**CLACKMANNANSHIRE COUNCIL**

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**Report to Clackmannanshire Council**

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**Date of Meeting: 25 June 2020**

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**Subject:      City Region Deal Update**

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**Report by:      Strategic Director (Place)**

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## 1.0    Purpose

1.1.    This report provides Members with an update on progress of the City Region Deal, together with additional information on wider economic development related activity that is taking place within Clackmannanshire Council and across the Forth Valley region.

## 2.0    Recommendations

2.1.    It is recommended that Council:

2.1.1.    Notes that the City Region Deal was signed on 26 February 2020.

2.1.2.    Notes the general update on City Region Deal progress.

2.1.3.    Notes that SCREAB and REF are part of the formal CRD governance framework as submitted to Scottish and UK Government at full deal sign off and that the Joint Committee reviewed and approved the Terms of Reference for SCREAB on 9 June 2020 and delegated authority to the Senior Manager Legal and Governance, in consultation with the Chair and Vice Chairs of the Joint Committee to finalise the membership of REF.

2.1.4.    Approves the changes to the terms of reference of the SCREAB as set out in Appendix 1.

2.1.5.    Approves the changes to the name and terms of reference of the Stirling and Clackmannanshire Joint Commission (to be know as the Regional Enterprise Forum) as set out in Appendix 1.

2.1.6.    Agrees to delegate authority to the Joint Committee to review and propose changes to the terms of references of groups which form part of the formal Governance Framework, including SCREAB and REF

2.1.7.    Notes and endorses the wider regional economic development activity, and in particular the work on developing a Strategic Transportation Strategy and Spatial Strategy

2.1.8. Notes and endorses the work and next steps on Wellbeing Economy and Community Wealth Building and welcomes the Scottish Government's interest in Clackmannanshire.

## 3.0 Considerations

City Region Deal

3.1. The City Region Deal Full Deal was signed on 26 February 2020, committing the Regional Partners to the Implementation Plan and Financial profile that formed the Deal documentation. The Grant Offer Letter, which is issued annually to Regional Partners, is the legal document that ties the partnership to delivery and spend in that Financial Year.

3.2. Before any costs can be drawn down against the CRD, the Offer of Grant needs to be signed off by Joint Committee. Before the Offer of Grant can be signed, certain conditions require to be met, the main ones being:

- To complete a business continuity review – to understand the impact of COVID and if necessary to re-prioritise/re-profile projects.
- To finalise the governance arrangements in line with the Deal documentation, in particular the Stirling and Clackmannanshire Economic Advisory Board (SCREAB) and the Regional Enterprise Forum (REF).

The timetable for completing this work and signing off acceptance of the Offer of Grant is September 2020.

3.3. **Business Continuity**. The aim of the business continuity process is to understand and address the impacts created by COVID-19 on the deal delivery implementation plan and financial profile. One of the more significant COVID-19 related impacts is on the availability of investment funding at both partner level and within the private sector. The key focus will be on mitigations that may be required in years 1 and 2. The process will enable reprioritisation against the current challenges and also to explore which activities could be brought forward in support of economic recovery. The revised documentation will then be used to form the Grant Offer Letter for Year 1 (2020/21) of the Deal.

3.4. All partners remain committed to the key programmes and projects in the Deal and there is an acknowledgement that any impact on the investment profile needs to be agreed at a partnership level.

3.5. **Governance** At the outset of the City Region Deal, Stirling and Clackmannanshire Councils each considered a paper establishing the Stirling and Clackmannanshire Regional Economic Advisory Board (SCREAB). Clackmannanshire Council agreed the terms of reference for the SCREAB at its August 2018 meeting. Clackmannanshire Council also established a Clackmannanshire Commission to mirror Stirling's City Commission.

Subsequently it was agreed that a Joint Commission should be formed and this was agreed by both Councils (Full Council meeting February 2019)

3.6. The Stirling & Clackmannanshire City Region Deal Governance Framework was developed for full deal sign off in February 2020. This framework notes that the SCREAB and Joint Commission (now proposed to be Regional Enterprise Forum) would be established after the deal signing.

3.7. The CRD Joint Committee 9 June reviewed and approved revised terms of reference for SCREAB and REF, subject tot eh delegated authority noted above. These changes require to be agreed by the Council as it had formally agreed to the previous terms of reference. Also, agreement of the Council is required to change the name of the Joint Commission to the Regional Enterprise Forum.

3.8. The revised terms of reference for SCREAB and REF are set out in the paper to the Joint Committee in Appendix 1.

3.9. Whilst the SCREAB and REF are advisory bodies to the Stirling and Clackmannanshire CRD COG and Joint Committee, the terms of reference are such as to allow a wider regional role, for example, in support of the Falkirk Growth Deal, should regional partners so wish.

3.10. **Benefits Realisation**. A further work stream which is required under the terms of the Deal is the Benefits Realisation Strategy, which consists of a Benefits Realisation Plan and Monitoring and Evaluation Framework.

The Benefits Realisation Plan (BRP) is a public facing strategy outlining the benefits that are to be delivered by the City Region Deal Programme, for whom and how the partnership aims to do this. The BRP will explain the benefits realisation management process including reporting arrangements, roles and responsibilities including the role of the City Region Deal Governance Framework in the context of Benefits Realisation. In addition, the BRP will provide guidance and direction to Programmes and Projects by providing a strategic framework to work to over the lifespan of the Deal. It will ensure that the City Region Deal Programme has a 'golden thread' running throughout it including its alignment to the National Performance Framework and how it will support the delivery of the ambitions of the local authorities as committed to in their Business Plans and Local Outcomes Improvement Plans.

The Benefits Realisation Plan requires to be supported by a Deal Level Monitoring and Evaluation Framework (MEF). The MEF will measure how successful the partnership has been at delivering on the agreed strategic objectives of the Deal across the agreed timescales. Both the Benefits Realisation Plan and Monitoring and Evaluation Framework will require to make clear the Social, Economic and Environmental benefits that will be delivered across the full City Region Deal Programme in addition to outlining how the City Region Deal has contributed to inclusive growth for the region

All partners agree that a critical consideration of the work should focus on post-pandemic economic recovery.

3.11. **RPMO.** Currently the Regional Programme Management Office is hosted by Stirling University on an interim basis. The CRD Chief Officer's Group (COG) will review and make recommendations on the permanent arrangements for the future.

3.12. **Clacks Fund** The latest position regarding the Clacks Fund is that there has not yet been any formal notification from the UK Government. However, Civil Servants have advised that recommendations from the Scottish Office have been taken forward to HM Treasury for consideration. Formal notification will be via the Chair of the Clacks Commission, which is Councillor Ellen Forson.

Wider regional economic development related activity

3.13. The next decade will see significant investment in the Forth Valley. The UK and Scottish Governments are investing a combined total of £90.2 million across Stirling and Clackmannanshire through the Stirling and Clackmannanshire City Region Deal, with regional partners committing to secure up to a further £123.8 million of investment. Meanwhile, the Falkirk and Grangemouth Investment Zone aims to leverage more than £2 billion of private sector investment, alongside £235m in public funding through the Falkirk Growth Deal.

3.14. The Chief Executives of Clackmannanshire, Stirling and Falkirk councils, together with their respective Council Leaders, have been exploring how closer collaboration can bring additionality to this major investment. A Chief Officers Group (COG) is working together to ensure the closer alignment of shared priorities and to maximise the benefits of scale across the public, private and social sectors across the region. Ross Martin, an advisor to the Scottish Government on regional economies, was engaged to support the process and to help set out the initial priorities for review.

3.15. With the advent of other regionally focused activities such as the Indicative Regional Spatial Strategy (iRSS), and the Scottish Government's Second Strategic Transport Projects Review (STPR2) currently underway, the opportunities presented by regional collaboration are becoming more and more apparent. Post-COVID economic recovery provides an additional imperative to develop a regional approach and is likely to drive the pace of activity going forward.

3.16. **Regional Transportation Strategy**. The COG has identified regional transportation as an early priority. Analysis as part of STPR2 has identified that 50% of data zones in the Forth Valley were classified as high risk of transport poverty, compared to 38% in Scotland as a whole. There is an inequality of access between the region's rural and urban locations, access to further and higher education facilities within the region can take up to 120 minutes. Bus and rail fares in the region are relatively high when compared to the rest of Scotland, with the average full rail fare in the region is priced at £0.24/mile (the third most expensive in the country). Overcoming these barriers will be critical in ensuring that the region's economic recovery from COVID-19, and its longer-term transition to a model of low-carbon growth, is inclusive.

3.17. A higher proportion of Forth Valley residents travel between 10km and 60km to work (32%) compared to Scottish residents as a whole (27%). Additionally,

the majority of travel-to-work trips within the Forth Valley (70%) are intra-regional, with some notable cross-authority working patterns. This includes 35% of employed people living in Clackmannanshire working in Stirling and 14% of employed people living in Falkirk working in Stirling. Despite this, public transport options do not serve the area in equal measure, with Clackmannanshire in particular having limited bus connections outwith the region. Congestion, bus mileage, and poor bus connectivity are some of the factors attributed to the marked decline in bus travel in the area which in relative terms (i.e. percentage decline in travel by region) places the Forth Valley in the worst quintile in Scotland.

3.18. Though each local authority's transport priorities will reflect the specific needs of their communities as outlined in their Local Development Plans and Local Transport Strategies, the case for a regional approach is clear. All three local authorities aspire to a modal shift in transport away from private vehicles towards public and shared transport, with a particular focus on active travel, reflecting the sustainable transport hierarchy outlined in the Scottish Government's National Transport Strategy. While these priorities mirror each other, further joined-up thinking is needed to ensure that developments in each local authority are mutually beneficial, cater to broader demand for intra-regional mobility, and maximise the region's enhanced economic potential made possible through investment as part of the City Region and Growth Deals.

This joined-up approach will help to underpin efficiencies in transport planning and provision through better co-ordination. A shared approach will also allow for innovative, regional solutions to be considered, making better use of existing capacity in line with the Scottish Government's sustainable investment hierarchy.

3.19. **Indicative Regional Spatial Strategy**. The Planning (Scotland) Act 2019 introduced the concept of Regional Spatial Strategies (RSS), which are to be prepared by planning authorities, acting individually or jointly. Although the Act outlines the basic elements of the RSS, detailed guidance on their content and process is unlikely to be available until 2021. There is therefore a lack of clarity on what iRRSs will look like, and what their relationship will be to the full RSSs which will follow. The iRRS will therefore have an informal, limited status.

3.20. The Scottish Government encouraged planning authorities to form groupings to prepare iRRS to feed into the draft National Planning Framework 4 (NPF4) and the work complements each of the authorities' separate submissions on NPF4.

3.21. Officers from Stirling, Clackmannanshire and Falkirk Councils met on 14 January 2020 and agreed in principle to work together to produce an iRSS. The agreement to work collaboratively on an iRRS is without prejudice to any finals RSS arrangements. It was agreed that the process should be exploratory and visionary, looking to 2050, and not just stitching together the 3 authorities' current development plans.

3.22. The approach is considered to be mutually beneficial, with a collective response more likely to carry weight at a national level and give the area higher prominence in NPF4. It would also align with regional transport and

economic partnerships/strategies which are being discussed on a Forth Valley basis.

3.23. The work has been carried out in partnership with consultants Kevin Murray Associates and Stantec. who were appointed from a pooled budget, with money having been made available from the Scottish Government to each authority to progress their iRSS.

<u>Wellbeing Economy and Community Wealth Building</u>

3.24. **Wellbeing Economy.** The wellbeing of citizens can support strong economic growth – and the right kind of growth will support the wellbeing of future generations.  This will mean government at all levels, businesses and individuals making decisions that impact drive growth in the wellbeing economy such as: degrees of wellness and inclusivity in our society; environmental quality and sustainability; and the quality and quantity of employment opportunities.  The way in which an economy performs will depend on a number of attributes that are unique to a particular place and approaches may vary at national/local level and across regions.

3.25. Scottish Government (Economic Development Directorate) and Clackmannanshire Council officials are working together to develop an approach to whole-system thinking and evidence-based policy decisions that can support the growth of awellbeing economy for Clackmannanshire.  There is interest from Scottish Government across a number of directorates in the project.

3.26. Wellbeing economy approaches are consistent with the Strategic Aims of Clackmannanshire Council through the Corporate Plan and the Clackmannanshire Alliance through the Local Outcomes Improvement Plan. Whilst this work started prior to the Coronavirus pandemic, wellbeing economy approaches are gaining increasing traction, both nationally and internationally, as we aim to recover our local economies in ways that prioritises our citizens and our environment.

3.27. Officers do not see the work as onerous in part due to the proactive support on offer from the Scottish Government.  They further believe it has advantages in: supporting the achievement of the Council's strategic objectives and putting Clackmannanshire Council at the forefront of Economic Development practice in Scotland.

3.28. The work is structured around Scottish Government's recently revised Inclusive Growth Outcomes Framework.

3.29. Stages 1 and 2 are analytical in nature. Stage 1 involves utilises the Inclusive Growth Diagnostic tool to identify and align objectives and indicators, consider root causes of under-performance and group issues into themes. Stage 2 takes a deeper dive into the root causes of the issues for each theme. It identifies existing policy and actions in relation to themes and examines their nature and sufficiency. It goes on to identify gaps in evidence and consider how or whether to fill these.

3.30. Stages 3 and 4 have a policy focus. Stage 3 seeks to understand the complexity and root causes of issues and identifies opportunities for action based on evidence. Stakeholder input is required. Stage 4 goes on to consider the themes identified for possible pursuit and compare with various criteria (including policy aims and deliverability) to enable a recommendation from officials and decisions by Council on priority actions.

3.31. Stages 5 and 6 move on to delivery. Stage 5 includes co-designing action plans with delivery partners. This could include new approaches to local economic development such as Community Wealth Building. Alignment with policy objectives is considered throughout. Work with delivery partners, including businesses and residents, identifies what the wellbeing economy means to them. At Stage 6 outputs and outcomes are defined and captured. Lessons learned are captured and feed back into process, to adjust or re-design as necessary. Learning about the wellbeing economy also informs future policy/budget decision processes.

3.32. Progress to Date: Work is underway on Stage 1. A Scottish Government official from the Office of the Chief Economic Adviser has collated a draft data dashboard for Clackmannanshire under the headings of: Productivity, Population, Participation, People, Place, Sustainability.

3.33. To ensure relevance to our identified local strategies sources for this exercise were: The Clackmannanshire Local Outcomes Improvement Plan, Clackmannanshire Council Corporate Plan, updated data for the Inclusive Growth Diagnostic developed as part of the City Region Deal and other published data. Officers fed in their views and themes are emerging which allow progression to Stage 2.

3.34. These themes will come to Council as part of Stages 3 and 4 of the project. They will include areas of policy familiar to members such as poverty, jobs and businesses, women and girls as well as broadening the scope of current strategy to include climate and the impacts of Covid-19.

3.35. Covid-19 has already impacted us all and is projected to cause a deep, but potentially relatively short, economic recession. It has not impacted on us all equally however. Impacts on residents and businesses will differ according to individual circumstances and industry sector for example.

3.36. To ensure these impacts are understood and can influence approaches to recovery and development of a local wellbeing economy a Clackmannanshire Covid-19 Case Study has been developed and will be delivered in partnership between the Council and Scottish Government.

3.37. The case study will consider the available quantitative data on the COVID-19 economic impact in the Clackmannanshire area and seek to supplement our

understanding of the current situation with qualitative data, where possible, in order to:

- Inform Clackmannanshire Council's response to COVID-19.

- Provide insight and help inform SG's understanding of policy priorities in respect of COVID-19 at a national and local level.

- Bridge a gap within our 'Wellbeing Economy in Clackmannanhire' project between the available data in respect of indicators of economic performance and the current situation.

3.38. Scottish Government have allocated an Economic Policy Manager from the Economic Policy and Capability Division to coordinate the work on the Wellbeing Economy and Case Study. In addition a number of staff with specialist skills and knowledge in economic analysis, economic policy and research are making significant contributions. Within the Council the work sits with a small, focused group of staff from Development Services and Partnership & Performance. Any additional Council resource will be sought where there is a strong case to do so.

3.39. **Community Wealth Building**. As mentioned in Stage 5 of the Inclusive Growth Outcomes Framework. Approaches such as community wealth building (CWB) could be adopted as part of developing a wellbeing economy. Given the increased urgency to support our local economy Council officers are already exploring this approach with Scottish Government colleagues linked to the Wellbeing Economy work.

3.40. CWB is an approach which is gaining traction across the UK with a number of local authorities seeking to take a different approach to economic development and local inclusive economic growth. CWB is built upon the concept of creating a fairer, more socially just economy.

3.41. The approach has developed as a response to what is seen as a failure of traditional approaches to economic development. These are based on the need for constant economic growth and an assumption that if the economy grows it will create wealth for all. The evidence of ongoing, and increasing, poverty however demonstrates that that this wealth is not 'trickling down' to those most in need.

3.42. Key to the approach is the role of 'anchor institutions'. These are large commercial, public and social sector organisations (including local authorities) which have a significant stake in a place. Anchors can exert sizable influence by adopting these strategies to impact upon economic, social, and environmental priorities, generating what is commonly referred to as social value.

CWB approaches are organised under five pillars:

1. Plural ownership of the economy: seeking to develop a more diverse blend of ownership models

2. Making financial power work for local places: seeking to increase flows of investment within local economies

3. Fair employment and just labour markets: positively impacting on the prospects and incomes of local people

4. Progressive procurement of goods and services: developing dense local supply chains

5. Socially productive use of land and property: deepening the function and ownership of assets to ensure that any financial gain is harnessed by citizens

Local authorities have key roles to play as an anchor institution themselves and as a strategic partner of other anchor institutions who may already be a part of local Community Planning structures.

**4.0    Sustainability Implications**

4.1.    None

**5.0    Resource Implications**

*5.1.    Financial Details*

5.2.    The full financial implications of the recommendations are set out  in the report.  This includes a reference to full life cycle costs where appropriate.                                                              Yes ☐

5.3.    Finance have been consulted and have agreed the financial implications as set out in the report.                                                     Yes ☐

*5.4.    Staffing*

**6.0    Exempt Reports**

6.1.    Is this report exempt?    Yes  ☐ (please detail the reasons for exemption below)  No ☑

**7.0    Declarations**

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1)    **Our Priorities** (Please double click on the check box ☑)

Clackmannanshire will be attractive to businesses & people and
ensure fair opportunities for all                                                ☐
Our families; children and young people will have the best possible
start in life                                                                              ☐
Women and girls will be confident and aspirational, and achieve
their full potential                                                                    ☐
Our communities will be resilient and empowered so

that they can thrive and flourish ☐

(2)   **Council Policies**  (Please detail)

## 8.0   Equalities Impact

8.1   Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes ☐        No ☐

## 9.0   Legality

9.1   It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers.      Yes ☑

## 10.0   Appendices

10.1   Please list any appendices attached to this report.  If there are no appendices, please state "none".

Appendix 1 : Terms of Reference
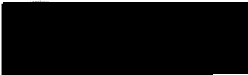
## 11.0   Background Papers

11.1   Have you used other documents to compile your report?  (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes ☐ (please list the documents below)  No ☐

**Author(s)**

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**Approved by**

| NAME | DESIGNATION | SIGNATURE |
|---|---|---|
| Pete Leonard | Strategic Director (Place) | ████████ |

**Stirling and Clackmannanshire Regional Economic Advisory Board
(SCREAB)**

**Terms of Reference**

1.0   **_Purpose_**

1.1   The purpose of the SCREAB is to drive economic development for the city region providing strategic guidance to the City Region Deal Joint Committee in order and coordination to achieve the shared ambition of sustainable and inclusive economic growth.

Members of SCREAB will harness knowledge and expertise in order to;

1.2.   Inform the Chief Officers Group's recommendations to the City Region Deal Joint Committee in making spend and investment decisions that maximise benefits for the city region's economy and its people; and maximising private sector leverage and investment opportunities that can be delivered as a result of the deal, including leverage proposals.

1.3   Support the alignment of regional strategies and plans supporting the delivery of inclusive growth and inward investment as well as informing Local Development Plans and Transport Strategies.

1.4   Develop and recommend to Chief Officers Group the underpinning regional strategies, including Regional Skills Strategy and Regional Procurement Strategy, that will support inclusive growth within the region and deliver on the strategic outcomes of the Deal.

1.5   Identify opportunities for community wealth building and the role of anchor institutions in order to support the social, environmental and economic priorities of the region.

1.6   Ensure that the Regional Enterprise Forum, as the adopted 'business engagement community' for the City Region Deal, is consulted with, communicated with and supported in relation to emerging regional economic opportunities including supporting the delivery of a strong regional supply chain within the context of the City Region Deal.

1.7   Champion the region nationally and internationally to encourage further investment opportunities and collaborations harnessing knowledge and expertise enabling the city region to connect with and maximise the regional benefits from emerging opportunities.

2.0   **_Principles_**

2.1   To garner regional and national expertise in order to support the delivery of a shared vision of growing an inclusive economy within the city region.

2.2     Strengthen the partnership opportunities between public, private and third sectors in order to achieving the vision of the City Region Deal specifically within the thematic areas of investment.

2.3     The SCREAB will be established to be 'regionally resilient' in the context of the emerging Forth Valley Regional Economic Partnership and will support these developments ensuring duplication is avoided and opportunities to maximise impact across the wider region in the future are supported.

2.4     Members will be asked to conform to the City Region Deal Communications Protocol supported by Regional Programme Management Office.

2.5     Members will be required to act in the best interest of the city region and its communities, foregoing any interest their own organisation may have (if any) in the City Region Deal and related projects.

3.0     *Membership*

3.1     Members of the SCREAB must be approved by the City Region Deal Joint Committee.

3.2     Members will be appointed from a range of organisations to ensure a breadth of relevant expertise on the Board.  This will include representatives from anchor institutions in both the private, third and public sectors.

3.3     The membership makeup of the Board will be as follows :

Organisations listed will be invited to form the core membership of SCREAB.  This is however subject to change with the emerging needs and thematic opportunities within the region;

- Stirling Council Elected Members x 1

- Clackmannanshire Council Elected Members x 1

- University of Stirling x 1

- Forth Valley College x 1

  Private Sector Representatives x 4

  SME Private Sector Representatives x 2

- Third Sector Interface Representative x 1

- Skills Development Scotland x 1

- Scottish Enterprise x 1

- NHS Forth Valley x 1

*Additional Representation*

3.4     Additional thematic representation connecting to investment areas within the region may be required from national bodies such as Visit Scotland and SUSTRANS.  At times, additional thematic private sector

representation may also be required to support/advise on specific areas of work.

3.5 SCREAB have the right to request additional representation from areas such as Economic Development teams to support specific areas of work.

3.6 SCREAB has the right to co-opt in new additional temporary members for defined periods as required and invite guests to attend as consultees as required..

3.7 The SCREAB can recommend, for approval at Joint Committee, additional representatives to form as part of the core membership composition. These must be approved as per 3.1.

*Nomination of Membership*

3.8 The Third Sector Interfaces (TSI) operating in the region, Stirlingshire Voluntary Enterprise and Clackmannanshire Third Sector Interface, will be responsible for nominating suitable representatives in keeping with the agenda items and key areas of work.

3.9 Third Sector representatives will be selected for their knowledge and experience of the third sector and/or within a specific thematic area. They should ensure connectivity takes place with the TSIs and/or local and regional third sector networks/forums for maximum reach.

3.10 NHS Forth Valley will be invited to nominate a suitable representative to join the SCREAB due to the role that they play as a regional anchor institution (as opposed to public health representation).

3.11 Private Sector membership will be determined through an open application process managed by the RPMO, on behalf of the Joint Committee.

3.12 Private Sector membership should aim to complement the investment areas within the City Region Deal in order to maximise the opportunities for growth being made available to the region.

3.13 Representatives nominated by the organisations listed in 3.3 (with the exception of private sector members) should be at an influential level and in a position of relevance in terms of the purpose of the group.

3.14 City Region Deal Joint Committee voting members are permitted to be appointed on to SCREAB if they are nominated as the SCREAB representative by their organisation. In this case, members will be required to consider any conflicts of interest that arise and must not take part in discussions relating to such matters.

3.15 Identified representatives are permitted to send a substitute from their organisation if they are unable to attend scheduled meetings.

3.16 The Regional Programme Manager (RPM) for the City Region Deal will be invited to attend as an observer to present updates on the progress of the Deal.

3.17    Additional people such as Senior Responsible Officers or Programme/Project Managers within the City Region Deal programme can be invited at the request of the Chair via the RPMO to present, provide further information or to discuss specific areas of work as required.

3.18    Senior officers of the partners will also attend SCREAB.

4.0    *Quorum*

4.1    Quorum for the Board is 6 with the required representatives as follows:
-    Stirling Council Elected Member x 1
-    Clackmannanshire Council elected Member x 1
-    University of Stirling x 1
-    Forth Valley College x 1
-    Private Sector x 1

4.2    If the quorum is not met then the group should aim to reconvene at the earliest convenience.

5.0    *Appointment of Chair and Vice-Chair*

5.1    SCREAB will have a Chair and Vice Chair formally appointed by the City Region Deal Joint Committee.

5.2    The roles of Chair and Vice Chair must be held by private sector members.  Selection of the Chair and Vice Chair will be supported by the private sector member recruitment process as outlined in 3.11.

5.3    If the Chair is unable to attend meetings of the SCREAB then the Vice Chair will assume the role of Chair.

5.4    If neither the Chair nor Vice-Chair are able to attend, in exceptional circumstances only, then the SCREAB members present are at liberty to nominate, another representative member to stand in as acting Chair to enable the meeting to proceed.

6.0    *Meeting Administration*

6.1    Administrative support will be provided by the local authority that is administering the City Region Deal Joint Committee level (alternates each year) who will support the Chair with the organising of meeting venues, preparation of presentations, collating meeting papers relating to the agreed agendas and communication with members.

6.2    Minutes will be prepared by the local authority that is administering the City Region Deal Joint Committee level (alternates each year) and issued to the Regional Programme Management Office no more than 5 working days after a meeting has taken place.

6.3    Minutes of every meeting require to be formally approved by two representatives who were in attendance and will be made publicly available.  The public will not be invited to attend SCREAB meetings.

6.4     The Regional Programme Manager will support the Chair and Vice-Chair to create meeting agendas and related City Region Deal reports including; implementation updates, benefits realisation and updates from other advisory groups within the Governance Framework including the Joint Commission.

7.0     *Meeting Frequency*

7.1     The SCREAB will meet quarterly.

7.2     The Regional Programme Management Office (RPMO) will schedule an annual calendar of meetings to ensure that they take place in advance of a Chief Officers' Group (COG) meeting.  This ensures that the SCREAB have had time to advise on recommendations being made by the RPMO for COG review.

7.3     Any rescheduling of the SCREAB meetings should take into consideration the overall City Region Deal meeting calendar and other related meetings.

8.0     *Review*

8.1     The SCREAB se Terms of Reference should be reviewed to ensure that they are fit for purpose no less than every 18 months.

8.2     The Regional Programme Management Office will support the review of the SCREAB Terms of Reference for the approval of the Joint Committee via the Chief Officers' Group.

# Regional Enterprise Forum

**Terms of Reference**

1.0 *Purpose*

The purpose of the Regional Enterprise Forum is to;

1.1 Represent the regional business communities across the city region ensuring that businesses and social enterprises have a strong voice within the City Region Deal decision making process.

1.2 Connect the City Region Deal Joint Committee to business and social enterprise communities and networks within Stirling and Clackmannanshire ensuring that regional business communities representatives are kept up to date with City Region Deal progress, opportunities and benefits realisation.

1.3 To advise the Chief Officers' Group on matters relating to the City Region Deal making recommendations or highlighting opportunities that will strengthen the regional economy including the following thematic areas; regional supply chain strengthening, social enterprise development, promotion of entrepreneurship and regional skills development.

1.4 Ensure that there is a dedicated forum for business and social enterprise communities that enables consultation on regional and where applicable Forth Valley wide strategies, to enable consultation and recommendations on the alignment or development of emerging regional strategies (both city region and wider Forth Valley as required). These strategies will enable the City Region Deal Partners to deliver on the ambition of the City Region Deal investment and include; Regional Procurement Strategy, Regional Skills Strategy, Transport Strategies and Local Development Plans.;

1.5 To provide advice and guidance, and endorse or make recommendations to Chief Officers' Group and SCREAB on the development of the City Region Deal projects, programmes and other priorities areas for growth.

1.6 Support the maximisation of private sector leverage

1.7 To support the delivery of benefits that the City Region Deal and other regional capital investment will unlock for businesses and social enterprises within Stirling and Clackmannanshire region.;

1.8 To explore and develop partnership arrangements, cross sector and business-to-business, which maximise the regional economic potential of the area and to

1.9 Increase business engagement opportunities in connection with the City Region Deal investment programme.

## 2.0 *Principles*

2.1 The Forum will augment and build on existing business forums and structures without superseding them.  It will be the recognised business engagement forum for the City Region Deal.

2.2 Members will be invited to attend the group by the City Region Deal Joint Committee.  Member eligibility will be based on expertise and knowledge of the city region, their role within the regional economic landscape and/or in their capacity as a representative of a business or social enterprise community. as opposed to the individual organisations that they represent.

2.3 Members will be required to act in the best interest of the region and local communities forgoing any interest their own organisation (if any) may have in the City Region Deal and related projects.

2.4 Members will be responsible for ensuring that the views of existing business and social enterprise networks are captured and that there is no duplication between the group's activity and these networks.

2.5 The Regional Enterprise Forum does not have a direct decision making role in relation to the City Region Deal and it will operate as an advisory group

2.6 The Regional Enterprise Forum will be established to be 'regionally resilient' in the context of the emerging Forth Valley Regional Economic Partnership and will support these developments ensuring duplication is avoided and opportunities to maximise impact across the wider region in the future are supported.

2.5 Members will be asked to conform to the City Region Deal Communications Protocol which will be provided by the Regional Programme Management Office (RPMO).

## 3.0 *Membership*

3.1 Members of the Regional Enterprise Forum will be invited to create the Forum by the City Region Deal Joint Committee via the Regional Programme Management Office (RPMO).

3.2 The following representatives will be invited to create establish the Regional Enterprise Forum;

- Clacks first (Business Improvement District) x 1
- Alloa first (Business Improvement District) x 1
- Go Forth (Stirling Business Improvement District) x 1
- Loch Lomond and Trossachs Park x1
- Forth Valley LEADER x 1
- Representatives from businesses (number to be determined by COG and JC)
- CETERIS x 1

- STEP x 1
- Forth Valley Social Enterprise Network x 1
- Forth Valley College x 1
- University of Stirling x 1
- Stirling Council, Senior Officer, Economic Development x 1
- Clackmannanshire Council, Senior Officer, Economic Development x 1 Forth Valley Chamber of Commerce x 1

3.3 There will be no application process required to take part in the forum for the organised listed. Business representatives will be invited to apply and the application process will be managed by the RMPO on behalf of the Joint Committee.

3.4 The City Region Deal will aim to maximise engagement with business and social enterprise networks and communities and reflect the importance of SMEs and social enterprise within the region.

3.5 The Regional Enterprise Forum is able to recommend to the City Region Deal Joint Committee via the RPMO, additional other members as required to ensure future new business network representatives of relevance can access the forum.

3.6 The Regional Enterprise Forum via a request from the Chair to the RPMO is able to invite other representatives to attend in order to support or present on specific thematic / agenda items.

3.7 Organisations listed in 3.2 should consider the purpose of the group and identify a suitable representative to attend the Regional Enterprise Forum on their behalf.

3.8 Identified representatives can send a substitute from the organisation they are representing in 3.2 if they are unable to attend scheduled meetings.

3.9 The Regional Programme Manager (RMPO) for the City Region Deal will be invited to attend as a consultee in order to present updates on the progress of the Deal and to support the appointed Chair.

4.0 ***Appointment and Role of the Chair***

4.1 The Regional Enterprise Forum will have a Chair person, from an organisation listed in 3.2, nominated by the City Region Deal Joint Committee.

4.2 The role of the Chair is to facilitate the Regional Enterprise Forum meetings in keeping with the agreed agenda and thematic areas brought to the Forum by the Regional Programme Management Office (RPMO).

4.3 The Chair will be expected to approve recommendations, guidance or feedback from the Forum with the RPMO for reporting to the Chief Officers' Group and Joint Committee.

4.4    The Chair will not be expected to attend Joint Committee meetings but may be invited to attend as a consultee.  The Chair may be invited to attend the Stirling and Clackmannanshire Regional Economic Advisory Board.

4.5    The Regional Programme Management Office will support the Chair to create meeting agendas and related reports bringing forward relevant business including; implementation updates, benefits realisation and updates from other advisory groups within the Governance Framework.

4..6   The Regional Programme Management Office will support the interface between the Stirling & Clackmannanshire Regional Economic Advisory Board and the Regional Enterprise Forum to ensure that these advisory groups work closely together to feed into the decision making process within the context of the City Region Deal..

5.0    *Meeting Administration*

5.1    Administrative support will be provided by the RPMO who will support the Chair with the organisation of meeting venues, preparation of presentations, collating information relating to the agreed agendas and communication with Forum members.

5.2    Meeting minutes will be prepared by the RPMO on behalf of the Regional Enterprise Forum and approved by the Chair as detailed in 4.3.

5.3    Forum meetings will not be open to the public however minutes of every meeting require to be approved by the Chair and will be made publicly available.

6.0    *Meeting Frequency*

6.1    The Regional Enterprise Forum Joint Commission will meet quarterly however meetings can be convened by the Chair out with the meeting schedule in order for the forum to respond to urgent business if required.

6.2    The Regional Programme Management Office (RPMO) will schedule an annual calendar of meetings to ensure that they take place in advance of a Chief Officers' Group (COG) meeting. This ensures that the Regional Enterprise Forum have had time to advise on recommendations being made by the RPMO for COG review and ultimately advise the Joint Committee.

7.0    *Review*

7.1    These Terms of Reference should be reviewed to ensure that they are fit for purpose no less than every 18 months.

7.2    The Regional Programme Management Office will support the review of the Regional Enterprise Forum Terms of Reference for the approval of the City Region Deal Joint Committee via the Chief Officers' Group.