

**Caithness & North Sutherland Regeneration Partnership
Executive Board meeting**

**Skills Development Scotland office, Church Street, Inverness
and HIE office, Tollemache House, Thurso
Thursday 12th October 2017**

Present: Sir Anthony Cleaver (Chair)(SA)
Carroll Buxton, Director Regional Development (CB)
Eann Sinclair, CNSRP Programme Manager (ES)
Trudy Morris, Chief Executive Caithness Chamber (TM)
Anna MacConnell, Socio-economic Manager (AM)

Apologies: Alistair Prior, Scottish Government (AP)
Steve Barron, Highland Council (SB).
Charlotte Wright, Chief Executive HIE (CW).
Simon Middlemas, Cavendish Dounreay Partnership (SM)
Bill Hamilton, NDA, (BH)
Seonag Campbell, Skills Development Scotland (SC)

Previous Minutes / Matters Arising

Previous minutes (4th April 2017) agreed.

Matters Arising

Dounreay staffing profiles

DSRL Head of HR had attended CNSRP Delivery Group this week to present updated information. Members have agreed to consider the presentation and respond with comments to DSRL. Key remaining question revolves around supply chain impacts from staffing profile changes.

CNSRP Chair – person specification

ES outlined background to this paper, and highlighted the difficulties in identifying suitable candidates . CB – agreed that there is the potential for an interim Chair, pending a wider recruitment. She paid tribute to the range and level of skills brought by Sir Anthony over the past 10 years, and said that this had undoubtedly emphasised how difficult recruitment will be. TM and AM also agreed that an interim Chair (potentially rotating between partners) would help move forward, but that recruitment of an independent Chair remained the priority. Sir Anthony agreed that he would remain to chair a further meeting, but that recruitment should focus on having someone in post for spring 2018. ES agreed to work on the person specification and the logistics of how the post would be recruited. **ACTION 1 – ES**

Feedback from CNSRP Advisory Board held on 11th Sept.

Main issue discussed was the Contract for Difference announcements of that morning – an award to Moray Offshore Windfarm project (but at a much lower Strike Price of £57), and the unsuccessful CfD application from Atlantis Resources. W. Watt said that the offshore wind announcement would help Wick Harbour Authority's continuing discussions with Moray Offshore consortium. ES said that the effect on the MeyGen project would require further discussions. **[Update - TM confirmed that Chamber of Commerce and Dounreay Stakeholder Group have subsequently written to Richard Harrington MP at BEIS]**

ES also presented an updated roles and remits paper, summarising comments and recommendations from members. The recommendations were agreed.

Stuart Black agreed to clarify future chairing of the Advisory Board with the Leader of the Council. This has now been done, and the Leader of the Council (or her depute) will continue to chair meetings.

Unapproved draft

Programme Manager update

ES referred to the paper summarising status for each project on the programme.

Tidal - Sir Anthony believes that continued support from partners is important, and he agreed to seek a meeting with Richard Harrington MP to highlight the MeyGen project. HIE Area manager is working with Atlantis Resources to help develop O&M strategy for the project. Request has gone to Dounreay Socio-economic Board for support with this. TM expressed frustration at the lack of a joined up UK/ Scottish Government response to a technology and opportunity such as tidal.

Oil & Gas – discussions with Scrabster Harbour Trust have been taking place, following completion of a report on a potential to develop an Operation Base for West of Shetland oil & gas traffic. Project scope and plan being discussed. CB agreed the value of collaboration to agree how best an opportunity such as this can be delivered.

Skills Investment Plan – first procurement round was unsuccessful, and second round resulted in Ekos Consulting being awarded contract to deliver. Draft report is expected to be presented to CNSRP Delivery Group in November.

General comments included risk to delivery of main projects being led by one partner, through HIE Area Manager. ES highlighted the request for support from DSEB as mitigating elements of this risk, but agreed that monitoring of progress over next period will be important in identifying any ongoing barriers to progress.

ES asked about the value of presenting progress in the form of a dashboard – general agreement on the ability to see at a glance via the traffic light system of reporting, but the graph of jobs projections on second page was felt to be less useful. Partners more focused on projections directly focused on the CNSRP programme.

6 Any Other Business

Summary of Actions:

	Action:	Due Date:	Lead
1	CNSRP Chair – recruitment (person spec)	19/01/18	ES