

## Forest Enterprise Scotland (FES) Management Board Meeting

**20 December 2016**

### Attendees:

Simon Hodge, Chief Executive  
Trefor Owen, Head of Land Management  
Michael Hymers, Head of Corporate Support  
Michael Ansell, Head of Estates Development  
Donna Hutchinson, Head of Finance and Procurement  
Rosetta Forbes, Head of HR (Scotland)  
Brent Meakin, Head of Business Services  
Alan Stevenson, Head of Community and Visitor Services  
Rhondda Salmond, Secretariat

### Others:

Liz Walker (Item 3)

### 1. Minutes of last Meeting 22 Nov 2016

The Board agreed that the record of 22 Nov 2016 was held to be a true and fair record of the meeting.

### 2. Action Points and Matters Arising

Ref:	Action	Who	Target Date
10/07	Present paper on baseline and ongoing Programme & Project Office requirements, and staff upskilling.	MH	13 Jan 2017
11/02	Provide an update on investigations in to the Depreciation Review.	BM & DM	13 Jan 2017
11/03	FESMB discussion on potential approaches to carry forward and reserves.	DM	13 Jan 2017
11/09	Overview on VAT Report recommendations to be presented at future meeting.	DM	18 Jan 2017
11/10	Amend and recirculate Communications Protocol and Lines to Take	MH	2 Dec 2016
11/11	Include FES Communications approach on agenda for FES Team Leaders Meeting	MH	2 Feb 2017
12/01	Provide feedback to Michael Hymers on preferred frequency of face to face FESMB meetings	All	18 Jan 2017
12/02	Land Management and Business Services to discuss future fleet vehicle requirements and present proposal to the FESMB	TO & BM	18 Jan 2017
12/03	Confirm correct allocation of servitude income, and hence revised rationalisation income target.	MA	18 Jan 2017
12/04	Bring a further developed Built Asset Management Strategy to FESMB in the new year.	All	18 Jan 2017

Ref:	Action	Who	Target Date
12/05	Consider how rationalisation income can best be used towards buildings or fleet, and present proposals to the FESMB	BM	18 Jan 2017
12/06	FESMB to advise Michael Ansell if they would welcome a session from Harper McLeod Lawyers on land management legal issues	All	18 Jan 2017
12/07	Emails to be forwarded to FESMB with HR advice on appropriate approach to handling any future incidents	RF	18 Jan 2017

Action Points: 11/01, 11/04, 11/05, 11/06, 11/07, 11/08, and 11/10 are discharged.

### 3. Scoping Sessions

The FESMB participated in three scoping sessions to consider:

- Requirements of establishing Forestry & Land Scotland;
- Corporate Development Programme; and
- FE Scotland Governance.

### 4. Chief Executive Update

Simon Hodge advised that Fergus Ewing MSP (Cabinet Secretary for Rural Economy and Connectivity) is due to attend the Rural Economy and Connectivity Committee on 21 December. Although the main focus will be transport, they will also be considering forestry and broadband.

Following the Autumn Budget Statement from Westminster, the Scottish Government have released their Spending Review position. As a result £1m of Departmental Expenditure Limits (DEL) funding from FES and £3m from FCS will be reallocated to the Woodland Creation Grant Scheme if needed.

Initial discussions have been held with Scottish Government to consider options for a proposed Forestry Devolution Programme to progress the outcomes of the consultation of the Future of Forestry in Scotland, which are due for release mid-February.

**AP 12/01: Provide feedback to Michael Hymers on preferred frequency of face to face FESMB meetings**

### 5. FES Business Plan Update

Following a detailed analysis of submitted information, decisions have been made on the proposed Business Plans for FY 17/18 and 18/19, including allocation of the unallocated £0.7M of DEL to the Invasive Exotics Programme in Land Management.

The FESMB agreed that £2.4m of carry-forward reserves will be allocated to Digital & ICT transition. Discussions are ongoing with FCS to agree their contribution to the programme.

There is the potential that an additional investment of £1m is required towards replacing fleet vehicles.

**AP 12/02: Land Management and Business Services to discuss future fleet vehicle requirements and present proposal to the FESMB**

The FESMB agreed that work should continue to develop a Built Asset Management Strategy to develop a strategic overview of building requirements going forward.

Further clarity is required on the 2017/18 rationalisation income target as this should not include servitude income, which is part of Estate Development's income base.

**AP 12/03: Confirm correct allocation of servitude income, and hence revised rationalisation income target.**

**AP 12/04: Bring a further developed Built Asset Management Strategy to FESMB in the New Year.**

**AP 12/05: Brent Meakin to consider how rationalisation income can best be used towards buildings or fleet, and present proposals to the FESMB**

## **6. Organisational / Function Updates**

### **Community & Visitor Services:**

Alan Stevenson advised that there had been an increase in engagement with TV Production Companies. Work is ongoing to ensure that appropriate locations/buildings are utilised to ensure that health and safety is not compromised.

### **Estates Development:**

Michael Ansell advised that discussions are ongoing with a utilities company following a turbine fire at Kilgallioch wind farm.

Amanda Bryan has been appointed as Chair of the interim Scottish Crown Estate body.

**AP 12/06: FESMB to advise Michael Ansell if they would welcome a session from Harper McLeod Lawyers on land management legal issues**

### **Land Management:**

Trefor Owen advised that Mick Bottomley had delivered a course on commercial negotiations. Additional courses can be arranged on request.

### **Human Resources (HR):**

Rosetta Forbes advised that a small number of offensive emails had been sent to all staff by other staff member who were retiring or leaving the organisation.

**AP 12/07: Emails to be forwarded to FESMB with HR advice on appropriate approach to handling any future incidents**

**Finance:**

Donna Mortimer advised that the Procurement Strategy will be launched by the end of December 2016.

**7. AOB**

No items were raised under AOB.

The date of the next FESMB is the 26 January 2017.