

Caithness & North Sutherland Regeneration Partnership (CNSRP)
Executive Board

Note of meeting held 13th December 2010, Cowan House, Inverness

Present: Sir Anthony Cleaver (Chair)
Jon Phillips, NDA – by VC, items 1-2
Alistair Dodds, THC
Alex Paterson, HIE

In Attendance: Eann Sinclair, CNSRP (minutes) – items 1-4

1. Apologies

Karen Jackson, Scottish Government

2. Previous Minutes & Matters Arising

Previous minutes were agreed as accurate by Chair. Previous actions had been completed.

J. Phillips updated members on NDA position following Comprehensive Spending Review, and ongoing work to agree partnering arrangements between NDA, Parent Body Organisation and Site License Company at Dounreay.

NDA commitment to the building of the National Nuclear Archive in Wick remained, but due to lack of available match funding the project was not being taken forward pending a wider review of NDA's Information management Strategy.

(J Phillips left the meeting at this point)

Following discussions, the Chairman agreed to write to NDA seeking clarity on the commitment to and timing of any future progress.

ACTION 1: Chairman to write to NDA.

3. Issues From 16th November Advisory Board meeting

ES presented draft of Action Plan/ Programme to Advisory Board members. Members had commented that in general they were content with direction of travel, but wished to see delivery information presented in user friendly format. It was agreed that a more structured mechanism for feeding back issues from Advisory Board meetings would be useful.

ACTION 2: ES to ensure written feedback following Advisory Board meetings.

A Paterson felt that the paper presented required further prioritisation. The Chairman agreed that a clear, one-page encapsulation of the programme of delivery should act as the Action Plan, with more detailed delivery plans

behind. This one-page Action Plan should form the basis for the planned meeting with Jim Mather MSP.

ACTION 3: ES to draft one-page action plan following direct discussions with A Dodds and A Paterson, and circulate to Executive Board members for approval.

ACTION 4: ES to arrange further meeting with members in January to agree key outcomes and arrangements for meeting with Minister.

4. Programme Manager Update

A written update paper had been circulated in advance. ES highlighted progress in key areas such as inward investment, where a series of research reports had been commissioned to inform targeted campaigns in energy and business services sectors.

Summary of Actions

Ref:	Action:	Due Date:	Responsible Person:
1	Write to NDA seeking clarity on NNA future plans	17/12/10	Chairman
2	Ensure written feedback from future Advisory Board meetings	Next meeting	Eann Sinclair
3	Draft one-page Action Plan and circulate to members for approval	21/01/11	Eann Sinclair
4	Arrange follow-up meeting to discuss Action Plan and objectives for Ministerial meeting	31/01/11	Eann Sinclair