



NOTICE OF MEETING & AGENDA

Stirling & Clackmannanshire City Region Deal Joint Committee

2:30 pm, Tuesday 12 May 2020

Online – via Microsoft Teams

Contacts

Fiona Colligan, Head of Programme Management Office (PMO)

Email: Fiona.colligan@stir.ac.uk

Phone: 01786 466445



		Page Nos.
1.0	Order of business	
1.1	COVID-19 Temporary Changes to Standing Orders – Report by Joyce Allen, Stirling Council (Copy herewith)	3 - 20
2.0	Declaration of interests	
2.1	Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.	
3.0	Previous minutes	
3.1	Minute of the Stirling & Clackmannanshire City Region Deal Joint Committee of 3 December 2019 – submitted for approval as a correct record (Copy herewith)	21 - 23
4.0	Forward planning	
4.1	Joint Committee Work Programme <ul style="list-style-type: none"> • 9 June – Business continuity: implementation and financial plan; SCREAB/REF Terms of Reference – for approval • 29 September – items for consideration by Joint Committee to be agreed 	
4.2	Joint Committee Rolling Actions Log - Status Report (Copy herewith)	24 - 25
5.0	Items for consideration	
5.1	Deal Delivery Mechanisms - Presentation by Fiona Colligan, Head of PMO, Stirling & Clackmannanshire City Region Deal.	
5.2	COVID-19 Business Continuity Response - Report by Fiona Colligan, Head of PMO, Stirling & Clackmannanshire City Region Deal (Copy herewith)	26 - 32

Fiona Colligan

Head of PMO, Stirling & Clackmannanshire City Region Deal



REPORT

Joint Committee 12 May: Agenda Item 1.1

COVID-19 - Temporary Changes to Standing Orders

Purpose & Summary

The reports seeks approval for temporary changes to the Standing Orders to enable the Joint Committee to meet remotely during the coronavirus outbreak. Members of the public would not have access to meetings but a recording of the proceedings would be made available on websites.

These temporary changes in the Standing Orders will be kept under review by the Joint Committee.

The Standing Orders should be reviewed at least once each calendar year. At the meeting on 3 December 2019 the Joint Committee discussed the content of the proposed Members' Induction event(s). This event will include a full review of the Standing Orders in due course.

Recommendations

The Joint Committee is asked:

1. To approve the temporary changes in the Standing Orders as set out in Appendix 1 to this report.
2. Agree that the temporary changes are kept under ongoing review by the Joint Committee and can be revoked or altered at any time.

Resource Implications

None.

Legal & Risk Implications and Mitigation



The Joint Committee meeting scheduled to take place on 24 March 2020 was cancelled as a result of the lockdown restrictions put in place by the Government. The cancellation of the meeting was necessary in the circumstances but in the longer term decisions have to be taken by the Joint Committee to enable the City Region Deal to progress. Given the continued restrictions, face to face meetings would not be appropriate and it is therefore recommended that meetings take place remotely during the coronavirus outbreak. The temporary changes in the Standing Orders will be kept under review by the Joint Committee.

1. Background

- 1.1. Standing Orders are required to regulate how the business of the Joint Committee is carried out in a transparent and accountable manner.

2. Considerations

- 2.1. Schedule 6 Part 4 of the Coronavirus (Scotland) Act 2020 amends the Local Government (Scotland) Act 1973 giving local authorities the power, for the duration of the coronavirus crisis, to exclude the public from its meetings if the local authority considers that, if members of the public are present, this will create a real or substantial risk to public health, specifically relating to infection or contamination by coronavirus.
- 2.2. Given the current restrictions it is intended that meetings of the Joint Committee will be held remotely using Microsoft Teams, for the duration of the coronavirus crisis. Even though members of the public will not be able to attend meetings a recorded copy of the meeting will be made available on the Council's website after it has taken place.
- 2.3. The proposed temporary changes to the Standing Orders are shown tracked in Appendix 1.
- 2.4. It is recommended that temporary changes are kept under ongoing review by the Joint Committee and can be revoked or altered at any time.

3. Implications

Equalities Impact

- 3.1. The contents of this report were assessed under the Council's Equality Impact Assessment process. It was determined that an Equality Impact Assessment was not required as this is a procedural report.



Fairer Scotland Duty

- 3.2. The contents of this report were considered in terms of the Fairer Scotland Duty and were determined not to be of strategic importance.

Sustainability and Environmental

- 3.3. N/A.

Other Policy Implications

- 3.4. None.

Consultations

- 3.5. Consultation has taken place with relevant elected members in both local authorities and staff in the Regional Project Management Office.

4. Background Papers

- 4.1. Coronavirus (Scotland) Act 2020.

5. Appendices

- 5.1. Appendix 1 – proposed temporary changes to Standing Orders

Author of Report: Joyce Allen

Contact Details: 01786 233095

Approved by: Julia McAfee
Chief Governance Officer

Date: 6 May 2020

Details of Convener(s), Vice Convener(s),
Portfolio Holder and Depute Portfolio
Holder consulted on this report:

Leaders of Stirling and
Clackmannanshire Council

Wards affected:

All



Key Priorities: N/A

Key Priority Considerations: N/A

Stirling Plan Priority Outcomes: N/A
(Local Outcomes Improvement Plan)

**STIRLING AND CLACKMANNANSHIRE
CITY REGION DEAL JOINT COMMITTEE**

STANDING ORDERS

Effective from and including 18 December 2018

STANDING ORDERS

APPLICATION OF INTERPRETATION ACT

1. These are the Standing Orders of the Stirling and Clackmannanshire City Region Deal Joint Committee, hereinafter called “the Joint Committee”.
2. The Interpretation Act 1978 applies to the interpretation of these Standing Orders as it applies to the interpretation of an Act of Parliament.

COMMENCEMENT

3. These Standing Orders will apply from and including 18 December 2018.

DEFINITIONS

4. The Joint Committee was established in terms of sections 56 and 57 of the Local Government (Scotland) Act 1973. The Joint Committee is the decision making forum for all City Region Deal matters and oversees the governance arrangements for the Stirling and Clackmannanshire City Region Deal.
5. Stirling Council will act as the Lead Authority for the City Region Deal.
6. In these Standing Orders, the following words and expressions will have the following meanings-

“City Region Deal” means the Stirling and Clackmannanshire City Region Deal the Heads of Terms for which were signed on 31 May 2018.

“Constituent Authority” means each of the Local Authorities, the University of Stirling, the Stirling City Commission and/or the Clackmannanshire Commission, as the case may be.

“Lead Authority” means the Council holding and distributing the Government grant funding to the partners which are the recipient of the Government funding for the City Region Deal.

“The 1973 Act” means the Local Government (Scotland) Act 1973.

“Local Authorities” means Stirling Council, established under the Local Government etc. (Scotland) act 1994 and having its principal offices at Viewforth, Stirling, FK8 2ET and Clackmannanshire Council, established under the Local Government etc. (Scotland) Act 1994 and having its principal offices at Kilncraigs, Alloa, FK10 1EB.

“Elected Member” means a duly elected member of the Local Authority in question in terms of Section 33A of the 1973 Act.

“Member” means a voting member of the Joint Committee appointed pursuant to Standing Order 11.

“Senior Responsible Officer(s)” means the Senior Officer(s) appointed by each of the Local Authorities with responsibility for the delivery of the City Region Deal.

“Monitoring Officer” means the officer appointed by the Local Authority in question under Section 5 of the 1989 Act or the person nominated as a deputy under sub-section (7) of section 5.

“Clerk” is the person appointed as such by the Local Authority in question to arrange for the preparation and circulation of agendas and minuting of meetings of the Joint Committee and to provide such procedural advice at meetings of the joint Committee as may be necessary.

“Confidential information” means (a) information provided to the Joint Committee or either of the Local Authorities by a Government department or others upon terms (however expressed) which forbid the disclosure of information to the public and/or (b) information, the disclosure of which to the public is prohibited by or under any enactment or by the order of a court.

“Exempt information” means information which is exempt from disclosure in terms of Schedule 7A of the Local Government (Scotland) Act 1973.

GENERAL PRINCIPLES

7. Stirling Council and Clackmannanshire Council have delegated full power and authority to the Joint Committee to take all actions and decisions the Joint Committee considers necessary to oversee and direct the implementation and delivery of the City Region Deal, to the extent the Joint Committee has been allocated funding for the same, with each of Stirling Council/Clackmannanshire Council (as the case may be) to then implement and deliver the approved projects.
8. The specific Terms of Reference for the Joint Committee are set out in Appendix 1.
9. Members of the Joint Committee will be expected to act in the interests of the Stirling and Clackmannanshire City Region as a whole when making decisions in relation to the City Region Deal.
10. The Joint Committee will establish and collaborate and work in partnership with, the Stirling and Clackmannanshire Regional Economic Advisory Board (“SCREAB”) to deliver a shared vision of improving the economy within the Stirling and Clackmannanshire local authority areas, in particular aligning regional strategies and plans, including those relating to inclusive growth and inward investment, as well as Local Development Plans/Local Transport Strategies.

MEMBERSHIP

11. The Joint Committee will comprise the following members, all of whom are voting members:-
 - 3 elected members of Stirling Council (being the Leader, Depute Leader and Leader of Opposition), with Stirling Council having also appointed 3 substitute members;

- 3 elected members of Clackmannanshire Council (being the Leader of the Council and the Leaders of the other two political groups), with Clackmannanshire Council having also appointed 3 substitute members;
 - 2 private sector members, one being nominated by Stirling Council (with the appointee being a member of the Stirling City Commission) and the other nominated by Clackmannanshire Council (with the appointee being a member of the Clackmannanshire Commission);
 - 1 representative of the University of Stirling.
12. The Chair of the Joint Committee will be an elected member of Stirling Council for the period until 31 March 2020, and will then be an elected member of Clackmannanshire Council for a period of 12 months and then alternate on a yearly basis. Stirling Council will adopt a co-chair arrangement for its tenure holding the Chair of the Joint Committee with the Leader and Depute Leader of the Council presiding at alternate meetings of the Joint Committee.
 13. The Vice-Chair of the Joint Committee will be an elected member of Clackmannanshire Council for the period until 31 March 2020, and will then be an elected member of Stirling Council for a period of 12 months and then alternate on a yearly basis. Stirling Council will adopt a co-vice-chair arrangement for its tenure holding the Vice-Chair of the Joint Committee with the Leader and Depute Leader of the Council holding the post at alternate meetings of the Joint Committee.
 14. Where a vacancy occurs in the case of the Chair or Vice-Chair, the Joint Committee shall appoint a replacement(s) from the same local authority for the remainder of their period of office as Chair or Vice-Chair, as the case may be, in terms of Standing Orders 12 and 13.
 15. Subject to Standing Order 16, elected members on the Joint Committee are appointed to serve for a period determined by the relevant local authority.
 16. If a Member resigns from the Joint Committee, the relevant Constituent Authority will be entitled to appoint/nominate (as the case may be) another representative.
 17. The duties of the Chair of the meeting, in accordance with these Standing Orders, will include the following, with the Chair's decision on any such matters being final, provided reasons are given where appropriate:-
 - 17.1. Deciding on all matters of protocol, decorum, order, competency and relevancy;
 - 17.2. Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;
 - 17.3. Deciding priority between two or more Members wishing to speak; ensuring that a fair opportunity is given to all members to express their views in any items of business;
 - 17.4. Varying the order of business at any meeting;
 - 17.5. Preserving order within the meeting;

- 17.6. ~~Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Chair's opinion, impeding the business of the meeting;~~
- 17.7. In the event of disorder arising, adjourning the meeting to a time and date the Chair will fix then or later. In leaving the meeting, the Chair in such circumstances, will without further procedure have formally adjourned the meeting; and
- 17.8. Signing the minutes of the previous meeting.

SUBSTITUTES

18. If a Member who is an elected member is unable to attend a meeting of the Joint Committee that elected member may arrange for one of the appointed substitute members for that local authority to attend. The substitute member must tell the Clerk of their attendance before the meeting starts.
19. If a Member who is a representative of (i) the private sector representative or (ii) the University of Stirling is unable to attend a meeting of the Joint Committee that Member may arrange for (i) a substitute private sector member of the Stirling City Commission or the Clackmannanshire Commission to attend or (ii) a substitute representative of the University of Stirling to attend, as the case may be. The substitute member must tell the Clerk of their attendance before the meeting starts.

QUORUM

20. The quorum is the minimum number of people who must be present before a meeting of the Joint Committee can take place
21. The quorum for the Joint Committee is six Members, to include at least (i) two elected members from each of the local authorities and (ii) one private sector or University of Stirling representative.
22. If 15 minutes after the designated start time of a meeting the quorum has not been met, the Chair or person chairing the meeting will adjourn the meeting to another time on the same day or such other date and time as the Chair shall determine. If the Chair is among those absent, the Clerk will record that no business was transacted because of the lack of the necessary quorum.
23. If at any time during a meeting a question arises on the presence of a quorum, the Chair will direct the Clerk to call the roll and if a quorum is not present the meeting will immediately be adjourned to another time on the same day or such other date and time as the Chair shall determine.

CALLING MEETINGS

24. The Joint Committee will meet remotely at least once every three months, ~~the location of the meetings being in the local authority of the Chair, and~~ clerked and facilitated by the local authority in question.

25. The Joint Committee will approve a schedule of meetings.
26. In addition to the scheduled meetings special meetings of the Joint Committee may be convened by the Clerk as follows:-
 - 26.1 at the written request of the Chair (being both the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Chair);
 - 26.2 by a resolution of either of the local authorities;
 - 26.3 on the written requisition of at least two thirds of the members of the Joint Committee, which meeting will be held within 14 days of the receipt of the requisition by the Clerk;
 - 26.4 at the written request of the Monitoring Officer of either local authority.
27. The Chair (being the Leader or Depute Leader of the Council in the case of Stirling Council, where it holds the Chair), if present, will chair the meeting of the Joint Committee. If the Chair is not present the Vice Chair (being the Leader or Depute Leader of the Council in the case of Stirling Council, where it holds the Vice-Chair) will chair the meeting. If neither the Chair nor Vice Chair is present, the Members present will decide who will chair the meeting.

AGENDA SETTING

28. The Clerk from the local authority responsible for facilitating meetings will prepare an agenda for each meeting of the Joint Committee.
29. Notice of Motion - Any Member of the Joint Committee will have the right to have an item placed on the agenda for a meeting (a motion) providing they give the Clerk notice in by electronic means writing (setting out the nature of the item) at least seven clear working days before the date of the relevant meeting. The motion will require the support of at least one other to be signed by the Member of the Joint Committee. Such support should be conveyed to the Clerk electronically within the seven clear working day deadline.giving notice and countersigned by another Member of the Joint Committee. The terms of the motion will be included in the agenda for the meeting, unless the Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Chair), in consultation with the Vice-Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Vice-Chair), consider the motion to not be competent or relevant to be considered by the Joint Committee.
30. The final decision on which items appear on the agenda, other than in respect of motions under Standing Order 29, rests with the Senior Responsible Officer of the local authority which is responsible for facilitating the meeting in question, subject to the same being in consultation with the Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Chair) and Vice-Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Vice-Chair).
31. Agendas and reports will be issued to all members of the Joint Committee at least three clear working days before meetings, or if convened at shorter notice, as soon as meetings are convened.

- ~~32. Agendas and reports will be provided to each member of the Joint Committee electronically, unless a member specifically requests the documents in hard copy format.~~
- ~~33. Agendas and reports will be displayed on the websites of each of the local authorities.~~

CANCELLATION OF MEETING

- ~~34-32.~~ Prior to cancelling any meeting, the Clerk will consult the Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Chair) and Vice Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Vice-Chair).
- ~~35-33.~~ Meetings of the Joint Committee cannot be cancelled once the agenda calling the meeting has been issued.

URGENT BUSINESS

- ~~36-34.~~ Urgent business may be considered at a meeting of the Joint Committee if the Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Chair) rules that there is a special reason why the business is a matter of urgency. The reasons will be stated at the meeting and recorded in the minutes.

PUBLIC ACCESS

- ~~37. The public are excluded from attending meetings of the Joint Committee on public health grounds. Every meeting of the Joint Committee will be open to the public except in special circumstances which are set out below:-~~
- ~~38. —~~
- ~~39. 37.1 the public must be excluded from a meeting of the Joint Committee where it is likely, because of the business itself or what might be said, that confidential information (as meant by the relevant law) would be given to members of the public; and/or~~
- ~~40. —~~
- ~~41. 37.2 the Joint Committee may decide, by passing a resolution at any meeting, to exclude the public when it is considering an item of business if it is likely because of the business itself or what might be said, that exempt information (as meant by the relevant law) would be given to members of the public. The resolution to exclude the public will make clear which part of the proceedings of the meeting it applies to and explain why the information is exempt.~~
- ~~42-35.~~ Agendas and reports will be available to the public on the websites of each of the local authorities. However if the Clerk believes that it is likely that exempt or confidential information (as meant by the relevant law) will be given to members of the public they may exclude the whole of a report (or any part of a report) from public viewing. Every copy of any report in that category (or part of that report) will either be marked “Not for Publication” or marked “Confidential”, or equivalent.
- ~~36.~~ Except at the discretion of the Chair, the Joint Committee will ~~not~~ allow its meetings to be recorded and made available to the public on the websites of each of the local

authorities after the meeting has taken place. This recording will not include any items of business which the Joint Committee has resolved to exclude the public from because of the business itself or what might be said, that exempt or confidential information (as meant by the relevant law) would be given to members of the public. The resolution to exclude the public will make clear which part of the proceedings of the meeting it applies to.

~~43. the taking of photographs, use of mobile telephones, or music players during meetings. This does not prohibit the local authorities subsequently webcasting or otherwise recording meetings, but meetings of the Joint Committee can only be webcast or otherwise recorded if the Joint Committee first resolves to agree to the same.~~

~~44.37.~~

ORDER OF BUSINESS

~~45.38.~~ The business of the Joint Committee will proceed in the order specified in the agenda calling the meeting which will be as follows, unless circumstances dictate otherwise:-

- (a) Notification of Apologies;
- (b) Notification of Substitutions;
- (c) Declarations of Interest;
- (d) Urgent Business brought forward by the Chair in terms of Standing Order 36;
- (e) Minutes (for approval only – there is no provision for Matters Arising);
- (f) Reports; and
- ~~(g) Items of business from members of the Joint Committee intimated in terms of Standing Order 29 and the terms of which set out on the agenda.~~

~~46. After the Joint Committee has been sitting for two hours and no longer than two and a half hours, there will be an automatic break of at least 10 minutes. At the discretion of the Chair the break may be extended to not more than 30 minutes.~~

DECLARATIONS OF INTEREST

~~47.39.~~ A Member of the Joint Committee must declare at the earliest possible stage in the proceedings, any direct financial or non-financial interest in relation to an item of business to be discussed at a meeting of the Joint Committee.

~~48.40.~~ Where a financial or non-financial interest is disclosed under Standing Order 42, a Member of the Joint Committee must apply the objective test, which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice their discussion or decision making in their role as a Member of the Joint Committee. If the Member applies the objective test and determines that they have an interest they should withdraw from the meeting when the item of business is being discussed.

CONSIDERATION OF REPORTS AND RECOMMENDATIONS

~~49.41.~~ Introduction – The Chair will invite the relevant officer to introduce a report. Such introductions will normally be restricted to three minutes. Any presentations to the Joint Committee will be notified in advance on the agenda and restricted to 10 minutes.

- | ~~50-42.~~ Questions – The Chair will then give members of the Joint Committee the opportunity to ask questions, seek clarification or request further information.
- | ~~51-43.~~ Discussion – The matter will be open for discussion for a period of 10 minutes.
- | ~~52-44.~~ Determination – The Chair will ask if the Joint Committee is in agreement with the recommendations contained in the report and if there is consensus the matter will be so determined.
- | ~~53-45.~~ No agreement – If there is no consensus, then the Chair will invite notice of a motion, amendment(s) or the direct negative and the meeting will proceed to the debate.

DEBATES

- | ~~54.~~ ~~A motion and any amendments must be given in writing to the Clerk together with 15 copies, which will then be made available to all members of the Joint Committee. In the case of a notice of motion in terms of Standing Order 29, the terms of which has been set out on the agenda, copies need not be made available.~~
- | ~~55-46.~~ Every amendment must be relevant to the motion to which it is moved. All additions to, omissions from or variations on a motion will be considered as amendments to the motion and will be dealt with accordingly.
- | ~~56-47.~~ Formal proposal of motions and amendments - A motion will be formally moved by a Member of the Joint Committee and seconded by another Member who may reserve their right to speak. Members will then move amendment(s) or the direct negative, which will require to be seconded by another Member who may also reserve their right to speak. The matter will then be opened up for formal debate.
- | ~~57-48.~~ A Member of the Joint Committee can only move or second one proposition (a motion, amendment or direct negative) on any matter on which the Joint Committee cannot reach consensus.
- | ~~58-49.~~ A proposition once moved and seconded will not be withdrawn unless the mover and seconder agree.
- | ~~59-50.~~ Time limits - The mover of a proposition may speak for no more than five minutes and the seconder may speak for no more than three minutes. All other Members will speak for no more than two minutes although the Chair may allow members to engage in free debate within reasonable limits.
- | ~~60-51.~~ Summing up - The Member moving a motion, the direct negative or amendment may reply in reverse order to sum up, provided that the summing up does not introduce any new matter into the debate. A Member exercising the right to sum up will speak for no more than three minutes, except by permission of the Chair.
- | ~~61-52.~~ The following procedural motions will be permitted during discussion of any item.
 - (a) “that the meeting proceed to next business”;
 - (b) “that the question is now put to the vote”;
 - (c) “that the vote be taken by a show of hands”;

Procedural motions will be moved, seconded and put without discussion. They will be voted on by a show of hands.

| 62-53. Recording of dissent - Motions or amendments that are not seconded will not be discussed or included in the minutes but the proposer can require that his or her dissent be minuted.

VOTING

| 63-54. Subject to these Standing Orders and any statutory provision requiring a minimum number of votes to decide a matter, every question which is the subject of a division will be determined by a majority of votes of the members of the Joint Committee present and voting. In the event of an equality of votes the Chair (for the avoidance of doubt being either the Leader or Depute Leader of the Council where Stirling Council holds the Chair, whichever individual holds the Chair for the meeting in question, and not both) will have a second or casting vote.

| 64-55. Subject to these Standing Orders, voting will be by a roll call vote where the names for or against the motion or amendment and those not voting will be taken down in writing and entered into the minute.

| 65-56. Voting will begin when the Clerk has put all competent motions and amendments before the Joint Committee. Members present at the meeting and eligible to vote will vote either “for” or “against” each amendment, to be taken in the order moved or in the order determined by the Chair.

| 66-57. If an amendment is not carried, any other amendments will be voted on. If an amendment is carried, it will take the place of the original motion (and become the substantive motion) and any remaining amendments will be voted on in the same manner. After all amendments have been disposed of, members will then vote “for” or “against” the motion (either the original motion or the substantive motion) remaining before the meeting.

| 67-58. Where the direct negative has been moved in addition to one or more amendments, the direct negative will be taken last.

| 68-59. Where only the motion and the direct negative are moved and seconded, a straight vote will take place “for” or “against” the motion.

| 69-60. Voting (Appointments) – When nominating or appointing any member of the Joint Committee to any organisation/body, voting will be conducted on the basis of an absolute majority (half of those present plus one). In any case of an equality of votes, the Chair of the meeting will not have a second or casting vote and the decision on which candidate is to be appointed/nominated will be determined by lot.

DECISIONS

| 70-61. The Clerk will issue a decision notice detailing decisions taken by the Joint Committee to all Members of the Joint Committee within two working days of the meeting.

REVOCAION OF PREVIOUS DECISIONS

~~71.62.~~ No motion which seeks to alter or revoke a decision of the Joint Committee, or has that effect, will be considered or passed until at least six months after the decision was taken originally, unless notice has been given of the proposed item in the summons for the meeting and (i) the Chair (being the Leader and Depute Leader of the Council in the case of Stirling Council, where it holds the Chair) rules there has been a material change of circumstances, and provides the Joint Committee with an explanation of the nature of the material change which will be recorded in the minutes, or (ii) the Joint Committee agrees the decision was based on erroneous, incorrect or incomplete information.

ADJOURNMENT

~~72.63.~~ A motion to adjourn the meeting may be put at any time, except if a Member is speaking, and will have precedence over all other motions. It must be moved and seconded without discussion, and must at once be put by the Chair in the form of “adjourn” or “not adjourn”.

DISORDERLY CONDUCT

~~73.~~ ~~In order to stop disorderly conduct or other misbehaviour at a meeting, the Joint Committee can exclude members of the public whose presence or actions are stopping the good conduct of the meeting.~~

~~74.64.~~ In the event of a member of the Joint Committee disregarding the authority of the Chair, or behaving obstructively or offensively, the Chair will first ask the member to refrain from such behaviour, failing which a motion may be proposed and seconded to suspend the member for the rest of the meeting. The motion will be put without debate.

SUSPENSION AND ALTERATIONS TO STANDING ORDERS

~~75.65.~~ As long as it is consistent with any statutory provisions, any one or more of the Standing Orders can be suspended at any meeting, provided that two-thirds of the Members of the Joint Committee who are present agree.

~~76.66.~~ The Joint Committee has the power to alter these Standing Orders at any of its meetings or a special meeting convened for such purpose provided notice of such proposed alterations (in the form of a motion or inherent in a report) is sent to each member of the Joint Committee at least three clear working days before the meeting and such alterations are passed by a majority of the members of the Joint Committee present at the meeting.

ANNUAL REVIEW

~~77.67.~~ These Standing Orders will be subject of review and reporting any proposed changes to the Joint Committee at least once each calendar year.

STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL JOINT COMMITTEE

TERMS OF REFERENCE

The specific Terms of Reference for the Joint Committee include the following:-

- The Joint Committee will approve City Region Deal strategic and policy plans;
- The Joint Committee will approve City Region Deal project business cases and oversee the implementation and monitoring of the same, all in accordance with a framework to be approved by the Joint Committee;
- The Joint Committee will approve (i) the overall programme funding for the City Region Deal, (ii) the detailed breakdown and use of Stirling Council and Clackmannanshire Council financial contributions to the City Region Deal in relation to the approved overall programme funding for the City Region Deal and (iii) the distribution of funding to approved City Region Deal projects, which funding may be direct to Stirling Council, Clackmannanshire Council or other approved partner organisations;
- As stated above, Stirling Council will be the lead authority, and will hold/distribute City Region Deal funding on behalf of the Joint Committee;
- The Joint Committee will prioritise City Region Deal projects;
- The Joint Committee will receive updates from and provide feedback to the UK and Scottish Governments in connection with the City Region Deal, and any strategic, economic or infrastructure activities associated with the City Region Deal, and act as the strategic point of contact with the UK and Scottish Governments;
- The Joint Committee will collaborate and work in partnership with the Stirling and Clackmannanshire Regional Economic Advisory Board, which it will also establish and the Stirling City Commission and Clackmannanshire Commission, to deliver a shared vision of improving the economy within the Stirling Council and Clackmannanshire Council areas, and building and supporting inclusive growth focusing on the needs of the areas and strengthening the partnership between public, private and third sectors;
- The Joint Committee will make recommendations to Stirling Council and Clackmannanshire Council, and other partners who are committing funding, on the setting of budgets as they relate to City Region Deal implementation;
- The Joint Committee will make suitable arrangements, in consultation with Stirling Council, Clackmannanshire Council and the Stirling and Clackmannanshire Regional Economic Advisory Board for the independent review and audit of its activities; and

- The Joint Committee will approve/delegate the approval of operational expenditure allocated by Stirling Council, Clackmannanshire Council and/or other partner organisations to further the aims of the City Region Deal and implement the same, within agreed City Region Deal Joint Committee budgets.



MINUTES

Joint Committee 12 May: Agenda Item 3.1

MINUTES of MEETING of the STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL JOINT COMMITTEE held in the DRUMMOND ROOM, VIEWFORTH, STIRLING on TUESDAY 3 DECEMBER 2019 at 2.30pm

Present

Councillor Danny GIBSON (In the Chair)

Councillor Ellen FORSON

Councillor Neil BENNY

Councillor Martha BENNY (Substitute)

Councillor Kenneth EARLE

Councillor Scott FARMER

Neil MCLEAN

Eileen SCHOFIELD

In Attendance

Carol Beattie, Chief Executive, Stirling Council

Jim Boyle, Chief Finance Officer, Stirling Council

Nikki Bridle, Chief Executive, Clackmannanshire Council

Debbie Carter, City Region Deal Programme Manager, Clackmannanshire Council

Martin Dalziel, Team Leader, External Communications, Stirling Council

David Niven, Programme Manager, Stirling Council

Brian Roberts, Chief Operating Officer, Infrastructure & Environment, Stirling Council

John Rogers, Executive Director, Research and Innovation, University of Stirling

Joyce Allen, Governance, Stirling Council (Clerk)



CRD39 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Bill Mason, Clackmannanshire Council, Fiona Colligan, RPMO and Lindsay Thomson, Clackmannanshire Council. Councillor Martha Benny was in attendance as substitute for Councillor Mason.

CRD40 DECLARATIONS OF INTEREST

There were no declarations of interest.

CRD41 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business

CRD42 MINUTES

Decision

The Joint Committee agreed to approve the minutes of the following meetings as a correct record of proceedings:-

26 September 2019 – subject to the inclusion of Neil McLean in the list of apologies;

15 November 2019 (Special).

CRD43 JOINT COMMITTEE PRELIMINARY FORWARD PLAN

The report by the Regional Programme Manager provided the Joint Committee with a preliminary forward plan summarising aspects of the City Region Deal due to come forward over the period 2021-2022.

It was noted that the Clackmannanshire Capital Fund should have been included in the forward plan even though timescales could not be assigned at this stage.

The performance reporting process would be discussed in more detail at the Induction event.

Decisions

The Joint Committee agreed:-

1. to note the Joint Committee forward plan; and
2. to note the content of the submitted report with regards to the structure and content of Joint Committee meetings going forward.

(Reference: Report by Regional Programme Manager dated 26 November 2019)



CRD44 JOINT COMMITTEE MEMBERS' INDUCTION EVENT

The report by the Regional Programme Manager provided the Joint Committee with an overview of a proposed City Region Deal Governance Induction event and sought input from members to inform the content of the event.

It was recognised that there should be some mechanism/forum to ensure that all stakeholders/critical friends were kept informed and involved as the City Region Deal moved to the next stage.

Decisions

The Joint Committee agreed:-

1. to note the forthcoming invitation for members to join a Joint Committee Members' Induction event which would provide members with information on the work and activity of the Committee in delivering the City Region Deal; and
2. to make the following comments in relation to the proposed areas to be covered in the induction process:-
 - Areas for consideration should be phased over several sessions on the basis that some involved information sharing while others required taking decisions
 - Performance and financial reporting should be considered as separate issues.

(Reference: Report by Regional Programme Manager dated 26 November 2019)

The Chair declared the Meeting closed at 3pm



REPORT

Joint Committee 12 May: Agenda Item 4.2

Joint Committee Rolling Actions log: 4 May 2020

	Date	Report title	Action	Action owner	Completion date (expected)	Completion date (actual)	Comments
1	Dec 2019	Joint Committee standing orders	Joint Committee standing orders and terms of reference and review	PMO	December 2019		
2	February 2020	City Region Deal governance framework	Chief Officers' Group (COG) Terms of Reference and membership: progress to final Terms of Reference and membership	PMO			This element of the governance to be established after Full Deal Signing. No specific date provided in the deal documentation.
3	February 2020	City Region Deal governance framework	Chief Finance Officers' (CFO) Group Terms of Reference and membership: progress to final Terms of Reference and membership	PMO			This element of the governance to be established after Full Deal Signing. No specific date provided in the deal documentation.
4	December 2018	City Region Deal governance framework. Joint Committee Dec 2018	Stirling & Clackmannanshire Regional Economic Advisory Board Terms of Reference to be drafted for Joint Committee approval	PMO	March 2020		Joint Committee March 2020 cancelled.
5	November 2019	City Region Deal governance framework Joint Committee Nov 2019	Joint Commission Terms of Reference to be drafted for Joint Committee approval	PMO			Joint Committee March 2020 cancelled.



6	November 2019	Joint Committee induction sessions	Agreement December 2019 Joint Committee that induction sessions for members would be helpful as we move into the delivery phase of the deal.	PMO	January/February 2020		<p>December Joint Committee agreed:</p> <p>Areas for consideration should be phased over several sessions on the basis that some involved information sharing while others required taking decisions</p> <p>Performance and financial reporting should be considered as separate issues.</p> <p>Delayed as deal signing took place February 2020. New timeline from September 2020 onwards.</p>
---	---------------	------------------------------------	---	-----	-----------------------	--	---



REPORT

Joint Committee 12 May: Agenda Item 5.2

COVID-19 Business Continuity Response

Executive summary

This paper provides an outline of the process and timelines to review the City Region Deal Implementation Plan in light of the impacts on delivery and priority as a result of COVID-19. It provides an overview of the mechanisms have been put in place or are planned through the Stirling and Clackmannanshire City Region Deal to support the immediate response and to connect to the wider regional response to economic recovery.

Contact details:

Fiona Colligan Head of Programme Management Office (PMO)

Email address: Fiona.colligan@stir.ac.uk Telephone number: 01786 466445

Recommendations

Joint Committee is asked to:

1. Note the approach and timelines that are proposed to develop a Business Continuity Plan for the Deal
2. Advise on any further issues that the Chief Officers' Group and Regional Programme Management Office should consider in development of the plan
3. Note that information has been requested by the Scottish City Region Deal Delivery Board (SCRDDDB) on what action is required to keep the Deal moving forward, including any asks we may wish to make for a more flexible application of Scottish Government and UK Government usual practice in relation to Deals
4. Note that this information needs to be submitted for consideration at **the 28 May 2020 SCRDDDB**. (See Appendix 1).

Resource Implications

The current impact of the emergency response to COVID-19, coupled with staff self-isolating, has had significant impact on all Regional Partners' ability to support anything other than the critical services and response to the pandemic. This resource implication has been considered within the process and timelines to achieve a business continuity plan and revised implementation plan.

Legal & Risk Implications and Mitigation

The City Region Deal Full Deal was signed on 26 February 2020, committing the Regional Partners' to deliver 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 us to delivery and spend in that Financial Year and any of the 'penalties' associated with non-delivery.

The Business Continuity process enables us to revisit that Implementation plan and Financial profile to reprioritise against the current challenges and 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.

Background

The Stirling and Clackmannanshire partnership is in a unique position across the overall Deal landscape as our Deal has been signed but we are not yet in the implementation phase. This is enabling the partnership to consider, prior to commencing delivery, how to reprioritise the Year 1 and 2 implementation plan to ensure that the Deal projects act as enablers for the delivery of local, regional and national recovery outcomes.



The vehicle we have adopted for this is a business continuity process, led by the Regional Programme Management Office and working collaboratively with all regional partners within the deal.

The aim of a business continuity plan is not to provide the solution but the process by which we will achieve a mitigated state. Our business continuity plan has three phases. The immediate phase is response phase which will get us to a revised Implementation plan by 9 June for Year 1 and 2.

Concurrent to this we will start to focus on how the deal can be plugged into wider strategies to support the regional economy in the recovery phase.

Considerations

In looking at the business continuity plan for the deal we have considered challenges and opportunities presented by the particular investment areas we have in our deal. As a result we are considering the following:

- What projects are at increased risk due to the reliance they had within their commercial model for business growth or increases in key sectors who are now facing contraction as a result of COVID-19?
- What projects have commercial models that do not rely on existing growth but are focussed on attracting new growth, supporting start up/innovation or on a sector that will be able to capitalise on the opportunities that will come out on the other side or industries that have been resilient throughout the crisis?
- What projects would make aspects of our regional economy more resilient to future recessions or other economic shocks? The digital hubs, for example, may increase in priority as we respond to businesses more rapidly turning to different models to run their operations as opposed to the conventional office base.
- Alongside that how to we ensure effective use of the combined public/private property portfolio and consider reuse and repurposing of buildings where possible instead of new builds.
- How will our skills ecosystem need to respond to the economic contractions that have taken place - how will people be supported in industries that are typically lower skilled if those are the industries that have stalled? How can we fast track or innovate within our skills system into higher paid jobs which evidence suggests are more resilient to recession?

The regional challenge

We know that the Stirling and Clackmannanshire region has a number of challenges that the impacts of COVID-19 will exacerbate. These are:

- An above average ageing population in Clackmannanshire that already puts particular pressures on the regional economy including on current models of health and social care
- Uneven performance across the region in terms of jobs and business density, poverty and both physical and digital connectivity.



- A region with a high prevalence of small businesses especially in tourism, small retail, marginal hospitality and rural businesses which are all predicted to be hardest hit post COVID-19. Already in Q1 2020 these businesses have shown the slowest growth since 2009.
- The challenges associated with the transition to a net zero economy in a region with relatively high emissions through manufacturing and in the wider Forth Valley region with a heavy dependency on the Grangemouth petrochemical conurbation.
- Previous recessions demonstrate that employers become far more risk averse during recessions and their perception of risk can be influenced by their general, and stereotyped, perceptions of difference. There is therefore an impact on equalities in the labour market that could disadvantage certain sections of society in the region. Women, for example, already face particular disadvantage within the region.

The principles driving the business continuity process

- Critical to the regional response is the recognition that we are experiencing and responding to not just a health crisis but an economic crisis and a climate crisis and that in considering the solutions we need to be able to address all these components.
- We have agreed that in seeking solutions no regional partner will be left more exposed to risk than another.
- We recognise that we will need to develop a set of assumptions to build the recovery on and that these assumptions may need to change as more insight is gathered.

The regional collaborative response

Using the vehicle of the business continuity process, we are currently taking the following collaborative and additional approaches within the deal to ready us for the recovery phase.

- Stirling and Clackmannanshire Councils working with Falkirk Council, have already been working on a new regional economic strategy and this is at an advanced stage of development. The strategy provides an excellent collaborative framework for partnership action. It has been agreed that the strategy will guide actions to support the regional recovery.
- The Benefits Realisation Strategy that is currently in development within the Deal is being adjusted to strengthen the focus of each individual project on critical aspects involved in the social, economic and environmental recovery of the region. As we do not yet know the full impact of COVID19 on the region, the strategy will consider how we can adopt an evidence based approach to decision making, encourage innovative approaches to the delivery of the required benefits over time and promote partnership and collaboration across the region. The Benefits Realisation Strategy will, therefore, ensure that the Deal projects act as enablers to the delivery of local, regional and national recovery outcomes.
- To support this work, the establishment of the remaining elements of deal governance – the Stirling and Clackmannanshire Regional Economic Advisory Board and Regional Enterprise Forum, which engage the voice of business, social enterprise and third sector within the Deal will be accelerated. The Terms of Reference and focus of these groups are under active development and are being revisited to assess how they can support economic recovery.



- A focus on inclusive growth has always been part of the DNA of the deal and we are increasingly focused on the broader view of a wellbeing economy. Initiatives that deliver on health and mental well-being will remain a focus in our regional collaboration. For example, the University of Stirling has received £500k of funding for 10 rapid research projects to address Coronavirus and its impacts. The University’s projects have a focus on health and social care, well-being and mental health; and supporting vulnerable people and communities. – at the heart of this is economic and community resilience. The University will identify ways to share the outputs of the projects with regional partners to inform policy and resilience in response to the pandemic. There is also a longer term opportunity for the outputs to play a key role in contributing to economic and societal recovery post COVID-19 via their consideration and incorporation into City Region Deal activities.
- The Deal remains committed to connecting with other deals to ensure that the benefits of working towards solutions in recovery are maximised. Currently projects within the deal have connections to Falkirk Growth Deal and the Argyll and Bute Growth Deal and accelerating these deals into delivery will help with multiple regional recovery plans.

Timelines and reporting

The following timeline for completion of initial Business Continuity plan is proposed. This enables a revised Implementation Plan for Years 1 and 2 of the Deal to be created and from that the issue of a Grant Offer Letter to be made no later than Q3 of 2020/21. This timeline also enables the RPMO to make a response to the letter issued (See Appendix 1) in time for consideration at the Scottish City Region Deal Delivery Board (SCRDDDB) meeting 28 May meeting.

Process	Reporting to Joint Committee 9 June
Review Deal implementation plan	7 May
Analysis by RPMO/PMO	8 – 12 May
RPMO develop revised Implementation plan & asks of SCRDDDB	13 – 15 May
Partner and COGs review	18-25 May
Pre-agenda meeting	26 May
Deliver requests to SCRDDDB (See Appendix 1)	27 May
Joint Committee presented with amendments to implementation plan/financial profile	9 June

Appendices

Appendix 1: Scottish City Region Deal Delivery Board (SCRDDDB) letter to City and Growth Deal Programme Management Offices

Appendix 1: Scottish City Region Deal Delivery Board (SCRDDDB) letter to City and Growth Deal Programme Management Offices



29 April 2020

Dear Fiona,

We hope that you are safe and well at this exceptionally challenging time.

COVID-19 has created unprecedented pressures and is rapidly changing priorities for all of us. We want to reassure you that both governments remain fully committed to the city region and growth deals programme across Scotland, and to working in partnership with you to respond effectively and decisively as we move into the recovery phase.

We recognise that the immediate circumstances you face are exceptional, and that your current plans may need to change. Both governments are keen to understand what action is required to keep your deal moving forward and support the economy of Stirling & Clackmannanshire. We recognise that this may require a more flexible application of our usual practice and that you may need to consider how you manage change within your deal, which we are keen to explore with you.

We would welcome a discussion at an early but appropriate juncture for you, to identify what actions we can take together to ensure deal funding delivers maximum economic impact, both in the immediate future and as we move into the recovery phase of this crisis.

The Scottish City Region Deal Delivery Board is meeting on 29 April and 28 May. Best understanding your situation and ambitions in relation to your deal will helpfully inform discussion at the Board.



We look forward to hearing from you. Please contact Rachel Phillips on 07810 832 195 in the first instance, who can liaise with the appropriate officials.

Kind regards,



Jon Pickstone

Deputy Director

Scottish Government
(UKG)

Rebecca Hackett

Deputy Director

Scotland Office (UKG)

Steven Greenwood

Deputy Director

Cities & Local Growth Unit