

# MINUTE

Agenda Item: 4.1

## **MINUTES of SPECIAL MEETING of the STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL JOINT COMMITTEE held via MS Teams on 29 September 2020 at 2.30 pm**

### **Present**

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

### **In Attendance**

Nikki Bridle, Chief Executive, Clackmannanshire Council  
Carol Beattie, Chief Executive, Stirling Council  
John Rodgers, Executive Director, Research and Innovation, University of Stirling  
Pete Leonard, Strategic Director (Place), Clackmannanshire Council  
Dave Hunt, Programme Management Officer, Clackmannanshire 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  
Emma McGregor, Programme Management Office, University of Stirling  
Councillor Donald Balsillie, Clackmannanshire Council  
Dr Mirko Moro, Stirling University  
Lindsay Thomson, Senior Manager, Legal and Governance, Clackmannanshire Council

### **CRD61 APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Julia McAfee, Chief Governance Officer, Stirling Council.

### **CRD62 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **CRD63 MINUTES – 9 JUNE 2020**

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 9 June 2020 were submitted for approval.

### **Decision**

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 9 June 2020 were agreed as a correct record.

**CRD64 MINUTES – 23 July 2020**

The minutes of the Special Meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 23 July 2020 were submitted for approval.

**Decision**

The minutes of the Special Meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 23 July 2020 were agreed as a correct record.

**CRD65 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.

**Decision**

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

<b>Meeting Date</b>	<b>Item</b>
3 November 2020 (SP)	<ul style="list-style-type: none"> <li>○ Implementation plan and financial profile</li> <li>○ RPMO budget &amp; forward plan for approval</li> <li>○ Chief Officers' Group amendment to Terms of Reference and Membership</li> </ul>

**(b) JOINT COMMITTEE ROLLING ACTIONS LOG**

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.

Fiona Colligan advised that the PMO had been working on the forward plan which would be coming to the Chief Officer's Group on 1 October 2020 seeking approval to come forward for decision by the Joint Committee on 3 November 2020.

Fiona Colligan also advised that an updated action log will come forward to the Special Meeting of the Joint Committee on 3 November 2020 with dates set for each of the actions.

**Decisions**

The Joint Committee agreed to note the content of the Rolling Action Log.

## CRD66 CITY REGION DEAL UPDATE

The report by Fiona Colligan, Head of Programme Management Office, provided an update on progress to date.

At the meeting 23 July 2020, the Stirling and Clackmannanshire City Region Deal Joint Committee delegated authority to a group to take forward the detailed work required for the regional partners to secure agreement with the UK and Scottish Governments on a revised Implementation Plan and Financial Profile for the Deal.

The membership of the Delegated Group consists of the Joint Committee Chair, Vice Chairs and University Representative and the members of the Chief Officer Group. The Chair of the Working Group is the Chair of the Joint Committee. The Regional Programme Management Office sponsor for this is Dr John Rogers, University of Stirling, in his capacity as Chief Officer Group member. The Senior Responsible Officers from the partner organisations and members of RPMO are in attendance at meetings of the Delegated Group.

Work on the Implementation Plan and Financial Profile has progressed well and the Delegated Group will be in a position to bring forward the revisions for approval to a special Joint Committee on 3 November 2020.

### **Amendment to recommendation 3:**

Lindsay Thomson, Senior Manager, Legal and Governance, Clackmannanshire Council advised that advice had been sought from RMPO in terms of the extent of delegation within the CRD. As part of the advice provided, it had been suggested that there should be development of a scheme of delegation for CRD to capture all of the delegations throughout the deal.

Therefore approval was sought to amend recommendation 3 to read:

3. To note that work is underway in terms of capturing all current delegations within the various Terms of Reference documents into a single, formal Scheme Of Delegation, which will come forward for to Joint Committee for approval in the next cycle of meetings;

### **Decision**

The Joint Committee agreed to approve the recommendations as amended:

1. To note progress and that the Implementation Plan and Financial profile will come forward for approval to the Special Joint Committee 3 November 2020;
2. To approve an extension of the delegations until 3 November 2020 Joint Committee to allow the Delegated Group to complete the work on the financial profile;
3. To note that work is underway in terms of capturing all current delegations within the various Terms of Reference documents into a single, formal Scheme Of Delegation, which will come forward for to Joint Committee for approval in the next cycle of meetings;
4. To note that a decision log will come forward on 3 November 2020, with the Financial Profile and Implementation Plan that records the recommendations that the Delegated Group are making based on the work since 23 July; and

5. To note that Joint Committee members not involved in the Delegated Group are invited to attend a briefing session on the work that has been undertaken to support discussions at the Joint Committee meeting 3 November 2020.

**Action**

Fiona Colligan, Head of Programme Management Office, University of Stirling

**CRD67 STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL – CULTURE HERITAGE AND TOURISM PROGRAMME BOARD (CHTPB) - TERMS OF REFERENCE**

The report by Stuart Oliver, Senior Manager Economic Development and Communities, Stirling Council, presented a Terms of Reference for the City Region Deal Culture, Heritage and Tourism Programme Board.

**Decision**

The Joint Committee agreed to:

1. Approve the Terms of Reference for the Programme Board (appendix 1)
2. Approve the Membership composition of the Programme Board
3. Approve the process for the appointment of the Chair of the Programme Board

**Action**

Stuart Oliver, Senior Manager Economic Development and Communities, Stirling Council

**CRD68 STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL – BENEFITS REALISATION PLAN**

The report by Emma MacGregor, Regional Programme Management Office, presented the City Region Deal Benefits Realisation Plan and Monitoring and Evaluation Framework for the approval of Joint Committee.

**Decision**

The Joint Committee agreed to:

1. To approve the Benefits Realisation Plan (Appendix 1) and Monitoring and Evaluation Framework (Appendix 2) for the City Region Deal.
2. To note the outstanding work within the BRP work steam to be concluded within year 1 and associated timelines for the Joint Committee forward plan.

**Action**

Emma MacGregor, Regional Programme Management Office

The Chair declared the Meeting closed at 3.38 pm.