

## **North Skye Broadband Steering Group Meeting No 2 – HIE Offices Portree 18:00**

### **Attendees**

Roy Bennett, James Caldwell, Robin Crorie, Martin Farquhar, Elgar Finlay, Campbell Grant, Dominic Houlder, Charles McCrimmon, Faye Mcleod, Alaister Nicolson – CBS, Nigel Redfern, Moira Scobbie, Geoff Semler(Chair), Niall Till, Stephen Varwell

Elgar Finlay (EF) opened the meeting and asked Geoff Semler (GMS) to Chair. The meeting followed the published agenda.

GMS reported that an application had been submitted to Companies House for the formation of North Skye Broadband (2015) Ltd. (NSB). All being well this should be completed within the next week. GMS also reported that RBS were willing to offer free banking for 2 years to new start-ups turning over <£2m and proposed that NSB open an account there once the company was in existence.

### **Agenda Item 1a NSB Board**

The Board of NSB is currently GMS as Chair and Robin Crorie (RC) as Secretary. GMS asked the meeting whether anyone else wished stand for these roles. There were no takers. GMS then proposed that Martin Farquhar (MF) be invited to join the Board with responsibility for PR and communication given his previous experience in this field. This was agreed and MF accepted the appointment. GMS also proposed that Eilidh Ross MacLellan (Legal) and Faye MacLeod (Finance) be invited to join the Board, this was agreed. It was also agreed that where appropriate, it would be acceptable for paid work to be placed with the employer of a NSB Director.

**Action:** GMS/EF to formally invite Eilidh and Faye to join the Board.

### **Agenda Item 1b NSB Steering Group**

The meeting agreed that at this stage the steering group should be structured around the geographic areas although it was expected that further down track there may be a need to form addition groups or sub groups for specific matters. It was agreed that all Steering Group Members will be Members of NSB.

The members of the Steering Group were confirmed as:

Glendale	-	Dominic Houlder & Nigel Redfern (NF) & Roy Bennet (RB)
Minginish	-	Nick Duffill
Kilmuir	-	Stephen Varwell
Skeabost	-	Charles McCrimmon & Jim Caldwell
Sligachan	-	John Coghill
Staffin	-	Hugh Ross
Struan	-	Niall Till
Waternish	-	Moira Scobbie
Bernisdale	-	James Caldwell
Camustianavaig	-	Campbell Grant (TBC)

**Action:** RC to raise paperwork for Members and get each SG member to apply.

## **Agenda Item 2 Short Term Objective**

The short term objective was agreed to be “Get to the point where we are able to put out an Invitation to Tender for Faster Broadband Services with coverage aimed at 100% of the area of coverage”

## **Agenda Item 3 Timescale**

The timescale to meet the short term objective was debated at length and it was concluded that we had insufficient information to objectively set a firm date until the Project Manager was on board and had developed a plan for agreement with the Steering Group. That said the meeting agreed that the goal should be to drive for completion **by 31<sup>st</sup> December 2015**.

## **Agenda Item 4 Actions**

It was agreed that we needed to develop three documents in the short term, each of which should be circulated to the Steering Group for review and comment prior to being finalised:

- 4a Produce Scoping Document for funding from HIE to cover costs to at least achieve the short term objective and ideally take us through to contract award.

**Action: EF, GMS, FM by 10/09/2015**

- 4b Produce Terms of Reference for Steering Group and circulate to Steering Group for comment

**Action: RC, RB, CM by 10/09/2015**

- 4c Produce Job Spec. for Project Manager and circulate to Steering Group for comment

**Action: NR, MF by 04/09/2015**

Hiring a Project Manager is obviously fundamental to getting the project moving forward and it was agreed that this needs to be done as soon as funding is in place. It was agreed that once we had candidates identified, they would be interviewed by a Board Member and a Steering Group member (not as a panel) and if required, by HIE.

**Action: MF, NR**

Further actions that were agreed were:

- 4d Produce a high level PR strategy and circulate to Steering Group

**Action: MF by 24/09/2015**

- 4e Confirm the list of non-BT Post codes (note: postcodes served by Duntulm, Glendale, Tarskavaig, Sligachan, Loch Scavaig, Waternish and Struan exchanges)

**Action: AN by 10/09/2015**

4f Set up NSB email addresses and forwarding to personal email for all Steering Group and Board members and also Group lists.

**Action: RC and EF by 31/08/2015**

### **Agenda Item 5 Meeting Frequency**

It was agreed that Board Meeting will be quarterly and that in order to maintain momentum Steering Group Meeting would be once a fortnight for the time being.

**Action: AN to book Meeting facility at HIE for 10th and 24th September 1800**

### **Agenda Item 6**

Item a, b, and c, are matters for the Board to address once formed, and item d, is addressed in Agenda item 4. Item e, was discussed and it was agreed that this probably needs legal input but there is a need to ensure that the CBS is available for use no later than having the Tender complete.

Post Meeting Note:

At the meeting we forgot to decide ownership of the overall recruitment process for the Project Manager. After the meeting NR agreed to take this on.

Geoff Semler