

## FALKLAND ISLANDS DEVELOPMENT CORPORATION BOARD



### FOR PUBLIC DISTRIBUTION

Held at 13.00 on 15<sup>th</sup> July 2020  
in the Chamber of Commerce, Stanley

|                |                |       |                                |
|----------------|----------------|-------|--------------------------------|
| Present        | Mr H Wylie     | (HW)  | Chair                          |
|                | Mr A Newman    | (AN)  | Vice Chair                     |
|                | Mr R Lee       | (RL)  | Appointed member               |
|                | Mr T Blake     | (TB)  | Co-opted Member                |
|                | Mr E Hurley    | (EH)  | Co-opted Member                |
|                | Mr N Judd      | (NJ)  | Co-opted Member                |
|                | Hon M Pollard  | (MP)  | Member of Legislative Assembly |
| In attendance  | Mr B Rowland   | (BR)  | Chief Executive, FIG           |
|                | Mr T Waggott   | (TW)  | Financial Secretary            |
|                | Louise Ellis   | (LE)  | Acting Managing Director       |
|                | Mrs J McLeod   | (JMc) | Financial Controller           |
| Item 6         | Miss K Stevens | (KMS) | Financial Accountant           |
| Item 13        | Mr G Ackroyd   | (GA)  | Strategic Projects Manager     |
| Item 14        | Mr G Green     | (GG)  | Director of Wool Innovation    |
| Minutes        | Ms S Steen     |       |                                |
| Public & Press | None           |       |                                |

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Item

### PART 1

#### 1.0 Welcome and apologies for absence

1.1 Apologies for absence were received from Mr M Poole.

#### 2.0 Declarations of interest

2.1 HW, MP and NJ declared an interest in matters relating to FIMCo.

2.2 NJ declared an interest in discussions related to the FLH, FIMCo and WoolCo.

2.3 TB declared an interest in the Sea Lion Island Management Plan item, as a trustee of Falklands Conservation.

**3.0 Confirmation of the minutes of the Electronic Board Decisions Email on 30<sup>th</sup> April 2020 (open)**

3.1 Item 2.2, NJ wished it noted that FIG have offered to purchase privately owned wool. Page 2 of 3.

3.2 With no further amendments, the minutes were agreed and signed as a true and accurate record of the meeting.

**4.0 Matter arising from the Electronic board discussion email on the 30<sup>th</sup> April 2020 (open)**

4.1 LE confirmed, all matters arising from the minutes were covered under the relevant agenda items.

**5.0 MD Activity and Information Report – Managing Director – 180/20**

5.1 The Board discussed the MD activity report.

5.2 LE confirmed the arrival date of Martin Slater (MS) is scheduled for the 21<sup>st</sup> August 2020, and that relevant preparation was being put in place to allow MS to work remotely from 8 Biggs Road during the quarantine period.

**5.3 BUSINESS CLIMATE SUEVRY**

LE confirmed that the 2020 Business Climate Survey had been published and was available for download from the FIDC website, via email on request, or paper format. One interview had been held with FIRS and another is to be carried out with FITV in due course.

5.3.1 The Chamber of Commerce will be holding a smaller scale business breakfast during which LE will give a presentation on the results for the Survey to its members, date to be confirmed.

**5.4 FIDC BUSINESS SUPPORT & COVID-19 RESPONSE**

FIDC are continuing to provide support to the Islands' Businesses during the ongoing Covid-19 Pandemic, along with supporting FIG with the administering of the FIG Covid-19 Business Support Grant Scheme.

5.4.1 All 10 places for the e-Learning Business Resilience training course were taken up, 9 candidates had completed the course to date and FIDC had received feedback that the course was of value to participants who rated it as 'good' or 'excellent'. LE reiterated that this course was fully funded by FIDC and that there were no costs passed on to the end user.

**5.5 SAROS**

LE advised the board that the rebuild and rebranding of the SAROS website has been completed with the soft relaunch having been carried out, by way of Members now receiving email alerts. The team are now monitoring its use as new contract opportunities are posted. LE emphasised that if any users of SAROS were experiencing any issues it was

worth contacting FIDC so that any teething problems with the new system could be addressed.

#### 5.6 SKILLS AND ENTERPRISE

The 'Blogging for Business' online course has had 9 sign-ups so far, from various sectors of industry. This free course is still open and further candidates are encouraged to contact FIDC for links to the learning materials.

### 6.0 Finance Update and Management Accounts – Finance Team – 181/20

6.1 KS advised the board that she has been in contact with Mazars LLP and they will be carrying out a remote audit this year on the 21<sup>st</sup> September 2020.

6.2 The Board discussed the recommendation to increase FIDC salaries, in line with Corporation's Reward and Remuneration Policy. Members noted the annual Retail Price Index increase and agreed to increase FIDC staff salaries by 1%, effective from the 1st of July 2020.

6.3 TW queried the difference between the 'FIG subvention funded' line in the financial summary (Appendix A) and the actual subvention drawn down as shown on the cash flow statement. Finance will review the figures and feedback to the Board via email to clarify the difference. **ACTION KS/JMc**

### 7.0 FIDC Policies and Procedures 182/20

7.1.1 LE presented a paper setting out some proposed amendments to the Corporation's Policies and Procedures Manual and Staff Handbook. LE explained that these documents are reviewed annually to ensure they are fit for purpose and reflect current practice.

7.1.2 Following a discussion on the presented information, it was agreed that the proposed amendments to item 7.2, the Equality and Diversity Policy, needed further clarity and would need to be returned to the board once this work was undertaken. **Action LE**

7.1.3 The board discussed and agreed to remove the wording "*if FIDC considers it appropriate, you may be asked to dispose of any shares or investments. FIDC will not be responsible for the cost of any losses or expenses arising from, an instruction to dispose of the share or investments*" Under the section, Register of financial interests.

7.1.4 The Board agreed to remove the following wording "*Permission must be sought from the Managing Director in advance in accordance with Para 4,14 other Employment*" from the section titled 'Evening Classes'.

7.1.5 The Board agreed to add the following wording "*it may be deemed appropriate to bring an Occupational Health Professional to assess and make recommendations*" under 'Risk Assessments'.

7.1.6 The board discussed and agreed to include the wording "*or some other suitable location*" under Sickness Policy.

## **7.2 Appended policies to the employee handbook.**

- 7.2.1 It was noted that item '8.2 FIDC EXPENSES' should read item '8.3 FIDC EXPENSES'.
- 7.2.2 The Board agreed to the additional wording referencing the FIDC Business Continuity & Remote Working Policy be added under Section 7 'Information Systems Acceptable Use Policy', and that clear reference be made that Non- FIDC owned equipment will require the Managing Director's written approval and confirmation from FIDC's IT consultants prior to setup.
- 7.2.3 It was requested that a copy of the previous Expenses Policy and a copy of the updated policy with amendments to be circulated to the Board to allow a clear comparison.
- ACTION LE.**

## **8.0 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 others "Information about individuals", Para 10 relating to "Information about relevant contracts and negotiations" and Para 16 relating to "Audit reports" 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**

### **9.0 Declarations of interest in items**

- 9.1 As noted in the open section.

### **10.0 Confirmation of the minutes of the Electronic board discussion email on the 30th April 2020 (closed)**

- 10.1 The minutes were agreed and signed as a true and accurate record of the meeting.

### **11.0 Matters arising from the minutes of the Electronic board discussion email on the 30th April 2020 (closed)**

- 11.1 Matters arising were discussed under the relevant agenda items

### **12.0 MD Activity and Information Report – Managing Director – 775/20**

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".

- 12.1 The Board then discussed certain confidential projects and management activities. A full record of these discussions is contained in the exempt section of the minutes.

**13.0 Draft FIDC Annual Report & Governance Statement 776/20**

Not for publication by virtue of paragraph 16 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating to *“Audit reports”*.

13.1 The FIDC Annual report and Governance statement was reviewed and approved for publication following a couple of minor amendments within Appendix L and Appendix U, which will be carried out prior to publication.

**14.0 Wool Innovation Update - 777/20**

Not for publication by virtue of paragraph 10 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating to *“Information about relevant contracts and negotiations”*.

14.1 The Board discussed the project and a full record of these discussions is contained in the exempt section of the minutes.

**15.0** At the end of the Board Meeting the Chair formally announced the resignation of Mr E Hurley as *“Co-opted Member”* of the Falkland Islands Development Corporation Board.

EH expressed his thanks, and wished the Board all the best for the future.

The Chair and Board Members thanked Mr Hurley for his invaluable input as a Member of the Board and wished him well.

With no further matters the meeting concluded at 16:30

Minutes confirmed this.....day of .....2020

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