

## MINUTE OF MEETING

### SOUTH OF SCOTLAND ENTERPRISE – BOARD MEETING 17 JUNE 2021 – BY MICROSOFT TEAMS

<p><b>Board</b>          Professor Russel Griggs OBE (Chair)          Jane Morrison-Ross, Chief Executive          Alistair Cameron          Alan Daubney          Helen Forsyth          Duncan McConchie          Lindsay McDowall          Jeremy Sainsbury          David Sulman          Kate Rowell          Hazel Smith          Professor Sara Carter</p> <p><b>SOSE Senior Leadership Team</b>          Anthony Daye, Director of Finance          John Evans, Director of Enabling Services          Karen Jackson, Director of Strategy          Bryan McGrath, Director of Operations</p>	<p><b>SOSE Attendees</b>          Susan Cannon, Corporate Governance Lead          Claire Renton, Head of Area Operations          Phil McCreadie, Head of Area Operations          Phillip Robinson, Operations          Keith Douglas-Hogg, L&amp; D Manager, Enabling Services          Darren Johnstone, Health, Safety and Facilities          Manager, Enabling Services          Kate Dagg, Economic Infrastructure, Operations          Stella Milsom, Economic Infrastructure, Operations          Chloe Purves, Economic Development Specialist,          Operations          Kathryn Payne, Finance Manager, Finance          Stuart Thomson, Business Development Specialist,          Operations          Susan Harkins, Head of Area Operations          Kate Musgrave, Head of Area Operations          Tracey Graham, Communications &amp; Marketing          Manager, Strategy          Linsey McGillivray, Corporate Office (minutes)          Fiona Sköller, Corporate Office</p> <p><b>Guests</b>          Scottish Government Official – Regional Economic          Development Division</p>
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### WELCOME, INTRODUCTION AND APOLOGIES

1. The Chair welcomed members to the meeting.

### IMPACT OF BREXIT

2. John Evans, Director of Enabling Services, provided a paper to the Board about the impact of Brexit.

*Decision: The Board noted the contents of the paper.*

### ENABLING SERVICES

#### SOSE Skills Survey Report and Skills Matrix

3. Keith Douglas Hogg provided an overview of the recent skills survey which identified skills and gaps within SOSE. Specific areas for development included: social enterprise, Fair Work, CRM, natural capital and low carbon. A secondment scheme to other organisations would be considered to be included in the coaching and mentoring programme.

*Decision: The Board noted the report and encouraged the development of deepening an understanding of social enterprise.*

### **Health & Safety Report**

4. Darren Johnston introduced the Health and Safety Report. The exemplar work was noted by members, and it was commented that a great deal of reassurance has been provided.

*Decision: The Board noted the report and thanked Darren Johnstone for his presentation.*

### **DECLARATION OF INTEREST**

5. There were no declarations of interest.

### **MINUTES OF PREVIOUS MEETINGS**

6. The minute of the meeting of 13 May 2021 Board was circulated and agreed.

*Decision: The minute of the previous meeting was agreed.*

### **ACTION LOG**

7. The updated action tracker was noted.

### **CHAIR'S REPORT**

8. Following the election in May the Chair wrote to the Cabinet Secretaries and Ministers with portfolios relevant to SOSE and some introductory meetings were arranged. Kate Forbes, Cabinet Secretary for Finance and the Economy has responsibility for the three Enterprise Agencies and Ivan McKee, Minister for Business, Trade, Tourism and Enterprise has responsibility for Enterprise in his portfolio. The Chief Executive and Chair would meet regularly with Ms Forbes and Mr McKee. The Sponsorship Team was thanked for their assistance in arranging meetings.

### **CHIEF EXECUTIVE'S REPORT**

9. The Chief Executive praised Karen Jackson, Director of Strategy and Garry Legg, Strategy and Planning Manager and the wider strategy team for the work in producing the draft Regional Economic Strategy and the second SOSE Operating Plan. There was a continued focus on the organisation redesign and work continued around innovation and vision. Meetings took place with MSPs, Ministers and Cabinet Secretaries and she had attended the National Economic Forum.
10. The Board noted the regular update which was provided by the Senior Leadership Team. It was noted that there were only 20 enquiries in May and this was a reflection of a lull due to school holidays and the election period. It was suggested that some companies may not apply for SOSE funding with the Fair Work conditionality. Reassurance was given that SOSE are keen to take clients on a Fair Work journey and not exclude companies.

An organisation chart and a presentation on the To Be Organisation was provided.

### **COMMITTEE UPDATES**

11. Updates from the Remuneration, Nominations and Human Resources Committee, Economics Committee and Audit & Risk Committee were provided for the Board's information. There were no questions on these reports.

*Decision: The Board noted the updates.*

## **FINANCE UPDATE**

12. Anthony Daye, Director of Finance provided a finance update which included information on commitments by fund and the progression of loan funding. SOSE is working hard to utilise the full budget by pipelining projects.

*Decision: The Board noted the Finance update.*

## **HOW WE MAKE A DIFFERENCE**

13. Stuart Thomson, Business Development Specialist gave an update on the Hilltop Leaf project which the Board approved funding for in November 2020. The utilisation of the SOSE funding had allowed Hilltop to prepare standard operating practices for Home Office and MHRA licensing, construction and installation work and the pathway to secure a controlled drugs licence through the Home Office. There was confidence that a licence will be granted in time with increasing public awareness and with engagement with NHS Scotland. There would be a hugely positive impact of the use of medicinal cannabis on families with children suffering from epilepsy.

The Board welcomed the impact of the investment in a good project.

*Decision: The Board welcomed the presentation.*

## **PROJECT FUNDING APPLICATION**

14. The Board considered one project funding application which was agreed.

*“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](#) “*

### Curries European Transport Ltd - Update

15. Phillip Robinson provided an update on Curries Transport who received SOSE grant support earlier in the year. The business had seen positive progress - import volumes remained strong and consistent although export numbers were subdued

## **BORDERLANDS - UPDATE ON PROJECTS**

### **Mountain Bike Innovation Centre and Bike Park**

16. Bryan McGrath provided an update on progress on the delivery of workstreams around the Mountain Bike Innovation Centre and Bike Park at Innerleithen. Thanks were given to Board members for their insight and advice in understanding the forestry and timber markets.
17. Board approval was requested for SOSE to lead on the negotiation with the private developer for the purchase of the Caerlee Mill building in advance of the establishment of the Special

Purpose Vehicle (SPV) in order to secure the building/site for the project. The approach would involve SOSE progressing the negotiations on behalf of the partners, but not for SOSE to purchase the building.

*Decision:* The Board noted the update provided. The Board agreed to SOSE leading and engaging in the discussions and negotiations with the developer re Caerlee Mill (linked with the SPV proposal). The Board also noted that further updates and Board Papers for decision will be required in the coming months as each part of the project is progressed (including a proposal on the SPV).

### **Union Cycliste Internationale (UCI) Cycling World Championships 2023 (CWC2023)**

18. Claire Renton provided an overview of the UCI Cycling World Championships which are to be held at various sites across Scotland in August 2023. The paper highlighted the particular events that could take place in the South of Scotland and how the Mountain Bike Innovation Centre and Bike Park, 7stanes and other cycling-related projects could help support the Cycling World Championships in 2023.

*Decision:* The Board were hugely supportive of SOSE supporting the UCI events and noted future funding requests would be discussed in the summer.

### **CHAPELCROSS – STEP NOMINATION**

19. Bryan McGrath provided an update on the progress and status of the nomination of the Chapelcross site as a potential site for the prototype of a new generation of fusion power plants. Chapelcross had been selected as one of 15 potential sites in the UK and would progress to the next assessment stage of the process which would take place over the summer.

*Decision:* The Board was content for SOSE to continue as lead for the Chapelcross Step nomination and welcomed the Operations team continuing to progress.

### **TOURISM RECOVERY FUND**

20. Bryan McGrath provided an overview of the new Tourism Recovery Proposals and detailed the progress on delivering the £500,000 Tourism Leadership & Recovery Fund which SOSE led co-ordination of (although the fund was targeted at businesses across the whole of Scotland). The Board was invited to note the Tourism Priority Recovery proposals and to note the resource implications and commitment required to deliver the project.

*Decision:* The Board noted the tourism recovery paper.

### **REGENERATION CAPITAL GRANT FUND**

21. Claire Renton provided an overview of the Regeneration Capital Grant Fund (RCGF) which detailed proposals of ways of working in collaboration with partners to maximise capital investment to communities.
22. The Board were invited to note the pipeline of capital projects currently in development in Dumfries & Galloway and the potential future asks of SOSE funding. The Board were also invited to note the intention to create a strategic projects forum in the South of Scotland.

*Decision:* The Board noted the paper.

## **UPDATE ON REGIONAL ECONOMIC STRATEGY**

23. Karen Jackson gave a presentation on the draft Regional Economic Strategy (RES) which captured the clear 10-year vision for the South of Scotland built around six essential themes. Board members welcomed the strategy and to hear of the optimistic and ambitious priorities of the South of Scotland. The energy and enthusiasm of this document was commented upon. The Board suggested a workshop session may be helpful to examine the draft RES in more detail and to reflect on priorities going forward.

*Decision: The Board noted the paper and thanked Karen Jackson, Garry Legg and the Strategy team for the enormous amount of work in producing a high-quality document.*

## **BOARD FORWARD PROGRAMME**

24. Linsey McGillivray introduced a paper seeking the Board's views on their preferred approach to future meetings when current COVID-19 restrictions ease to allow meetings to take place in person and to maximise opportunities for engagement.

*The Board agreed:*

- *to alternate the location of meetings between the Scottish Borders and Dumfries & Galloway.*
- *to have the option to join by MS Teams in exceptional circumstances and by prior arrangement.*
- *the first two or three meetings are to include a dinner and overnight stays prior to Board meeting. Meetings thereafter to be just in one day.*
- *three or four times a year the Board meetings are to be extended to engage with local stakeholders, businesses and communities.*
- *ad hoc meetings and strategy sessions will be held via MS Teams.*

## **BOARD ANNUAL REPORT**

25. Linsey McGillivray presented a paper which summarised activity undertaken by the SOSE Board during the period 1 April 2020 to 31 March 2021. The paper outlined key activities and achievements.

*Decision: The board noted the annual report.*

## **ANY OTHER BUSINESS**

### **SOSE Board Forward Plan**

26. A paper was provided to the Board detailing future agenda items and strategy sessions.

*Decision: The Forward Plan paper was noted.*

## **DATE OF NEXT MEETING**

27. 26 August 2021 0930-1300hrs.