

SPACE HUB SUTHERLAND PROGRAMME BOARD

Minute of 24 May 2019

21 June 2019



ATTENDEES

Board Members:

David Oxley (Chair)

[N.B. Disclosed in previous FOI regarding minutes]

[REDACTED]

[REDACTED]

[REDACTED] (Skype)

[REDACTED] (Skype)

[REDACTED]

[REDACTED] (Skype)

In attendance:

Roy Kirk (Skype)

[N.B. Disclosed in previous FOI regarding minutes]

[REDACTED] (Skype)

[REDACTED]

[REDACTED] (Minute)

[REDACTED]

Apologies:

[REDACTED]

[REDACTED]

[REDACTED]

1. WELCOME & INTRODUCTIONS

David Oxley welcomed everyone to the meeting and noted the apologies

2. MINUTES OF PREVIOUS MEETING

The minutes were agreed, and action updates were captured on the action tracker.

3. STRATEGIC OVERVIEW

David O updated there has been good progress made within the project over the last month [REDACTED]. Issues with finalising design present us with a challenge on timelines which needs resolved as soon as possible. An update will be presented to the full HIE Board in June 2019.

[REDACTED]

4. PROJECT MANAGEMENT

a. Dash Board Summary and Risk Register

[REDACTED] spoke to the dashboard outlining the work the team have undertaken in the last month and key focus items for next month, highlighting week ending 31 May 2019 will potentially be a key milestone to achieve the planning application submission.

Successes include: expansion of the project team, continuing to define roles and responsibilities, revised governance and document structures.

[REDACTED]

The current Risk Management Plan for the project was discussed. [REDACTED] noted there have been no new risks added since March 2019 and that some smaller risks are being retired.

The Board noted the progress made and the focus for the next month. David O added he will be focussed on engagement with Scottish Government over the next month.

b. Procurement Activities

Launch Site Operator – Indications are this will be a concession type contract. [REDACTED] are in the advanced stages of drafting the documentation and it will be circulated in due course. Concerns were raised the market expected to see the tender in this month, however it was agreed to postpone the release until the design issues were resolved to offer a more clarity during the tender process.

Safety Case – work is currently ongoing with this. The outputs from this piece of work will be used to inform the Planning Application and part of the LSO tender.

Debris Dispersion Model - Approval has just been granted to for a Direct Award by the Interim Chief Executive. The outputs from this will also form part of the planning application and LSO tender documents

ACTION: [REDACTED] to walk the Board members through the new file structure

ACTION: David O to approach UKSA for a Preliminary Authorisation to proceed with Planning Application in lieu of the forthcoming Space Act legislation and regulation.

ACTION: Roy will circulate the high level UKSA milestones for internal agreement with David O and [REDACTED].

ACTION: [REDACTED]to confirm LSO tender timescales at the next SHS Programme Board

5. DESIGN UPDATE

[REDACTED] and [REDACTED] shared a high-level options graphic and there was a brief discussion round the options,

6. FINANCIAL REPORT

A high-level report was shared with the Board with the caveat that the finance structure is next on the review list and will be completed for the next Board.

Requests from the Board included current year spend, financial milestones, HIE spend profile, cost of completion and annual expenditure / inputs.

[REDACTED]

ACTION: [REDACTED]to review the financial tracking of the programme as a whole

ACTION: [REDACTED]

7. COMMUNICATIONS / STAKEHOLDER ACTIVITY

Community engagement is going well, and upcoming local events are advertised.

Timings of the next engagement events are to be synchronised with finalisation of the design and planning submission.

[REDACTED]shared options of logos currently being drafted.

8. BENEFITS REALISATION UPDATE

[REDACTED] spoke briefly to his report due to time constraints and invited comments from the Board after the meeting if required.

9. ANY OTHER BUSINESS

Nothing significant raised.

SPACE HUB SUTHERLAND PROGRAMME BOARD

Minute of 21 June 2019

01 August 2019



ATTENDEES

Board Members:

[REDACTED]

[REDACTED]

[REDACTED] (partial)

[REDACTED] (Skype)

[REDACTED] (Skype)

[REDACTED]

[REDACTED] (Skype)

In attendance:

Roy Kirk

[REDACTED]

[REDACTED] (Skype)

[REDACTED] (Minute)

[REDACTED]

[REDACTED]

Apologies:

David Oxley

[REDACTED]

1. WELCOME & INTRODUCTIONS

[REDACTED] welcomed everyone to the meeting and noted the apologies

2. MINUTES OF PREVIOUS MEETING

The minutes were agreed, and action updates were captured on the action tracker.

3. STRATEGIC OVERVIEW

[REDACTED] summarised there has been significant movement in the project recently and this would feature heavily throughout the agenda.

4. PROJECT MANAGEMENT

a. Dash Board Summary and Risk Register

[REDACTED] spoke to the dashboard outlining the work the team have undertaken in the last month.

Roy shared the Options Lease has been agreed and is with HIE for signature now.

The Planning submission date may need to be reviewed.

[REDACTED] spoke to the risks management slide. [REDACTED] noted the larger risks are now dependent on external stakeholders acting.

HIE have brought in support from [REDACTED] to understand the capabilities of the Sutherland site and information gathered will be used to inform any future planning of the site.

[REDACTED] are working on a document capturing the journey of the programme to date.

b. Procurement Activities

[REDACTED]

An options appraisal will be carried out prior to undertaking the Procurement exercise.

5. DESIGN UPDATE

[REDACTED]

6. FINANCIAL REPORT

A high-level report was shared with the Board.

7. COMMUNICATIONS / STAKEHOLDER ACTIVITY

[REDACTED]

spoke to the update report. They also highlighted the need to be involved with any programme changes or documents being shared with the public, so they can proactively manage publicity and stakeholder engagement.

8. BENEFITS REALISATION UPDATE

[REDACTED]

spoke briefly to his report due to time constraints and invited comments from the Board after the meeting if required.

9. ANY OTHER BUSINESS

Nothing significant raised.

SPACE HUB SUTHERLAND PROGRAMME BOARD

Minute of 01 August 2019

06 September 2019



ATTENDEES

Board:

David Oxley (Chair) [N.B. Disclosed in previous FOI regarding minutes]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] (Skype)

In attendance:

[REDACTED] (Skype) [N.B. Disclosed in previous FOI regarding minutes]

[REDACTED] (Skype)

[REDACTED]

[REDACTED] (Minute)

[REDACTED]

[REDACTED]

Apologies:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1. WELCOME & INTRODUCTIONS

David O welcomed everyone to the meeting and noted the apologies

2. MINUTES OF PREVIOUS MEETING

The minutes were agreed.

3. STRATEGIC OVERVIEW

David O summarised there has been significant movement in the project recently and this would be discussed throughout the agenda.

a. Options Appraisal

[REDACTED] spoke to the current Options Appraisal noting it will be presented to the Risk and Assurance Committee on 01 August and then to the HIE Board on 05 September 2019.

Action: David O to continue discussions with UKSA re the grant funding requirements and terms and conditions

Action: [REDACTED] to continue to work with Lockheed Martin and Orbex to ensure the best option for all parties is agreed from the option appraisal

Action: [REDACTED]

4. PROJECT MANAGEMENT

a. Dash Board Summary and Risk Register

[REDACTED] spoke to the dashboard outlining the work the team have undertaken in the last month and the current risks.

[REDACTED] The Board welcomed this as a key achievement

The Plenary Space sessions regarding legislation are underway. HIE are significantly influencing the agenda through the opportunity for members to suggest future agenda topics.

Economic Impact Assessment are required as part of the full business case. [REDACTED] noted in the USA 90% of the benefits are downstream and its important not to forget new business created to meet needs of the supply chain.

Action: Invite [REDACTED] to the Economic Impact Assessment Calls as he has been working on this for Scotland wide.

5. PLANNING AND DESIGN TIMELINES

[REDACTED] outlined the draft target planning and design timelines noting they need further refinement and there is very little slippage time within the programme to deliver it on time.

Action: Going forward present a comparison project schedule capturing where the programme should be versus where the programme currently is.

Action: Once the project schedule is confirmed, [REDACTED] to liaise with [REDACTED] and [REDACTED] regarding community consultation dates.

6. FINANCIAL REPORT

A high-level report was shared with the Board.

7. COMMUNICATIONS / STAKEHOLDER ACTIVITY

[REDACTED] spoke to the update report.

Roy noted they are working with the Marketing team to build on collateral and the brand.

David O asked the team to ensure standing weekly community event dates and community consultation dates are combined.

Action: [REDACTED] has circulated an events calendar asking the team to review and add any key dates.

8. BENEFITS REALISATION UPDATE

This report was noted due to time constraints and invited comments from the Board after the meeting if required.

9. ANY OTHER BUSINESS

Nothing significant raised.