

Caithness & North Sutherland Regeneration Partnership

Executive Board meeting, North Highland College, Thurso Monday 16th September 2013

Present: Sir Anthony Cleaver (Chair)
Alastair Macdonald, DSRL (AM)
Karen Jackson, Scottish Government (KJ)
Nigel Lowe, NDA (NL)
Roy Kirk, HIE (RK)
Steve Barron, Highland Council (SB)

Apologies: Alex Paterson, HIE (AP)
Anthony Standing, SDS (AS)
Roger Hardy, DSRL (RH)

In Attendance: Eann Sinclair, CNSRP (ES)

1 Welcome

2 Previous Minutes/ Matters Arising

Previous minutes (20/03/13) agreed.

Annual Review

ES circulated paper copies of initial layouts, and apologised for delays to the timescale for this publication. ES confirmed that contribution from Mr Swinney had been incorporated into publication. Electronic copies of the layout will be circulated to members.

ACTION 1 - ES to circulate layouts by email.

3 Issues from Advisory Board meeting, 11th June

Annual Review (see Matters Arising above)

CNSRP post 2014 (see Item 6 below)

Wick JOG Airport

It was agreed that Highland Council and HIE would continue to work with partners on an assessment of current hangar facilities and future potential for hangar requirements at Wick. ES agreed to work with both Highland Council and HIE to agree a project brief, to be circulated to members for comment.

ACTION 2 – ES to circulate project brief

4 Programme Manager Update

Quarterly review

ES highlighted progress since previous meeting. Most actions currently at “green” – of those currently at “amber” -

- Caithness Chamber continues to work on ideas around a young Chamber;
- National Nuclear Archive: commercial partner is not now expected to be secured until end of 2013, but completion is still on schedule for 2016.

Members felt that an assessment of jobs created/ retained would benefit from a parallel assessment of jobs lost. ES agreed to share current estimates, and to work with partners to build in any additional data available on this, and to compare approaches with other initiatives such as the Moray Partnership.

ACTION 3 – ES to share data.

Marketing/ Events and Conferences

AM introduced the paper prepared for DSRL by Liddell Thomson. Discussion followed on the need for a new “brand” versus use of existing initiatives (eg Invest Caithness). Discussion focused on the audiences for partner communications, with differing approaches required for communicating progress to the wider local community and communicating business opportunities to potential inward investors. RK referred to work being done in Moray on the former issue. It was agreed that ES would convene a small

group comprised of CNSRP members to produce a coordinated plan for communicating to these audiences. **ACTION 4 – ES** to bring group together.

The paper on Events and Conferences was welcomed. It was agreed that further work was required to prioritise events and conferences, and to further develop ideas beyond the energy sector. NL suggested provision be made within the programme for inward visits by specialist press. Identifying local “ambassadors” to support such visits was also suggested.

ACTION 5 – J Love HIE to revise paper.

5 CNSRP post-2014

CNSRP post-2014

ES outlined the recommendations in Papers 4 and 5, regarding potential jobs targets for the 2011-14 period. These were broadly agreed. It was agreed that further work should be done to detail enabling activities, and to quantify financial resources required to deliver these. ES agreed to work with partners to agree a revised paper for the Executive Board’s December meeting.

ACTION 6 – ES to work with partners on revised paper.

RK outlined the ongoing discussions on staffing support for the Partnership from 2014 onwards, and agreed to share the outcome of these once the discussions had concluded.

ACTION 7 – RK to share outcome of staffing discussion with Executive Board members.

6 Any other business

ES said that the proposed December meeting date was unsuitable for some members, and that a rescheduled date was being sought. Confirmation of this would be circulated as soon as possible.

Summary of Actions

	Action:	Due Date:	Responsible:
1	circulate Review layouts by email	20/09	ES
2	Circulate draft Brief for Hangar study	27/09	ES
3	Share data on jobs created/ lost	Next meeting	ES
4	Form group to lead on marketing/ comms	27/09	ES
5	Revise paper on events & conferences	31/10	JL
6	Revised paper on 2014-17 targets	Next meeting	ES
7	Share outcome of staffing discussions	Next meeting	RK