

Caithness & North Sutherland Regeneration Partnership

**Executive Board meeting, Highland Council, Inverness
3rd October 2014**

Present: Sir Anthony Cleaver (Chair)
Nigel Lowe, NDA (NL)
Simon Middlemas, PBO (SM)
Anthony Standing, SDS (AS)
Alex Paterson, HIE (AP)
Steve Barron, Highland Council (SB)
Karen Jackson, Scottish Government (KJ)

Apologies: Roger Hardy, DSRL

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

1 Welcome

2 Previous Minutes/ Matters Arising

Previous minutes (18th June 2014) agreed.

3 Issues from joint Executive/ Advisory Board meeting

ES reported on discussion at Advisory Board on the revised Roles & Responsibilities paper circulated for comment. This included an Appendix on Conflicts of Interest. Advisory Board members agreed that this helped clarify issues raised at the June meeting. SB suggested that conflicts of interest should reflect both financial and non-financial interests.

4 Programme Manager Update

CNSRP Programme

ES updated on progress. SM highlighted the major projects identified and outlined workshops for the project owners to clarify their role in helping achieve progress. **ACTION 1: ES** to ensure update presentations to both Boards in December.

Programme Manager report:

The written report was presented. ES highlighted the successful visit of the Scottish Cabinet to the area, and the opening of an office for PSS, an Aberdeen-based oil & gas company. NL updated members on the planned timescales for delivery of the NDA's Nuclear Archive building in Wick.

Communications:

The updated media coverage table was noted, and discussed in the context of the action agreed on a review of communications across CNSRP partners. ES agreed to circulate copies of the Review to members. The Partnership's Annual Review publication was also being prepared. **ACTION 2 – ES** to circulate copies of Communications 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	Ensure update presentation to Advisory & Executive Boards in December	Next meeting	ES
2	Circulate copies of Communications Review	Next Meeting	ES