



MINUTE

Joint Committee 9 June 2020 Agenda Item: 4.1

MINUTES of MEETING of the STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL JOINT COMMITTEE held via MS Teams on 12 May 2020 at 2.30 pm

Present

Councillor Ellen Forson (In the Chair)
Councillor Martha Benny
Councillor Neil Benny
Councillor Kenneth Earle
Councillor Scott Farmer
Councillor Danny Gibson
Eileen Schofield

In Attendance

Lindsay Thomson, Senior Manager, Legal and Governance, Clackmannanshire Council
Pete Leonard, Strategic Director (Place), Clackmannanshire Council
Emma Fyvie, Senior Manager, Development, Clackmannanshire Council
Dave Hunt, Programme Management Officer, Clackmannanshire Council
Debbie Carter, City Region Deal Programme Manager
Jim Boyle, Chief Finance Officer, Stirling Council
Carol Beattie, Chief Executive, Stirling Council
Martin Dalziel, Team Leader, External Communications, Stirling Council
Brian Roberts, Senior Manager, Infrastructure, Stirling Council
Bruce McLure, City Region Deal Programme Manager, Stirling Council
Fiona Colligan, Head of Regional Programme Management Office, University of Stirling
John Craig, City Region Deal Office, University of Stirling
John Rodgers, Executive Director, Research and Innovation, University of Stirling
Gillian White, Committee Officer, Legal and Governance, Clackmannanshire Council

CRD45 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Mike Mulraney, Private Sector Representative; Stuart Crickmar, Action Chief Executive, Clackmannanshire Council; Lindsay sim, Chief Finance Officer, Clackmannanshire Council; Julia McAfee, Chief Governance Officer, Stirling Council; and Emma McGregor, Programme Management Office; University of Stirling.

CRD46 DECLARATIONS OF INTEREST

There were no declarations of interest.



CRD47 URGENT BUSINESS - COVID-19 TEMPORARY CHANGES TO STANDING ORDERS

The report, submitted by the Chief Governance Officer, Stirling Council, sought 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 would be kept under review by the Joint Committee.

The Senior Manager (Legal and Governance, Clackmannanshire Council) advised that paragraph 38 (g) of Standing Orders as set out in the appendix should not be removed from Standing orders.

The Secretary, Stirling University advised that she wished to raise an action point on paragraph 21 in that given the University's position in the City Region Deal, there should be a requirement for a University representative to be in attendance to satisfy the quorum. Concern was raised regarding slippage of the induction event where the review of Standing Orders was to take place and general consensus was that this work should have an end date of September 2020.

Decision

The Joint Committee agreed:

1. To approve the temporary changes in the Standing Orders as set out in Appendix 1 to the report;
2. That the temporary changes will be kept under ongoing review by the Joint Committee and can be revoked or altered at any time;
3. To re-instate paragraph 38 (g) to the Standing Orders; and
4. That the Induction Event and review of Standing Orders should be added to the Rolling Action Log with an end date of September 2020.

Action

Senior Manager (Legal and Governance, Clackmannanshire Council and
Head of RPMO

CRD48 MINUTES

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 3 December 2019 were submitted for approval.

Councillor Martha Benny, Clackmannanshire Council advised that she was no longer a substitute member, but a full member of the Joint Committee and that Councillor Darren Lee would act as substitute in her absence.

Decision

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 3 December 2019 were agreed as a correct record.

The Joint Committee noted that Councillor Benny was now a full member of the Joint Committee and that Councillor Darren Lee would act as substitute.

CRD49 FORWARD PLANNING

(a) JOINT COMMITTEE WORK PROGRAMME

A list of items which had been added to the Joint Committee Work Programme was submitted for information.

The Head of the Regional Programme Management Office (RPMO) advised that the forward plan would set out the matters which would be brought before the Joint Committee in the coming months. The Joint Committee also have the opportunity to ask for items to be added to the work programme.

Decision

The Joint Committee agreed to note that the undernoted items had been added to the Joint Committee Work Programme:-

Meeting Date	Item
9 June 2020	Business continuity: implementation and financial plan; SCREAB/REF Terms of Reference – for approval
29 September 2020	items for consideration by Joint Committee to be agreed

(b) JOINT COMMITTEE ROLLING ACTIONS LOG

A list of items which had been added to the Joint Committee Rolling Action Log was submitted for information. The log had been made up of actions outstanding from previous minutes and members had the opportunity to question progress on the actions.

Decisions

The Joint Committee agreed:-

1. to note the content of the Rolling Action Log; and
2. Noted that the draft Terms of Reference, following consideration at officer level, would be brought to the June meeting of the Joint Committee.

Action

Head of RPMO



CRD50 PRESENTATION: DEAL DELIVERY MECHANISMS

The Head of the Regional Programme Management Office provided the Joint Committee with a presentation on the deal delivery mechanisms.

Decisions

The Joint Committee agreed:-

1. To note that the cycle shapes the work of the Programme Management Office, Chief Officer's Group, Chief Finance Officer's Group and Joint Committee;
2. That the forward plan and business for the Joint Committee will be based on this cycle;
3. That there is a critical inter-dependence between the Implementation Plan, the Grant Officer Letter and the Annual Conversation;
4. That there is a grant condition to deliver the Benefits Realisation Strategy to underpin the reporting and annual performance discussions;
5. That we are addressing these inter-dependencies as part of the realignment of the deal through the Business Continuity Plan process; and
6. The RMPO will liaise with individual Project Managers in terms of assessing impacts and risks.

Action

Head of RPMO

CRD51 COVID-19 BUSINESS CONTINUITY RESPONSE

The report by the Head of the RMPO provided the Joint Committee with and outline of the processes 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 provided an overview of the mechanisms that have been put in place of 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.

Decisions

The Joint Committee agreed:-

1. To note the approach and timelines that are proposed to develop a Business Continuity Plan for the Deal;
2. To advise on any further issues that the Chief Officer's Group and Regional Programme Management Office should consider in development of the Plan;



3. To 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; and
4. To note that this information needs to be submitted for consideration at the 28 May 2020 SCRDDDB (as set out in Appendix 1 of the report).

Action

Head of RPMO

The Chair declared the Meeting closed at 3.45 pm.