

File Reference: IEH Board 2006 : minutes : 06 06 15

**MINUTES OF THE BOARD MEETING OF HIE INVERNESS & EAST HIGHLAND
AT 1PM ON 15 JUNE 2006 AT THE GREEN HOUSE.**

ATTENDEES

Freda Rapson Chair
Basil Dunlop
Rosemary Machen-Young
Eileen Wilson
Duncan MacKellar
Iain Scott
David Alston
Alasdair Munro
Chris Melia
Bill Smith
Stuart Black Chief Executive IEH

PRESENT FROM IEH

Ruaraidh MacNeil
Joyce MacLennan
Archie McCreevy
Judy Clinton

1. WELCOME

Freda Rapson, welcomed the directors to the board meeting and introduced Archie McCreevy, recently appointed operations manager based in Invergordon, Bing-An Xu as an observer, currently on placement with the Highland Council, a project co-ordinator from Hengshui City, Hebei Province, China.

2. APOLOGIES

Apologies were received from: Bill Bound, Fiona Larg, Chris Silver, Robbie Bremner, Mark Stewart, Helen Carmichael, Ian Urquhart and Billy MacRae

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. PRESENTATION BY INGLIS LYON, CHIEF EXECUTIVE, HIGHLANDS & ISLANDS AIRPORTS

Freda welcomed Inglis to the meeting and he presented the board with an update on each of the airports, informing them that there would be an annual report available in the near future.

- Sumburgh will have an extension to the runway and resurfacing will take place at the same time which will, in the long term, be a major cost saving.
- Stornoway – There is outline planning for some residential property, a small hotel and light industrial development.

- Kirkwall – A new hangar is shortly due for completion for Islander Services. The Loganair seat capacity has been increased by 40%.
- Wick – Current activities at Wick under consideration.
- Benbecula – A new terminal, to meet DFT requirements for security, is being developed as a fit for purpose unit.
- Islay – Increased flights on week days and on Sundays.
- Barra – The Twin Otter aircraft are no longer in production. To maintain the flights to Barra there will be three options:
 - i. A new runway
 - ii. Recertify the aircraft in commission
 - iii. Find another aircraft
- Tiree – Two areas of development under consideration, affordable housing development and renewal of the runway.
- Campbeltown – There are currently meetings in the pipeline re this airport.
- Inverness – A master plan is being developed for the Inverness Airport over the next 30 years. This will include rebranding and redevelopment of the website which will include a web-cam which will take users to each of the airports. Radar, which is currently supplied by Lossiemouth, will be installed at the Inverness Airport and the staff training will take place on site. There has been a high level of interest in the new business park particularly from Hoteliers. Major car parking improvements will include a long term park.

The directors raised points as follows:

- Public Transport in and out of the airport – there has been positive communication with regard to the possibility of a rail halt and some discussion on a road shuttle service between the airport and Inverness.
- Islanders receive 40% fare discounts from the Scottish Executive
- Manchester flights at 3 a day with smaller aircraft to encourage growth.
- HIAL working towards environmental friendly activities within their developments – ie hydro, wind and solar power being investigated.
- Tourism and business community needs require careful attention within forward planning.

Freda thanked Inglis for his informative and interesting update.

5. MINUTES OF THE MEETING HELD ON 20th APRIL 2006

The minutes were approved with one addition.

6. MATTERS ARISING

There were no matters arising.

7. **REPORTS**

CHAIRMAN'S REPORT

The chairman attended:

- National Transport Strategy Day
- HIE Network Conference
- Conflicts of Interest Seminar. It was highlighted that this seminar was of particular interest and both Freda and Iain recommended that the board should be offered an opportunity to attend a summarised presentation on this subject.
- An Invergordon office visit
- The all staff social event on May 25th

CHIEF EXECUTIVE'S REPORT

Stuart reported on:

- The success of the first all staff meeting at which brief presentations were offered on most of the current projects.
- European Union Transitional Programme Audit currently taking place which is a major undertaking for the staff involved.
- The Network Management System, which is in the process of being launched. Staff have been undergoing training which is on-going.
- A number of meetings have been held in the Easter Ross area offering reassurance of continued support and active involvement in the local community together with informing the public of the expansion at the Invergordon office as Careers Scotland become integrated later this year. Directors from the area offered to assist in this initiative.

OPERATIONS MANAGER

Joyce MacLennan handed out an update on the details of transition team priorities, and target dates to be met. Best practises have been identified from each of the offices and the transition is moving on well. A staff of 35 from Careers Scotland will be integrated in October with 13 based in the Invergordon office.

There will be fortnightly meetings and an all staff event scheduled for November

Directors welcomed the opportunity for Careers Scotland to become more aligned with the network and the fact that there would be a closer working relationship between skills and careers teams.

8. WRITTEN REPORTS

- **APPROVALS**

It was noted that the name would be updated on the report.

- **FINANCIAL UPDATE**

A strong start, due to year end status. It was reported that there are significant budgetary pressures with a strong demand for the area with a good flow of quality projects coming through.

- **NETWORK HIGHLIGHTS**

Tourism planning reflected a more positive attitude to tourism, looking for outside input.

The directors noted that the supply partners' contracts are being renewed and to improve efficiency there will be one contract available to cover the area.

- **LEC HIGHLIGHTS**

The Eden Court project was discussed and it was noted that the building is on target to completion in the late summer of next year.

- **UNEMPLOYMENT DIGEST**

The directors asked for an update on out of work young people, where they tend to be and what is being done. Directors highlighted the amount of English tuition being offered to migrant workers in the work place but it was noted that it can be complex to co-ordinate the paid vs voluntary tutelage. There was a discussion looking for way to match migrant workers with their skills, something that is being addressed throughout the UK as professional qualifications are not always in line.

Freda asked for an update on the Invergordon High Street project.

The new graduate programme has been well received and already has several applicants.

- **FREEDOM OF INFORMATION**

The board noted the contents of the report and that the Aviemore Highland Resort did not take up the offer of funding towards the cost of an Aviemore Circular Road.

- **COMPLAINTS**

There were no new complaints reported, but the board noted that the Ombudsman's report on the outstanding complaint by the Drummossie was not yet completed.

9. ROBBIE BREMNER – RETIRAL FROM BOARD

Robbie Bremner retired from the board after six years of service. The chair thanked Robbie for his valuable contributions during his time on the board, with particular mention of his involvement with Investors in People.

10. DRAFT IEH BUSINESS PLAN

The board discussed the Draft Business Plan and agreed the updated version.

11 ANY OTHER BUSINESS

- The board nominated Iain Scott to represent HIE IEH on the Inverness College Board of Management.
- Points were put forward for discussion during the forthcoming HIE board visit.
- A Careers Scotland update will be prepared for the next board meeting
- The next board meeting will take place at the Board Room, Ross County on Thursday 17 August, commencing with buffet lunch at 12.30.

jmc/20/06/06