

**Caithness & North Sutherland Regeneration Partnership (CNSRP)
Executive Board**

Minutes of meeting held 11th June 2013, Norseman Hotel, Wick

Present: Sir Anthony Cleaver (Chair)
Anthony Standing, SDS (AS)
Nigel Lowe, NDA (NL)
Alistair Dodds, Highland Council (AD)
Karen Jackson, Scottish Government (KJ)
Roger Hardy, DSRL (RH)
Alex Paterson, HIE (AP)

In Attendance: Eann Sinclair, CNSRP (ES)

1 Welcome

2 Previous Minutes/ Matters Arising

Previous minutes (20/03/13) agreed.

Skills Mapping / Skills Investment Plan

AS provided an update on progress with both pieces of work. Highland-wide business engagement process to take place. AS also referred to TED (ideas worth spreading) initiative, which might have possible relevance to Caithness & North Sutherland. <http://www.ted.com>. RH highlighted DSRL “summer school” to address employability issues.

HMRC

The Chair reported further contact from HMRC with suggested model for future HMRC business in the north.

SCDI London event

General agreement that the event was well facilitated on the day by SCDI, and that the coordinated partnership message was strong. However, the attendance from invitees was disappointing. ES reported that the CNSRP Delivery Group would prepare a review of the event, and circulate to Executive Board members for comment.

ACTION 1 - ES to circulate review paper.

3 Issues from Advisory Board meeting, 11th June

Draft Annual Review, 2012-13 (see Programme Manager update below)
CNSRP post 2014 (see Item 6 below)

4 Programme Manager Update

Priority projects

ES reported progress on priority projects (Wick Harbour; Scrabster Business/ Industrial Park; Inward Investor at Scrabster Harbour) noting that the timelines for both of the latter two projects were constrained, and that any slippage could cause delivery issues. ES agreed to share updated timelines. **ACTION 2 – ES** to share timelines. AP questioned where future priorities would be. He suggested that wider awareness of the area’s assets (eg ETEC, CfEE, Scrabster, Wick, Gills etc) in key sectors and locations was vital if opportunities were to be seized. A short (one page)

descriptor of these assets would be useful in helping focus on where any gaps or marketing requirements would arise. Mention was also made of the Pentland Firth Skills Academy concept. ES agreed to coordinate the provision of such a paper.

ACTION 3 – ES to circulate draft paper.

CNSRP Annual Review

Discussion focussed on the need for an attractive, punchy publication. ES agreed to take on board individual comments on text and distribution and circulate draft design version with proposed communications plan. **ACTION 4 – ES** to circulate revised publication.

5 CNSRP post-2014

CNSRP post-2014

Chair noted that he had met with John Swinney MSP, Cabinet Secretary for Finance, Employment & Sustainable Growth, who had agreed to contribute a Foreword to the CNSRP Annual Review. The Cabinet Secretary had expressed his continuing support for the partnership approach being taken in the north. AD reiterated the Council’s support, as expressed by the full Council in May 2013. Others agreed that the partnership approach was working. AD suggested that partners discuss future arrangements for resourcing the Partnership, and he agreed to ask Stuart Black (THC) to lead this, with a view to reporting outcomes at the Board’s September meeting.

ACTION 5 – Stuart Black to lead discussions with partners.

6 Any other business

Chair noted that this was Alistair Dodds’ final CNSRP Executive Board meeting. Fellow members thanked him for his proactive support for the partnership over the past five years and wished him well in his retirement.

Summary of Actions

	Action:	Due Date:	Responsible:
1	Circulate review of SCDI event	Next meeting	Eann Sinclair
2	Share priority project timelines	Asap	Eann Sinclair
3	Circulate draft paper on future priorities	Next meeting	Eann Sinclair
4	Circulate revised Annual Review	Asap	Eann Sinclair
5	Lead discussions on future support for CNSRP	Next meeting	Stuart Black