

# FALKLAND ISLANDS DEVELOPMENT CORPORATION BOARD



## FOR PUBLIC DISTRIBUTION

Held at 14:00 on 16<sup>th</sup> February 2017  
in the Chamber of Commerce, Stanley

Present	Mr S Dent	(SD)	Chair
	Mr A Pollard	(AP)	Appointed Member
	Mr A Newman	(AN)	Co-opted Member
	Mr E Hurley	(EH)	Co-opted Member
	Hon J Cheek	(JC)	Elected Representative
	Mr B Rowland	(BR)	FIG Chief Executive
In Attendance	Mr M Slater	(MS)	Managing Director
For open section	Ms L Crabb	(LC)	Contracted Accountant
	Miss K Stevens	(KS)	Administrative Officer
	Mr M Betts	(MB)	Business Relations Manager
	Mr A McShane	(AM)	Development Assistant
Secretary:	Mrs S Faria		
Public & Press:	One		

---

Item	PART 1	Action
<b>1.0</b>	<b>Welcome and apologies for absence</b>	
1.1	Apologies for absence were received from Mr H Wylie, Dr A Clausen and Ms L Morrison.	
<b>2.0</b>	<b>Declarations of interest</b>	
2.1	Declarations of interest were noted from JC, AP and MS, in relation to discussions regarding FIMCo.	
2.2	SD declared an interest in discussions relating to training in section 5.6.	
<b>3.0</b>	<b>Confirmation of the minutes of the meeting held on 15<sup>th</sup> December 2016 (open)</b>	
3.1	The Board confirmed there were no amendments to the minutes and they were signed as a true and accurate record of the meeting.	

#### **4.0 Matters arising from the minutes of the meeting held on 15<sup>th</sup> December 2016**

- 4.1 Matters arising from the minutes of the previous Board meeting were covered under the relevant agenda items.

#### **5.0 MD Activity and Information Report – 131/17**

##### **5.1 Human Resources**

MS advised, FIDC has received a number of applications for one of the vacant Development Officer posts. Shortlisting and interviews are due to take place during the week commencing 20<sup>th</sup> February 2017.

##### **5.2 Innovation**

MS noted progress with the study into value adding options for Falklands' wool. The two Wool Consultants arrived in the Islands on the 11<sup>th</sup> February and have been working through an intensive programme, organised by FIDC's Business Relations Manager.

- 5.2.1 Their visit will involve as many interested parties as possible, and has included a number of meetings with key stakeholders in both East and West Falkland. It was noted the Consultants have been very well received.
- 5.2.2 AP noted the project does appear to have real potential and has generated a good deal of interest with representatives from 8-9 farms attending a meeting at Fox Bay for example. AP added the consultants may well be able to open up new networks and he was looking forward to viewing their report once produced.

##### **5.3 Horticulture Project**

MS provided a brief update on progress, highlighting the project team meeting held on the 31<sup>st</sup> January and the work that's currently taking place to initiate the second phase of the project.

- 5.3.1 MS also noted, there is commercial interest from more than one potential grower and FIDC are keen to nurture this to further develop the production of horticultural crops in the Falkland Islands.

##### **5.4 Beckside Farm House**

MS noted the decision made at the Extra Ordinary FIDC Board meeting, held on the 23<sup>rd</sup> of January. Subject to available funding, Board Members have agreed to refurbish the Beckside Farm house and once refurbished, the property will be offered to businesses for the purpose of accommodating employees.

- 5.4.1 It had also been agreed that any lease terms would allow the Corporation to make the property available, at short notice, for anyone wishing to use the building for economic development purposes.

##### **5.5 Youth Entrepreneurship Scheme (YES)**

MS highlighted an 'Introduction to Entrepreneurship' workshop has been arranged over lunchtime at FICS on 6<sup>th</sup> April 2017 for students of the Falkland Islands Community School. SD thanked AM for his efforts in advertising the YES scheme.

## **5.6 Customer Care Course**

MS informed the Board the 'Profit From Great Customer Care course, delivered by FIDC's Scottish training partner, has proved to be very popular with enough interest to run a further two courses.

5.6.1 SD noted an interest and then raised a question from a member of the public as to why the training had been sourced from overseas and not locally. He went on to ask, if all training providers in the Falklands had been fully utilised before going overseas.

5.6.2 MS responded by explaining the course is one of a series of events designed to meet an identified need in the Falkland Islands. The training on offer is targeted towards specific businesses and isn't designed to compete with local providers.

5.6.3 SD asked FIDC to ensure local companies are fully utilised before contracting an overseas training provider.

## **6.0 Finance Update and Management Accounts – 132/17**

6.1 The Board noted the contents of the paper and January's management accounts.

6.2 LC advised the Board that everything was progressing and there were no concerns to note.

6.3 SD took the opportunity to thank LC and KS for their hard work during the absence of the Financial Controller, noting they had been working above their current posts.

## **7.0 Business Climate Survey Report – 133/17**

7.1 AM presented a paper and report to Members providing an overview of the results from the 8 Business Climate Surveys that have been carried out over a 13 year timeframe.

7.2 Members discussed the detail of the report. MS advised there was a large amount of data available for analysis, and although the report was useful in itself, he suggested it might be beneficial for the Policy Unit to carry out a more detailed analysis of the data to assist in the review of the Economic Development Strategy.

7.3 AM noted he had collated a good deal of information from the results of all the surveys that have been conducted, not all of which had been used in the report. AM agreed to liaise with the Policy Unit and share the data.

7.4 BR asked how often the Business Climate Survey (BCS) was undertaken, suggesting it would be useful to re-run it in a years' time.

7.5 AM advised the BCS is carried out every two years. Members briefly discussed this, and noted it is due to be run again next year.

7.6 SD referred to page 12 of the report highlighting the need to reword the statement at the top of the page, he also asked AM to confirm the reference to locally farmed sea trout and check if it is now being sold internationally. AM

- 7.7 Board Members agreed that, subject to the amendments referenced above, the AM report could be made available for distribution to the public.

## **8.0 FIDC Project Management System – 134/17**

- 8.1 MB presented a comprehensive report to the Board that detailed FIDC's approach to project management, findings from a recently conducted internal review of the project management system and recommendations for improvement.
- 8.2 MB explained to the Board that the review and recommendations were based on his project management experience and knowledge acquired from the Prince2 course he had attended in October 2016. MB added that he specifically applied the 'tailoring' principle of Prince2 in his recommendations, which meant the adapted use of Prince2 to the scale, complexity and size of FIDC and its projects.
- 8.3 Members noted the review carried out by the Business Relations Manager and discussed the two recommendations that had been put forward;
- the introduction of a project initiation document (PID) to start, manage and close every project delivered by the Corporation and;
  - the establishment of formal procedures to start, manage and close FIDC projects.
- 8.4 Members were broadly happy with the proposals, but felt they did not need to be involved in approving every new FIDC project. Raising concerns that this could increase the time taken to approve new projects and may lead to missed opportunities to deliver some quick wins. SD suggested MB propose suitable thresholds for starting a new project at the next FIDC Board meeting in April 2017.

## **9.0 Corporate Performance Indicators – 135/17**

- 9.1 The Board noted the interim report on the Corporation's annual performance indicator targets, covering the period 1<sup>st</sup> July 2016 to 31<sup>st</sup> December 2016.
- 9.2 MS noted it was encouraging to see an increasing number of clients seeking business advice from FIDC, rather than just loan funding, and felt this was indicative of the trust and confidence people now had in the Corporation and the support it is able to provide to local businesses.
- 9.3 SD highlighted some shortfalls in the Finance Department, and suggested that these need to be addressed.
- 9.4 SD thanked the team for their work and AM for producing an easy to read report.

## **10.0 Exclusion of Press and Public**

The public are likely to be excluded from the meeting for this/these item(s) of business by virtue of paragraph(s): Para 7 relating to *"Information about individuals"* and Para 9 relating to *"Information about others' financial and business affairs"* of part 2 schedule 3 of the Committees (Public Access) Ordinance 2012.

The Chair to move as follows:

"I move that the press and public be now excluded on the grounds that the next items to be considered are exempt within the terms of Schedule 3 of the Committees (Public Access) Ordinance 2012"

## **PART II**

### **11.0 Declarations of interest in items**

11.1 Declarations of interest were noted from AP, MS and JC.

### **12.0 Confirmation of the minutes of the Board meeting held on 15<sup>th</sup> December 2016 (closed)**

12.1 The Board agreed the minutes were a true and accurate record.

### **13.0 Matters arising from the minutes of the meeting held on 15<sup>th</sup> December 2016**

13.1 Matters arising from the minutes were covered in the Board papers.

### **14.0 Confirmation of the minutes of the Extra Ordinary Board meeting held on 23<sup>rd</sup> January 2017 (closed)**

14.1 The Board agreed the minutes were a true and accurate record.

### **15.0 Matters arising from the minutes of the meeting held on 23<sup>rd</sup> January 2017**

15.1 Matters arising from the minutes were covered in the Board papers.

### **16.0 MD Activity & Information Report – 698/17**

Not for publication by virtue of paragraph 7 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating to "Information about individuals".

16.1 Various activities of the Corporation were discussed

### **17.0 FIDC Asset – 699/17**

Not for publication by virtue of paragraph 9 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating to "Information about others' financial and business affairs".

17.1 Matters related to an asset were discussed.

There being no further business the meeting closed 16:02

Minutes confirmed this.....day of .....2017

Chair .....Secretary.....