

**CAITHNESS & NORTH SUTHERLAND REGENERATION PARTNERSHIP
(CRP) – EXECUTIVE BOARD**

**MINUTES OF MEETING HELD 14th DECEMBER 2007 AT HIGHLAND
COUNCIL HEADQUARTERS**

Present: Alistair Dodds (AD), THC (Chair)
Terry Selby (TS), NDA
Stuart Black (SB), HIE for Sandy Cumming

In Attendance: Gordon Cox (GC), CRP
Ian Hargrave (IH), THC
Roy Kirk (RK), CRP
Carroll Buxton (CB), HIE
Eilidh Gunn (EG), CRP (minutes)

Apologies: Sandy Cumming, HIE
Greg Allan, Scottish Government

1. Minute of Executive board Meeting held on 13 September 2007

The minutes of the meeting of 13th September 2007 were approved.

It was agreed all minutes would be published on the website. **ACTION CRP**

2. Matters Arising

Marine Renewables Project Manager – This post should be in place early next year funded 50/50 by NDA and HIE. In addition CB explained Crown Estates are employing their own project manager who could be based at T3UK.

3. Progress of an appointment of chairman for Executive Board

TS confirmed good progress, hoping for announcement in the New Year.

**4. Governance Arrangement for Caithness and North Sutherland
Regeneration Partnership**

AD welcomed a discussion on governance arrangements. It was agreed it was important to differentiate the CRP Advisory Board from the Dounreay Stakeholders Group, although it was recognised there may be some common membership. The role and remit of the Advisory Board is to act as a 'parliament' for the CRP, meeting 2 – 3 times annually, receiving quarterly reports on progress and offering advice and opinion on behalf of local, regional and national interests.

It was agreed the Advisory Board should have strong business representation and include elected representatives and community representation. It was suggested that the Chair should be THC Convenor or his nominee. GC was asked to circulate a suggested membership of up to 20. **ACTION GC.**

The role and remit of the Executive Board was agreed as follows:-

- **Role and Remit:-** Strategic oversight – accountable to the community for delivery of the strategy and subsequent Action Plan. Review and monitor programme resources. Meeting four times per annum. Agendas and Minutes to be published.
- **Membership:-** The Highland Council Chief Executive, HIE Chief Executive, NDA Dounreay Programme Director, Scottish Government Senior Official, independent Chair.
- **In attendance:-** CRP Programme Manager, HIE Area Director, THC Area Corporate Manager, HIE Director of Global Connections, CRP Inward Investment Executive, NDA senior officer, CRP Administrator.

5. A9 Berridale Braes

AD tabled his letter requesting consideration be given to funding for improvements at Berridale from the Dounreay Decommissioning Fund. TS undertook to reply formally to AD but felt it would be unlikely that NDA could provide funds for trunk road infrastructure. The NDA may be able to provide funds towards an Economic Impact Study following on from the study being conducted by the Caithness Partnership and the Strategic review for A9 North which is due summer 2008 from Transport Scotland. **ACTION TS.**

6. Update from Programme Manager

GC confirmed office accommodation now occupied at T3UK. The Action Plan has been drawn up taking on board comments from the conference, with indicative budget figures and potential milestones. This will be a working document to be updated regularly. Any items considered 'business as usual' for HIE Caithness and Sutherland have been shown with zero funds.

The board confirmed with GC that everything in the Strategy had been covered in the Action Plan, there were a few small amendments to be made and a suggestion to add a glossary of terms. GC will complete and release to press by Monday 17th December. **ACTION GC.**

7. Update from inward Investment Executive

RK detailed the 5 sectors he is building on: Energy; Tourism; Engineering; Service and Food & Drink. Currently there are 3 ongoing projects in Service, 1 in Tourism, 2 in Marine Energy and 1 in Engineering.

It is hoped to have some positive announcements early in 2008.

8. 2008 Caithness Conference

It was noted that plans are being made for a conference in 2008. The Board encouraged the CRP to be involved in its development.

9. Permanent Programme Manager

It was agreed to move forward with advertisement in January 2008 with the post being line managed by THC and funded 50/50 NDA and HIE. GC was asked to circulate a job description. **ACTION GC.**

10. Format of Board Meetings

The current format of meetings was agreed unchanged.

11. Press and PR Requirements

It was agreed that the current arrangements where members use their own press arrangements works well and would continue. Communications should be co-ordinated through the CRP.

12. Any Other Business

Date of next meeting – The next meeting should be in March 2008, it was also agreed to schedule all meetings for 2008 as soon as possible. **ACTION CRP.**