

MINUTE OF MEETING

SOUTH OF SCOTLAND ENTERPRISE – BOARD MEETING 3 DECEMBER 2020 – BY MICROSOFT TEAMS

<p>Board Professor Russel Griggs OBE (Chair) Nick Halfhide, Chief Executive Alistair Cameron Alan Daubney Helen Forsyth Duncan McConchie Kate Rowell Jeremy Sainsbury Hazel Smith David Sulman Professor Sara Carter</p> <p>Apologies Lindsay McDowall</p>	<p>SOSE Senior Leadership Team Anthony Daye, Director of Finance John Evans, Director of Enabling Services Karen Jackson, Director of Strategy Bryan McGrath, Director of Operations</p> <p>SOSE Attendees Phil McCreadie, Head of Area Operations Alex Stewart, Head of Area Operations Sandra Campbell, Business Development Specialist Phillip Robinson, Business Development Specialist Tracey Graham, Communications and Marketing Manager Isla Houston, Communications and Marketing Executive Kenny Paterson, Communications and Marketing Officer Imogen Heard, Digital Media Officer Garry Legg, Strategy and Planning Manager Susan Cannon, SOSE Corporate Office Alan Manthorpe, SOSE Corporate Office</p> <p>Guests Scottish Government Official - Regional Economic Development Division Scottish Government Official – Regional Economic Development Division</p>
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WELCOME, INTRODUCTION AND APOLOGIES

1. Russel Griggs, Chair welcomed members to the meeting.

DECLARATION OF INTEREST

2. There were no declarations of interest from Board members.

MINUTES OF 11 JUNE 2020 (paper SOSE (M) 14)

3. The minutes of the meeting were agreed.

ACTION LOG

4. The action log was noted by the Board.

CHAIR'S REPORT

5. Russel Griggs, Chair provided his report which highlighted the CEO recruitment process, the National Economic Forum and work to develop the SOSE Economics Committee. He formally noted his thanks to SOSE staff members: Jan Pringle and Julie Hogg for their valuable support in shaping SOSEs input to the Town Centre Action Plan Review. He welcomed the work that had undertaken in working with the wedding industry which would help guide Scottish Government thinking about how best to support the businesses within the sector. Thanks, was also noted to SOSE staff for their assistance in that.

CHIEF EXECUTIVE'S REPORT

6. The Interim CEO Nick Halfhide, provided the Chief Executive's update, highlighting ongoing work of the South of Scotland Regional Economic Partnership, and outlined the key areas of focus for SOSE until the end of the financial year: Spending existing budget on approved workstreams and projects; progressing recruitment into approved posts; agreeing the strategic direction taking forward work to develop draft RES and SOSE's Action Plan; agreeing a budget and ambition for 21/22. He also reflected on the significant level of work being undertaken which was reflected in the report from SLT.

Board members asked that they have an opportunity to discuss future priorities for SOSE as part of the operation plan process.

UPDATE FROM THE AUDIT & RISK COMMITTEE

7. An update paper was tabled for the Board.

Decision: The Board noted the update.

COMMUNICATIONS STRATEGY AND SOSE VISION

8. Tracey Graham, Communications & Marketing Manager delivered a presentation which gave an overview of SOSE's planned communications activity. Board members provided suggestions on the proposed social media and website activity. They also discussed ways in which a SOSE app could be developed and utilised. Demographic data was highlighted as important in understanding SOSE's audience and to target under engaged groups. The Board also requested regular updates on progress against the communications targets.

Decision: The Board agreed the Communications Strategy.

SOSE FINANCE REPORT

9. Anthony Daye, Director of Finance delivered the finance report. Board members queried how SOSE would ensure it spent its full budget, and the challenges of businesses receiving grant funding from a number of multiple sources. It was also suggested that the Board should receive an information session on State Aid.

Decision: The Board noted the update.

BREXIT

10. John Evans, Director of Enabling Services provided an overview of Brexit related issues which SOSE was monitoring. In discussion issues raised included Freeports, current avenues of business support, and the supply chain challenges which had been emerging. The Board stressed that even with a deal being negotiated, businesses needed to be prepared for significant changes.

Decision: The Board noted the update.

SOSE ENGAGEMENT FRAMEWORK

11. Gary Legg, Strategy & Planning Manager presented a draft engagement framework to the Board. The Board raised previous engagement and consultation that had taken place to shape SOSE and asked that a link is made to this in the foreword. The draft strategy was otherwise agreed.

Decision: The Board agreed the draft Engagement Strategy.

PLACE BASED APPROACH

12. Bryan McGrath, Director of Operations delivered a presentation which gave the Board an update on the development of SOSE's Place Based Approach. The Board considered the approach was fundamental to how SOSE would be different but they were keen to ensure a holistic approach so that businesses could still access sector specialists when needed. They suggested it be described as a 'People and Place Approach' as relevant communities were sometimes not connected to a specific place, but rather a sector, or other interests. The Board also considered it was vital that all 'Places' saw benefit, particularly those with economic and social problems, and that 'Place' needed to look after all groups with young people seen as a group often missed out. The Board recognised the way ahead would likely not be easy but considered it was the right approach to take.

Decision: The Board noted the update.

PROJECT FUNDING APPLICATIONS

13. The Board considered four project funding applications. Three of the proposals were agreed or agreed in principle. One project was partly agreed, in relation to funding enabling infrastructure whilst the rest of the project was further developed.

Details of projects funded, and their values are published by SOSE on a quarterly basis once all relevant contractual terms have been agreed. Please refer to the SOSE website for information on the Grant Funding that we have distributed. [SOSE - Accessing our information](#)

ANY OTHER BUSINESS

14. Russel Griggs, Chair highlighted SOSE's Whistleblowing Policy. He asked Board members to provide final comments to John Evans, Director of Enabling Services. A Board member had agreed to be the Board member contact for raising any issues. The Board asked that the process be made clearer in the policy document.

DATE OF NEXT MEETING

15. Ad Hoc Board Meeting: Wednesday 9 December 2020 (4pm)
16. Next Full Board Meeting: Thursday 28 January 2021 (9.30am)

SOSE Board Secretariat – 14 December 2020