

Approved version

Caithness & North Sutherland Regeneration Partnership

Executive Board meeting, Highland Council, Inverness
21st April 2015

Present: Sir Anthony Cleaver (Chair)
Alex Paterson, HIE (AP)
Anthony Standing, SDS (AS)
Simon Middlemas, PBO (SM)
Steve Barron, Highland Council (SB)

Apologies: Nigel Lowe, NDA (NL), Karen Jackson, Scottish Government (KJ)

In Attendance: Eann Sinclair, CNSRP Programme Manager (ES)

1 Welcome

2 Previous Minutes/ Matters Arising

Previous minutes (17th December 2014) agreed.

- ES highlighted that NHS Highland was now a part of the CNSRP Advisory Board.
- Derek Mackay MSP had responded to the Chair's letter, and ES will make contact with Transport Scotland to ensure Berriedale project is captured on Programme. AP mentioned a useful contact in Scottish Government Infrastructure Board.
- ES and SM had met to consider possible formats for an area event, and SM was preparing a proposal focused on engaging and informing young people.

3 Issues from Advisory Board meeting, 25th March

Attendance of NHS Highland's Head of Operations was welcomed by all members. First presentation of progress report on new programme format resulted in comments that will change the structure of future Advisory Board meetings.

4 Programme Manager Update

CNSRP Programme

ES outlined the first round of reporting from the project owners of the Major Projects on the CNSRP Programme. All project owners contributed useful project updates, and ES will work with them to help address any issues affecting project delivery. The DSRL "people plan" had yet to be published, and some discussion took place over likely need to recruit additional posts at Dounreay. SM highlighted 3 areas of interest to companies like Cavendish: Next Generation Broadband connectivity; air transport connectivity; and human resource. The former two areas of the Programme were addressing these well, with the latter being a current and future issue to be addressed. AS highlighted the major PACE event that had taken place in Aberdeen, which could help identify potential candidates. ES agreed to discuss with AS. **ACTION 1 ES** to discuss with AS and DSRL.

The latest projected jobs commitments were discussed (151.5FTE jobs during 2014/15) – AS asked if this included Modern Apprenticeships. ES said no, but would welcome additional data on MAs. **ACTION 2 – AS** to seek data on Modern Apprenticeship numbers in the area.

Communications:

The updated media coverage table was noted. The CNSRP Communications Plan 2015/16 had been presented to a meeting of the partner communications representatives to agree the Plan's key messages. A final draft was being prepared. The group had agreed to establish an electronic network, and to meet again later in the year to review progress. **ACTION 3 – ES** to circulate copies of Communications Plan.

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6 Any other business

The Chair had received a letter from Dounreay Stakeholder Group regarding the potential effects of Highland Council budget savings on organisations in the voluntary/ community sector in the north. After discussion it was agreed that the Chair would reply to DSG setting out CNSRP priorities. **ACTION 4 – Chair** to reply to DSG.

Next Executive board meeting in Caithness in July (date to be confirmed)

Summary of Actions

	Action:	Due Date:	Responsible:
1	Discuss data from Aberdeen PACE event with AS & DSRL	01/05/2015	ES
2	seek data on Modern Apprenticeship numbers	Next meeting	AS
3	Circulate Communications Plan	Next Meeting	ES
4	Reply to Dounreay Stakeholder Group	24/04/2014	Chair