

**Caithness & North Sutherland Regeneration Partnership  
Executive Board**

**Minutes of Meeting, 25<sup>th</sup> February 2011, Cowan House, Inverness**

**Present:** Sir Anthony Cleaver (Chair)  
Stuart Black, THC (SB)  
Jon Phillips, NDA (JP) *by video-conference*  
Karen Jackson, Scottish Government (KJ)  
Alex Paterson, HIE (AP)

**In Attendance:** Eann Sinclair, CNSRP (ES)  
Eilidh Gunn, CNSRP (minutes)

**1. Apologies**

Alistair Dodds, THC.

**2. Previous Minutes**

The minutes of the previous meeting were approved.

**3. Matters Arising**

NDA future plans – NDA will communicate plans on future activities relating to the National Nuclear Archive once the wider review of information management strategy is completed at the end of financial year 2011/12.

**4. Issues from 21<sup>st</sup> February Advisory Board**

The CNSRP Advisory Board requested more formal communication between the two boards. ES described plans to formalise issues raised at Advisory Board meetings for onward communication and discussion at Executive Board meetings. An issues log would be maintained, clearly stating issues, and responses to those issues from Executive Board.

**ACTION 1: ES** to circulate for approval the issues log for Advisory Board items discussed at this meeting, before forwarding to Advisory Board members.

Meetings will continue to be scheduled with a gap of two weeks between Advisory and Executive Boards where feasible, to allow issues to be written up and agreed. However it was also agreed that the next meeting (in May 2011), and once yearly thereafter, will be in a format which will allow both boards to meet on the same day and discuss issues.

**ACTION 2: ES** to investigate availability of key members of both Boards for joint meeting in May.

The Advisory Board members also agreed that because of the strategic importance of port development to the Caithness & North Sutherland Action Plan, both Scrabster Harbour Trust and Wick Harbour Association would be formally asked to become members of the Advisory Board.

The Chairman asked if JP could update on NDA/ PBO/ SLC partnering arrangements. JP reported this was not yet complete, but agreed that it would assist the reporting of progress from the three bodies.

**ACTION 3: JP** to agree with NDA and DSRL the most appropriate means of reporting current NDA/ PBO/ SLC activities and issues.

AP suggested that further progress needed to happen on communicating the range of activities being undertaken as part of the Partnership's programme of activity, and on progress being made in delivering actions.

**ACTION 4: ES** to draft and circulate an updated communications plan, including plans for redesigned CNSRP website.

**ACTION 5: ES** to provide summary information of Advisory and Executive Board meetings for potential press usage.

## 5. Programme Manager Update

The programme of Inward Investment tenders being led by HIE's Area Team are reaching the end of their market research phases. ES suggested that there was an opportunity to pick out key messages about the area from the research and generate press stories.

**ACTION 6: EG** to discuss with Roy Kirk and ES potential press messages from research phases.

ES said that HIE's Caithness Ambassadors programme had begun with a first meeting held in Aberdeen with senior business representatives. A further event in Aberdeen was planned for March, and an event in London was also being planned. EG said that further names for the London event were being sought.

**ACTION 7: EG** invite SB to next Aberdeen meeting

**ACTION 8: EG** circulate list of attendees at Aberdeen event.

**ACTION 9: EG** Speak to Alison Wilson (HIE) re further potential names.

Members of Scottish & Southern Energy's Power Transmission team had given a presentation at the CNSRP Advisory Board meeting, and had outlined a potential £1bn capital programme over the next ten years to achieve upgrades to the transmission network in the north of Scotland. Opportunities exist for significant contracts work from this programme. ES also highlighted recent concerns raised at perceived lack of Caithness visibility in renewables market when compared to Orkney. He had pointed to the existence of Invest Caithness, and it was agreed that one identity for the area's offering was needed.

Presentation to the advisory board from SSE, investing £10b. over next 10 years in the north. Main messages were that they need skilled people and infrastructure. Invest Caithness are creating a capabilities brochure.

ES described ideas developing from the Castle of Mey "Onshore Visioning" events. Enterprise Zones were raised for further investigation. SB suggested that the attributes of an Enterprise Zone would require close working with both UK and Scottish Governments. It was agreed that an approach be made to the Chief Secretary to the Treasury and to the Secretary of State for Scotland to explore the idea further.

**ACTION 10: ES & SB** prepare letter to Chief Secretary to the Treasury.

ES described the CNSRP Delivery Group’s recent meeting with DSRL’s Head of Commercial regarding current activities on Shared Services and on socio-economic elements in DSRL procurement. One immediate effect of the meeting is work between DSRL and Caithness Chamber to provide further information on local business capabilities/ capacities to help inform potential tenderers of local contracting support.

Local stakeholders and Dounreay Unions met separately with each of the Bid Teams from the two consortia bidding for the Dounreay PBO. Both parties have indicated their choice for Managing Director if successful.

**ACTION 11: JP** establish as part of PBO Competition processes at what point CNSRP Executive Board could review socio economic plan.

**ACTION 12: JP & ES** further discussion on PBO’s plan to offer work to people on other sites in UK.

The Chairman summarised a very positive meeting with Jim Mather MSP on 1<sup>st</sup> February. It was agreed that this level of engagement with Ministers was important, and the Chairman therefore agreed to write to Mr Mather thanking him for the opportunity, and asking that CNSRP be afforded the opportunity to engage with his successor in the role.

**ACTION 13: Chairman** to write to Mr Mather following meeting.

It was also agreed that Mr Mather’s suggestion of engagement with other Ministers where appropriate be considered. KJ suggested that she would be happy to facilitate access to other departments within Scottish Government.

**ACTION 14: KJ and ES** to discuss relevant departmental opportunities.

The Chairman also agreed to discuss with John Thurso whether similar Ministerial contacts at UK level would be possible.

**ACTION 15: Chair** to discuss UK Ministerial engagement with John Thurso.

## 6. Any other business

None.

## Summary of Actions

| <b>Ref:</b> | <b>Action:</b>                                                                                              | <b>Due Date:</b> | <b>Responsible Person:</b> |
|-------------|-------------------------------------------------------------------------------------------------------------|------------------|----------------------------|
| 1           | Circulate issues log and responses for current AB/ EB meetings                                              | 04/03/11         | ES                         |
| 2           | Investigate availability of key members for 31 <sup>st</sup> May joint meeting                              | 04/03/11         | ES                         |
| 3           | Agree with NDA and DSRL the most appropriate means of reporting current NDA/ PBO/ SLC activities and issues | Next meeting     | JP                         |
| 4           | Draft and circulate updated Communications Plan, including plans for redesign of CNSRP website              | 11/03/11         | ES                         |
| 5           | Provide summary information of Advisory and Executive Board meetings                                        | 04/03/11         | ES                         |

|    |                                                                                                                      |              |          |
|----|----------------------------------------------------------------------------------------------------------------------|--------------|----------|
|    | for potential press usage.                                                                                           |              |          |
| 6  | Discuss with Roy Kirk and ES potential press messages from research phases.                                          | 07/03/11     | EG       |
| 7  | Invite SB to next Aberdeen meeting of Caithness Ambassadors.                                                         | 04/03/11     | EG       |
| 8  | Circulate list of attendees at first Caithness Ambassadors event.                                                    | 04/03/11     | EG       |
| 9  | Speak to Alison Wilson re further potential names for Caithness Ambassadors programme                                | 04/03/11     | EG       |
| 10 | Prepare letter to Chief Secretary to the Treasury.                                                                   | 07/03/11     | ES/ SB   |
| 11 | Establish as part of PBO Competition processes at what point CNSRP Executive Board could review socio economic plan. | 11/03/11     | JP       |
| 12 | Further discussion on PBO's plan to offer work to people on other sites in UK.                                       | Next meeting | JP       |
| 13 | Follow-up letter to Mr. Mather.                                                                                      | 04/03/11     | Chairman |
| 14 | Discuss relevant departmental opportunities within Scottish Government.                                              | Next meeting | KJ/ ES   |
| 15 | Discuss UK Ministerial engagement with John Thurso.                                                                  | Next meeting | Chairman |