Better Regulation</p>				
	<p>The Customer Services Charter due to be published will show the Film Board's commitment to good practices and</p>	<ul style="list-style-type: none"> • Publish Customer Services Charter 	<p>July 2003</p>		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

	transparency. The Film Board attends to and responds to all Freedom of Information enquiries promptly and efficiently.				
--	---	--	--	--	--

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

6	Stable Industrial Relations				
	<p>Since the Film Board was reconstituted in 1993 it has never had any industrial action. We do staff assessments annually to identify staff needs, progress and problems.</p> <p>The Film Board also encourages good relations between SIPTU, the union that represents film technicians in Ireland, and film production companies shooting in Ireland.</p>	<ul style="list-style-type: none"> • Continued lack of Industrial Action • Continued staff assessments at year end 	<p>Ongoing</p> <p>December 2003 December 2004 On-going</p>		
7	Performance Management Systems				
	<p>The Film Board draws annual Unit plans that feed into a joint Business Plan in conjunction with the Executive to set out annual goals and objectives. As part of this plan, performance against these objectives will be reviewed.</p>	<ul style="list-style-type: none"> • Business Plan to be published 	<p>September 2003</p>		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

9	Team working and cross-functional working				
	<p>As demonstrated with the increased number of staff over the last two years, staff have proven to be flexible and have worked efficiently across different teams.</p> <p>For example each year we have a trade mission to Los Angeles. The Business Affairs Unit, Location Services and Marketing Unit all collaborate to make this trip successful to promote the profile of Irish Film and the Irish Film Board, to inform the US of the tax incentives available in Ireland and attract US companies to use Ireland as a film location.</p> <p>In order to achieve our goals teams must integrate and share skills and knowledge to make our plan work. For example, we have set up various working parties bringing together staff from different units</p>	<ul style="list-style-type: none"> • e.g. team working or cross functional working initiatives • Continue to bring relevant personnel from different units with different skills together to form working groups when required 	On-going		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

10	New Technology and eGovernment				
	<p>Recently commissioned a new database system to improve the compilation of data and reporting.</p> <p>Completely revamped our website in September 2002.</p> <p>Encourage optimum use of our user friendly website and ensure that all information is updated daily.</p> <p>Up-graded our server and email system in January 2003, which enable our two offices to send and receive email instantly and work off a common server.</p> <p>Installed a lease line between our Galway and Dublin Office to enable seamless phone and data communication.</p> <p>Accurate details on all funding rounds and application deadlines.</p>	<ul style="list-style-type: none"> • New database up and running • Content up-dated daily – Review website in September 2003 • Website address appears on all publications and advertisements • Continue to up-grade our system as technology improves • Switch our Galway email access line to ADSL in Summer 2003 (once it is available in Galway) • Telephone callers are directed to our website for detailed 	<p>September 2003</p> <p>September 2003 for review</p> <p>On-going</p> <p>On-going</p> <p>As soon as ADSL is available in Galway</p> <p>On-going</p>		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

	<p>A downloadable facility has been set up on our website to assist in the application of all available funding.</p> <p>Response time to all email enquiries will be no later than 48 hours.</p>	information			
11 - 13	Atypical Working Arrangements				
	<p>Where possible employees can work part-time using parental leave</p> <p>When required we take on consultants to undertake projects on a temporary basis.</p> <p>Where the work environment is unsuitable for various tasks (i.e. reading scripts etc) employees have the option of working from home or remotely from the office.</p>	<ul style="list-style-type: none"> • Make available information to all employees concerning part-time working options by August 2003 • Create a database of potential consultants that can perform various reports for the Board by end July 2003 	<p>Staff handbook to be published July 2003</p> <p>August 2003</p>		
14	Redeployment of Staff				
	<p>Staff move between our Galway and Dublin offices regularly to facilitate the industry and urgent work</p>	<ul style="list-style-type: none"> • Continue to encourage mobility between both offices 	On-going		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

	demands. However, with improved technology more work can be done from either office on common projects.				
15	Management of the Introduction of Change and New Development				
	The Film Board is committed to the implementation of any changes in accordance with the Agreement in conjunction with the Heads of Units and staff.	<ul style="list-style-type: none"> • Discuss in advance the possibilities of change with the Heads of Units and make provisions for such changes as far as possible without exact information on the changes proposed. • The Heads of Units to Inform and up-date staff on the changes being implemented and the impact on each unit. • Committed to continuing to provide the same level of services. 	As required	As required	On-going
16	EGovernment (Dealt with in section 10)				

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

17-24	Recruitment				
	<p>The Film Board has always had an open recruitment policy and all new positions are advertised in the national press.</p> <p>Where the Film Board has a position that requires an operative with a high level of experience or expertise we advertise both nationally and internationally.</p>	<ul style="list-style-type: none"> • Continue to recruit openly 	On-going		
25 & 26	Training				
	<p>The Film Board is committed to continued training and development for all staff.</p> <p>Staff are encouraged and assisted in sourcing suitable courses to enhance their skills.</p> <p>The Film Board organizes some training for the industry and funds Screen Training Ireland/FAS.</p>	<ul style="list-style-type: none"> • Training budget in line with the number of employees • Guidelines for training in Staff Handbook 	<p>End 2003</p> <p>Publishing - July 2003</p>		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

26 & 27	Partnership				
	The Film Board continues to be committed to the delivery of real improvements in performance at organizational level and to involve staff in the change and modernization process and improve the working environment.	<ul style="list-style-type: none"> • Continue a good working relationship with relevant Partnership partners 	Ongoing		
28	Equal Opportunities				
	<p>The Film Board agrees to continue to work to promote equality of opportunity for all Film Board staff in accordance with the policies as set out in the Staff Handbook.</p> <p>The Film Board continues to support applications from people with disabilities. However with a staff of 16, the target of 3% may not be achievable.</p>	<ul style="list-style-type: none"> • Staff Handbook to be published • Continue to promote equality • Continue to encourage applications from people with disabilities. • Continue to report progress against 3% target annually 	<p>July 2003</p> <p>On-going</p> <p>On-going</p> <p>Annually</p>		
	The Film Board is committed to	<ul style="list-style-type: none"> • All job advertisements 	On-going		

Sustaining Progress Action Plan: The Irish Film Board / Bord Scannán na hÉireann (July 2003)

	implementing equal opportunities in all its employment and application policies, practices and procedures without discrimination on any grounds	state that BSE is an Equal Opportunity Employer <ul style="list-style-type: none">• Where offices are unsuitable employees of the Film Board will meet with applicants with disabilities in an appropriate accessible location.	On-going		
--	---	---	----------	--	--

