

## CAITHNESS REGENERATION PARTNERSHIP – EXECUTIVE BOARD

### NOTE OF MEETING HELD ON 13<sup>TH</sup> SEPTEMBER 2007 AT FORSS HOUSE HOTEL, CAITHNESS

**Present:** Greg Allan, Scottish Executive  
Sandy Cumming, HIE (Chair)  
Alistair Dodds, THC  
John Farquhar, NDA

**In attendance:** Carroll Buxton, HIE C&S  
Roy Kirk, HIE  
Terry Selby, NDA

#### 1 Minute of Executive Board Meeting held on 15 June 2007

The minutes of the meeting of the 15<sup>th</sup> June were approved subject to two minor spelling amendments.

It was noted that the minutes of the Executive Board would be made available on the website in future.

#### 2 Matters Arising

Governance – Alistair Dodds led discussion on governance issues relating to the formation of the wider stakeholder group and also the make up of the executive board.

It was **AGREED** that the Executive Board should have an independent chair. A draft role description is to be produced and circulated to the executive board for approval. It was agreed that the role would not have any remuneration attached but that reasonable travel and expenses would be reimbursed.

**ACTION : John Farquhar/Terry Selby, NDA to produce draft role description for Chair and circulate to board for comment.**

It was also **AGREED** that the Executive Board would aim to meet quarterly and engage regularly with the senior officers group.

It was **AGREED** that further consideration needed to be given to the composition of the stakeholder group. It was important that this included strong private sector representation.

**ACTION: Interim Manager to produce terms of reference for Executive Board and the Stakeholder Group for consideration by the Board at their next meeting. This will inform the composition of the stakeholder group.**

Mission and Objectives - The updated mission and objectives were **AGREED**.

Communications – It was **AGREED** that the interim manager would take responsibility for partnership communications issues working through the three press contacts in the partner organisations.

Broadband - Sandy Cumming had circulated an update paper on current broadband position. This was noted by the Board.

### **3. Project Team**

Programme Manager - Efforts to recruit a programme manager had been unsuccessful to date. John Farquhar had initiated an interim contract arrangement however the Board **AGREED** that an alternative arrangement for the short term was required and that the contract would be terminated. It was **AGREED** that HIE would circulate details of potential candidates for an interim manager within a week for consideration by the Board. It was further **AGREED** that the Job Description and person specification for the permanent post needed to be reviewed and the recruitment process resumed as soon as possible.

**ACTION: John Farquhar to convene a meeting with Alistair Dodds and Sandy Cumming to review the Job Description.**

**ACTION: Sandy Cumming to circulate original Job Description to Alistair Dodds and Greg Allan**

**ACTION: Sandy Cumming to circulate CVs of potential candidates for interim post to the Board**

Roy Kirk – Roy Kirk, Inward Investment Manager was now in post and updated the board on his work to date.

Office Accommodation – The lease for the office in T3UK is now in place and the team would be taking up residence there within the next few weeks once all IT arrangements were finalised.

Administrators – Eilidh Gunn had been seconded from the Highland Council into the administrator position. The Board welcomed Eilidh's appointment.

### **4. Caithness Conference**

John Farquhar had prepared a short presentation on the partnership for the Caithness Conference. The Board endorsed the presentation.

The Board congratulated the organisers of the event for the highly professional conference pack.

The Board discussed the potential for holding an annual event for dissemination of information.

## **5. Draft Action Plan**

The draft action plan had been circulated within the pack for the Caithness Conference. The conference would begin the process of further developing the plan by identifying gaps, continuing to develop the plan and to gain collective ownership.

## **6. Progress on Current Projects**

Marine Energy – John Farquhar updated the Board on progress with the marine energy project and in particular the ongoing recruitment of a project manager

Wick Harbour Developments – John Farquhar updated the Board on potential developments at Wick Harbour. The Board noted that Scrabster Harbour also had development plans and that it was encouraging to see both harbours with ambitions for the future.

National Nuclear Archive – John Farquhar updated the Board on progress. It was noted that decisions relating to the project would be dependent on the conclusion of the Comprehensive Spending Review.

UKAEA Spin Outs - John Farquhar updated the board on potential opportunities for spin-outs/outsourcing.

## **7. Any Other Business**

There was no other business

## **8. Date of Next Meeting**

The next meeting would be held before the end of October. HIE to circulate dates.

**CARROLL BUXTON**  
**17<sup>th</sup> September 2007**