

## **North Skye Broadband Steering Group Meeting No 11**

**11<sup>th</sup> February 2016 Geoff Semlers Home – 18.00**

### **Minutes**

#### **Attendees**

Roy Bennett, (Chair) (RB), Geoff Semler (GMS), Elgar Finlay (EF), in person

By teleconference Nick Duffill (ND), Nial Till (NT), Nigel Redfearn (NR), Charles McCrimmon (Deputy Chair) (CMC),

Apologies were received from James Caldwell, Mo Scobbie

Absent but referred to in minutes, CBS Community Broadband Scotland

**The SG Chair RB** opened the meeting and the meeting followed the published Agenda.

**Previous Minutes** for 14.01.2016 were accepted. The SG Chair continued to take this meetings minutes, it was noted a minutes secretary was still required.

Proposed RB Chair Seconded NT

#### **Action Point RB - Minutes from last meeting completed**

**Declarations of Interest** There were no declarations of interest

#### **1 Progress Report**

**HIE /CBS report** – there was no formal report from HIE or CBS – instead an update was given by GMS with regard to the public consultation, he has been advised by CS of CBS that no comments or expressions of interest had been received and would be closed when the PQQ was issued.

#### **Actions from minutes –**

##### **Directors Progress reports 14.01.2016**

**Action Point GMS & EF** Establishment of suitable accounting processes and financial contracts

Completed EF & GMS have put in place spreadsheets, financial controls and budgeting measures to ensure appropriate accounting procedures and measures were in place. Initial Budget sheets and accounting tracking expenditure to date are attached in the addendum.

##### **Action point GMS**

GMS to agree workshop with AN – action undertaken, application made to Plunkett foundation, currently awaiting an answer from the Plunkett foundation.

##### **Directors Progress reports**

GMS referred to the Launch of NSB which had occurred earlier in the day and several members of the SG had attended. Early feedback was good and it was noted that it had been covered by the WHFP, BBC TV. He took the opportunity of the report to thank the group for all the hard work that had gone into reaching this stage and wished us all well whilst reminding the group that much hard work lay ahead of it. It was felt that it had been an excellent presentation and had been very well received. He also noted he was already receiving e-mails congratulating the group on the huge achievement to date and felt it had been a very positive launch.

It was noted that HIE/CBS had also been at the launch and they had been very supportive and pleased with the presentation, congratulating us on reaching this stage.

Action Points from 14.01.2016

#### **Action RB**

Archived History of the project to date- this document is complete and will be passed to the website for archiving shortly **Action point completed**

### **2 Communications Group report and Strategy**

#### **Action Point EF & Communications Group**

1 Report on strategy development – **completed initial project plan draft done.**

2 Contact B4RN on Monday – **completed no reply was forthcoming in relation to the timetable we were under.**

#### **NSB Website and B4RN – Community Engagement strategy**

#### **Action Point EF**

Obtain further quotes and contact B4RN developers. - **Completed**

### **3 Public Launch**

#### **Action RB**

Circulate details of the launch to all members of the project. - **Completed**

#### **Action Point EF**

1 Book the venue and liaise with HIE Press office, HIE and CBS as to who else will attend.

2 Press statement

3 Briefing Statement

**Action Point Branding EF & RC - All completed within time frame**

### **4 Skye Broadband Users Group - NSB response and Media activities**

#### **Action Point EF**

**To follow up on his engagement with BS and the SBUG – Ongoing and completed**

### **6 Funding – Phase one & Two Considerations**

#### **Action Point RB**

Multiple choice document outlining the various benefits based on earlier work by RC and used to compile queries and questions from the SG members – **this was still outstanding due to awaiting input from the Plunkett Foundation it was agreed to suspend this action point until after the Plunkett workshop.**

### **8 Company Structures – Combensoc or other entity**

#### **Action Point EF**

Agree with HIE and the Plunkett Foundation a suitable time and date for the workshop - **In progress application made and awaiting a response**

#### **Action Point GMS**

Multiple choice document outlining the various benefits based on earlier work by RC and used to compile queries and questions from the SG members **this was still outstanding due to awaiting input from the Plunkett Foundation it was agreed to suspend this action point until after the workshop.**

## **10 Visits to Meet the Suppliers event in Edinburgh & FTTH Conference Luxembourg**

### **Action Point RB**

- 1. Circulate CBS event invitation and details if it was granted. – completed due to group not being formally invited**
- 2. Circulate FTTH conference details - Completed RC confirmed he will be attending in a private capacity**

## **11 Restructuring of Steering Group**

The piece of work undertaken by the SG Chair after the Farrpoint/Atkins meeting recognised that as NSB launches and enters the ITT and selection of contractor phase, the nature and intensity of the work facing the group would change dramatically. The document prepared by the chair had been circulated for discussion prior to the meeting, it covered several specific areas.

1. Reassessment of SG functions, responsibilities and resources, also TOR
2. Company Design and Selection
3. ITT development
4. Business Plan – Funding Bid
5. Data Collection Exercise
6. Community Engagement – Phase two
7. Supplier Selection and Contact award
8. New company going live
9. Overall Choke points and implications
10. Resource Management and Personnel
11. Recruitment Processes
12. Full cost recovery and community participation in Share issue
13. Workload planning,
14. Resource pinch points,
15. Conflict of interest risk management

ND commented this had been a very important piece of work and agreed that the work the SG Group was originally constituted and set up to monitor was coming to an end and was changing to a different nature, he suggested that the group now needed to be divided along two main lines 1 a small management planning & control group and 2 a flexible set of task orientated groups reporting back to the management group. An extensive discussion was held with regard to the next phase of work and it was agreed that the SG Chair would revise the document and SG TOR with a view to absorbing and developing the various viewpoints expressed. It was agreed that the most urgent action point was to reassess the SG Group TOR and ensure they were fit for purpose for the next phase of the work.

### **Action Point RB reassess and redraft SG TOR for circulation**

## **12 Business Plan – to be created for post combensoc live**

It was agreed that considerable work now needed to go into creating a full business plan alongside other areas of work that was ongoing. It was agreed that this work would be undertaken by the emerging management group that had come about in response to the changing nature of the work needing to be done and was made up of the PM, Director & Chair GMS, SG Chair RB, and Director RC.

**Action Point EF and GMS to meet with Faye and discuss business plan construction**

## **3 Gaelic Policy**

The issues of a Gaelic Policy was raised by the PM and it was agreed that he check the original Gaelic policy drafted by RC and circulate it for comment.

**Action Points EF to revisit RC Gaelic Policy for circulation**

## **14 Website Data Security issues**

It was noted that RC had raised concerns regarding the Safe Harbour ruling from the EU and how it impacted NSB work and data collection. None of the current software packages available for the website developers satisfied the new ruling therefore it was agreed that CMC would look at producing a piece of coded software work that addressed this issue on the website.

**Action Point CM Data input form**

## **15 Website Map Issues**

It was also noted that the Map did not function properly on the new website and NT offered to do a piece of work to correct that.

**Action Point NT Map issues**

## **16 New Company Structure**

As part of the discussion of the new company structure it was agreed that it was vital to select a management structure early on to allow adequate time for an appropriate recruitment process to be undertaken, and agree what kind of structure it would be, recognising that some of the new posts would have to be salaried positions. The various pros and cons were discussed about a variety of structures and it was agreed a document be circulated to all current SG members for an expression of views before a decision was made. It was noted that this impacted heavily on the rewrite of the SG TOR to ensure equal opportunities for all potential applicants for paid positions in the new company.

**Action Point GMS to circulate possible company board structures**

## **17 Company Recruitment Process**

This led back into further discussion regarding the potential conflicts of interest that may arise in recognising that some of the potential staff members may emerge from the steering group on the basis of skill sets, continuity of work and the knowledge required to deliver this project successfully. It was also recognised that this needed to be an open process and it was decided to give this some thought – this referenced the work done in the SG Workload document

## **17 AOB**

**There was no other business the Chair thanked the members for attending and the meeting was closed at 20.40**

## **Next Meeting**

It was not discussed or agreed when the next meeting would be, this would be arranged via a circulated document.