

FALKLAND ISLANDS DEVELOPMENT CORPORATION BOARD



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Held at 14:00 on 29th of June 2017
in the Chamber of Commerce, Stanley

Present	Mr S Dent	(SD)	Chair
	Dr A Clausen	(AC)	Co-opted Member
	Mr E Hurley	(EH)	Co-opted Member
	Mr A Newman	(AN)	Co-opted Member
	Hon J Cheek	(JC)	Elected Representative
	Mr B Rowland	(BR)	FIG Chief Executive
In attendance	Mr M Slater	(MS)	Managing Director
	Mrs A Wagner Gras	(AWG)	Development Manager
	Mr J Wilson	(JW)	FIG Financial Secretary
	Ms L Crabb	(LC)	Contracted Accountant
Secretary	Mrs S Faria		
Public & Press:	None		

Item **PART 1**

1.0 Welcome and apologies for absence

- 1.1 Apologies for absence were received from Mr H Wylie and Mr A Pollard.
- 1.2 The Board noted BR would be late arriving for the meeting.
- 1.3 The Chair welcomed Mr James Wilson, the Financial Secretary, to his first meeting of the FIDC Board.

2.0 Declarations of interest

- 2.1 Declarations of interest were noted from EH, regarding the appointment and co-option of Board Members.
- 2.2 MS and SF declared an interest in discussions relating to the salary increase in item 6.
- 2.3 MS declared an interest in discussions relating to rents in item 6.

3.0 Confirmation of the minutes of the meeting held on 11th May 2017 (open)

- 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 11th May 2017

- 4.1 Waterfront development item 5.3.1; MS noted that since the last meeting of the Board, some issues have been identified which may impact on the future development of the Historic Dockyard site. It was noted that FIDC's Business Relations Manager will provide a full update at the next board meeting.

Business
Relations
Manager

- 4.2 FIDC Project Management System item 7.5; MS explained that with Board approval for the new Project Management system and the associated budget approval limits now agreed, the formal process required to start, manage and close a project has been included within the Corporation's Policy and Procedures manual.

- 4.3 All other matters were covered under the relevant agenda items.

5.0 MD Activity and Information Report – 140/17

5.1 Human Resources

MS noted the Corporation is currently advertising one of two vacant Development Officer posts and the deadline for applications is the 30th of June 2017.

- 5.1.1 MS highlighted his concerns to the Board regarding staffing levels at the Corporation. With an ambitious programme of work now in place, a number of staff taking annual leave and vacancies within the staff structure, FIDC are very exposed. SD suggested the Corporation could look at other options for recruitment, and potential career development opportunities, given the large number of graduates returning to the Islands.

- 5.1.2 MS advised the Board of the Development Assistant's secondment to Stanley Kids Zone. He explained the Development Assistant will be working with the nursery for 3 ½ days a week, over a period of four weeks, on a broad range of initiatives which will be of benefit to both him and the Nursery. The remainder of the working week will be spent working at Shackleton House on other projects including collating all the information needed to complete the Corporation's 2016/17 Annual Report.

- 5.1.3 SD asked if the Development Assistant would be working in all the nurseries. MS explained that was not the intention. The Development Assistant is 18 months into a two- year Development Plan and the SKZ secondment has been specifically designed to complement other objectives included within the plan.

5.2 Youth Entrepreneurship Scheme project (YES)

MS highlighted the Youth Entrepreneurship Scheme workshops due to take place in the next two months. Sessions have been planned around the school's

“Transition Week”, a Business Studies lesson and students returning from further education.

5.3 **Enterprise Essentials workshops**

MS noted how the workshops meet a need of the business community in enterprise skills training. In the last 12 months there have been over 70 participants taking part in these training and development programmes, providing 1600 hours of additional contact time between the Development Team and local entrepreneurs. SD asked how sustainable it was for FIDC to continue providing these courses given current capacity, MS noted the proven demand for this type of training and the availability of FIDC personnel with the ability to provide it. It was also mentioned that FIDC are working in partnership where possible. Given the benefit to the business community it was felt appropriate to FIDC to continue, whilst keeping the situation under review.

5.4 **Farmers Week**

MS advised, FIDC would have a stall at the RBA Expo event on Sunday 2nd of July with FIDC’s Development Team on hand to provide updates on RDS projects and answer any questions people may have. It was also noted FIDC’s Development Manager, with support from Wool Company and Department of Agriculture, will be presenting the recommendations from the Wool Innovation Project at a plenary session on the 3rd July.

6.0 **Finance Update and Management Accounts – 14/17**

BR arrived at the meeting 14:15.

- 6.1 LC advised the Board there were no concerns to note. JW questioned the reserves held on the balance sheet, LC commented that FIDC was currently processing a number of larger loan applications and if approved these will require significant funding from reserves.
- 6.2 The Board discussed the recommendation of a 2% annual salary increase for FIDC Staff, in line with that recently agreed for FIG employees. After some deliberation, linked to the work currently being undertaken to design a bespoke system of reward and remuneration for FIDC, it was agreed by majority vote to increase FIDC staff salaries by 2% effective from the 1st of July 2017.
- 6.3 It was noted that the process for agreeing any future salary increase would be in line with FIDC ‘s own pay and reward system and not directly linked to that approved for FIG staff.
- 6.4 Members also noted and approved the recommendation to increase FIDC rents on staff accommodation by 2% per annum effective from the 1st of July 2017.

7.0 **Exclusion of Press and Public**

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

8.0 Declarations of interest in items

8.1 MS noted the Corporation's interest in item 13 and declared an interest in item 14.

9.0 Confirmation of the minutes of the meeting held on 11th May 2017 (closed)

9.1 The Board agreed the minutes were a true and accurate record of the meeting

10.0 Matters arising from the minutes of the meeting held on 11th May 2017

10.1 Matters arising from the minutes were discussed and covered under the relevant agenda items.

11.0 MD Activity & Information Report – 707/17

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*".

11.1 MS outlined the process for co-opting and appointing Board Members and noted the following terms office were due to come to an end on 30th of June 2017.

- Appointed Chair.
- Appointed Member the board
- 2x Co opted Members of the Board

11.2 Having previously noted the requirement to convene a selection panel to consider expressions of interest for these roles, the panel has now met, and considered those applications that were submitted.

11.3 The Chair took the opportunity to thank these individuals for their expressions of interest and dedication to the Board and advised Board members of the selection panel's recommendations as follows;

(a) the appointment of Mr J Wylie as Chair of the FIDC Board, for a period of 4 years, commencing 1st July 2017;

(b) the appointment of Mr R Lee as an appointed member of the Board, for a period of 4 years, commencing 1st July 2017;

(c) the Co-option of Mr A Pollard, for a period of 4 years, commencing 1st of July 2017.

(d) the Co-option of Mr E Hurley for a period of 4 years, commencing 1st of July 2017

11.4 The chair noted the appointments of Mr J Wylie and Mr R Lee as Chair and Member to the Falkland Islands Development Corporation Board had subsequently been approved by his Honour the Acting Governor, and recommended the FIDC Board approve the co-option of Mr A Pollard and Mr E Hurley for a period of four years commencing 1st of July 2017.

11.5 The Board were supportive of the recommendations and welcomed both co-opted members back onto the FIDC Board.

11.6 Other activities of the Corporation were also discussed. A full record of these discussions is contained in the exempt section of the minutes.

12.0 Loan Application A – 708/17

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*”.

12.1 A loan application was presented and discussed at the Board. A full record of these discussions is contained in the exempt section of the minutes.

13.0 Loan Application B – 709/17

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*”.

13.1 A loan application was presented and discussed at the Board. A full record of these discussions is contained in the exempt section of the minutes.

14.0 FIMCo Review – 710/17

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*”.

14.1 The FIMCo Review was discussed by the Board. A full record of these discussions is contained in the exempt section of the minutes.

Minutes confirmed this.....day of2017

ChairSecretary.....