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Caithness & North Sutherland Regeneration Partnership

Executive Board meeting, Wick, Caithness 17th December 2014

Present: Sir Anthony Cleaver (Chair)
Karen Jackson, Scottish Government (KJ)
Roddy Bailey, SDS (RB)
Roy Kirk, HIE (RK)
Simon Middlemas, PBO (SM)
Stuart Black, Highland Council (JSB)

Apologies: Nigel Lowe, NDA (NL) Steve Barron, Highland Council (SB), Anthony Standing, SDS (AS), Alex Paterson, HIE (AP)

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

1 Welcome

The Chairman welcomed SM to his first meeting following RH's decision to step down from the Executive Board.

2 Previous Minutes/ Matters Arising

Previous minutes (3rd October 2014) agreed.

3 Issues from joint Executive/ Advisory Board meeting

Concerns raised by members regarding the impact on the area economy of the perceived threat to surgical cover at Caithness General. ES felt that communications with NHS Highland had been intermittent, but ES agreed to make contact with NHS Highland to discuss. **ACTION1 – ES** to make contact with NHS Highland.

4 Programme Manager Update

CNSRP Programme

ES updated on progress, highlighting the agreement of project owners and supports to participate in sharing project scopes and plans, as well as their commitment to report on progress on a quarterly basis. He thanked SM for the work in developing templates for these and for the work in developing the workshops held for project owners and supports. A copy of the High-level Programme was circulated for information.

JSB asked about the "Skills 1" project owned by North Highland College, and the extent to which it could adopt a "skills academy" approach. ES confirmed that discussions were going on to secure a key commercial partner to help develop this approach.

Information on the Berriedale Braes project had yet to be confirmed via Transport Scotland. It was suggested by JSB that the Chairman might write to new Transport Minister Derek Mackay MSP to highlight the value of the project to the programme. **ACTION 2 – ES** to draft letter for Chairman.

Programme Manager report:

The written report was presented. ES highlighted the announcement of superfast broadband for Wick and Thurso; the latest projected jobs commitments of 147.5FTE jobs during 2014/15; and the publication of the CNSRP Annual Review. JSB asked about the inclusion of construction sector jobs in this total. ES confirmed that such jobs were only currently counted if, for example, Business Gateway interventions

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supported new businesses etc. He agreed to look at ways of including construction sector jobs associated with large infrastructure projects, but highlighted the often short-term nature of these jobs.

Communications:

The updated media coverage table was noted. The CNSRP Communications Plan 2015/16 would be drafted in the New Year taking in recommendations from a review of communications. A key recommendation was annual or bi-annual meetings of the partner communications representatives to agree the Plan's key messages and later in the year to review progress. **ACTION 3 – ES** to circulate copies of Communications Plan.

SM asked about the value of having a Caithness Conference during 2015, and perhaps a review of CNSRP. ES agreed to take these thoughts away and consider in the context of the Programme and Communications Plan. **ACTION 4 – ES** to consider Conference and CNSRP review.

6 Any other business

Next Executive board meeting now confirmed as Wednesday 17th December at 12.30pm in Wick..

Summary of Actions

	Action:	Due Date:	Responsible:
1	Make contact with NHS Highland	Next meeting	ES
2	Draft letter to Derek Mackay MSP	24/12/14	ES
3	Circulate copies of Communications Plan	Next Meeting	ES
4	Consider area Conference & CNSRP Review	Next meeting	ES