

**MINUTES OF PAHL BOARD MEETING (OPSCO)**

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|               |                                       |                     |                             |                |
|---------------|---------------------------------------|---------------------|-----------------------------|----------------|
| <b>DATE:</b>  | 27 <sup>th</sup> February 2019        | <b>TIMINGS:</b>     | <b>PLANNED:</b>             | <b>ACTUAL:</b> |
|               |                                       | <b>START:</b>       | 0900 hrs                    | 0900 hrs       |
|               |                                       | <b>FINISH:</b>      | 1200 hrs                    | 1100 hrs       |
| <b>VENUE:</b> | Board Room, Glasgow Prestwick Airport | <b>RELEASED ON:</b> | 14 <sup>th</sup> March 2019 |                |

|                                    |                       |                       |                        |
|------------------------------------|-----------------------|-----------------------|------------------------|
| <b>DATE OF NEXT MEETING:</b>       | <b>PLANNED VENUE:</b> | <b>PLANNED START:</b> | <b>PLANNED FINISH:</b> |
| Wednesday 1 <sup>st</sup> May 2019 | Boardroom             | 0900 hrs              | 1200 hrs               |

| NO | MINUTES FORMAT:   | PARTICIPANTS:              | IN ATTENDANCE:                          |
|----|---|----------------------------|---|
|    | Quorum  | Andrew Miller (AM) – Chair | Jules Matteoni (JM)                     |
| 1. | Declaration of Interests  | Stewart Adams (SA)         | Sonia Rafferty (SR)                     |
| 2. | Chair's Introductory Remarks  | Gordon Arthur (GA)         | Zoe Kilpatrick (ZK)                     |
| 3. | <b>Minutes of Previous Meeting:</b>   | Beth Corcoran (BC)         | Chris Wilcock (CW) (TS)                 |
|    | i. OpsCo Meeting of 11 <sup>th</sup> December 2018                                | Paul Neep (PN)             | Jamie Carson (JC) (TS)                  |
|    | ii. OpsCo Action Table of 11 <sup>th</sup> December 2018                          | Valerie Scoular (VS)       | Janet Kindness-Muir (JK) (Minute taker) |
| 4. | <b>Papers for Approval/Discussion</b>   | Ian Forgie (IF)            | <b>APOLOGIES:</b>                       |
|    | i. 2019/20 Budget – Board Paper 43a (SA)  |                            | Gary Cox (GC) (TS)                      |
| 5. | <b>Management Information Pack</b>  |                            |   |
|    | i. CEO Monthly Update – Paper 43b (SA)  |                            |   |
|    | ii. Health & Safety, Security, Operational Report & Capex Update – Paper 43c (JM) |                            |   |
|    | iii. Finance Report – Paper 43d (IF)  |                            |   |
|    | iv. Commercial Report – Paper 43e (ZK)  |                            |   |
|    | v. People & HR Report – Paper 43f (SR)  |                            |   |
| 6. | Dates of Future Meetings  |                            |   |
| 7. | AOCB, including update on HRRC  |                            |   |

**QUORUM**

The chair confirmed that notice of the meeting had been given to the directors in accordance with the articles of association of the Company (the 'Articles').

The chair noted that a quorum was present in terms of the Articles and so it was competent to

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proceed with the business of the meeting.

**1. DECLARATION OF INTERESTS**

- 1.1 The non-executive directors declared that they had no new interests in the business of the meeting that they were required to declare under section 177 of the Companies Act 2006.

**2. CHAIRMAN'S INTRODUCTORY REMARKS**

- 2.1 AM welcomed everyone to the meeting.
- 2.2 Apologies were noted as above.
- 2.3 The Chair welcomed Chris Wilcock and Jamie Carson to their first OpsCo Board meeting, and introductions were made.

**3. MINUTES OF PREVIOUS MEETING**

**OpsCo Meeting of 11<sup>th</sup> December 2018**

- 3.1 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 3.2 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 3.3 With the above amendments, the minutes were approved.

**OpsCo Action Table as at 11<sup>th</sup> December 2018**

- 3.4 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 3.5 All other actions were closed.

**4. PAPERS FOR APPROVAL**

**4i. 2019/20 Budget – Board Paper 43a**

- 4.1 The Board agreed to discuss the 2019/20 Budget under item (5iii) Finance Report.

**5. Management Information Pack**

**i. CEO Monthly Update – Paper 43b (SA)**

- 5.1 SA presented the CEO monthly update and highlighted key points.
- 5.2 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.3 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.4 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.5 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

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- 5.6 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.7 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.8 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.9 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.10 With regard to the Ayrshire Growth Deal, the Scottish Government and UK Government have confirmed £100m investment, with £40m being allocated between the 3 Ayrshire Councils. The Heads of Terms are due to be signed in the next 7 – 14 days.
- ii. Health & Safety, Security, Operational Report & Capex Update – Paper 43c (JM)
  - 5.11 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.12 [REDACTED] FOISA 31 (1) national security and defence.
  - 5.13 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- iii. Finance Report – Paper 43d (IF)
  - 5.14 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.15 IF talked through the Management accounts, before going on to present the Budget 2019/20.
  - 5.16 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.17 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.18 [REDACTED] Action: 43.01 (IF) FOISA 33 (1)(b) commercial interests of the company
  - 5.19 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.20 The Board approved the Budget 2019/20 as presented.
- iv. Commercial Report – Paper 43e (ZK)
  - 5.21 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.22 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.23 [REDACTED] FOISA 33

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**(1)(b) commercial interests of the company**

v. **People & HR Report – Paper 43f (SR)**

- 5.24 [REDACTED] FOISA 31 (1) national security and defence.
- 5.25 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.26 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.27 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.28 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.29 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

**6. DATES OF FUTURE MEETINGS**

6.1 It was agreed that Board and Committee meetings scheduled for July and October 2020 should be brought forward by one week as they clash with school holidays. **Action: 43.02 (JK)**

**7. AOCB, inciuding update on HRRC**

- 7.1 VS outlined the items that were discussed at the recent HRRC meeting. [REDACTED]  
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 7.2 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 7.3 [REDACTED] FOISA 33 (1)(b) commercial interests of the company