

MINUTE

MINUTES of SPECIAL MEETING of the STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL JOINT COMMITTEE held via MS Teams on 5 February 2021 at 9.30 am

Present

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

In Attendance

Nikki Bridle, Chief Executive, Clackmannanshire Council
John Rogers, Executive Director, Research and Innovation, University of Stirling
Brian Roberts, Chief Operating Officer, Stirling Council
Pete Leonard, Strategic Director (Place), Clackmannanshire Council
Jim Boyle, Section 95 Officer
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
Councillor Donald Balsillie, Clackmannanshire Council
Councillor Darren Lee, Clackmannanshire Council
Stuart Oliver, Senior Manager, Economic Development, Culture & Tourism, Stirling Council
Liam McCabe, Executive Director of Finance at the University of Stirling
Martin Dalziel, Team Leader, External Communications, Stirling Council
Lindsay Thomson, Senior Manager, Legal and Governance, Clackmannanshire Council
Gillian White, Committee Services, Legal and Governance, Clackmannanshire Council

CRD76 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Danny Gibson, Carol Beattie and Julia McAfee.

CRD77 DECLARATIONS OF INTEREST

There were no declarations of interest.

CRD78 MINUTES – 17 DECEMBER 2020

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 17 December 2020 were submitted for approval.

Decision

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 17 December 2020 were agreed as a correct record.

Councillor Neil Benny questioned why the decisions recorded in Minute References CRD74 and CRD75 had not been completed. Lindsay Thomson advised that there had been a misunderstanding at officer level in terms of delaying the work to ensure a process was put in place for the future appointment of Chairs.

The Chair, Councillor Ellen Forson advised that in future, any deviation from the agreed actions of the Joint Committee should be undertaken in consultation with the Chair.

Stuart Oliver offered that in order to expedite matters, the outstanding actions in relation to the Terms of Reference and appointment of Chair could be circulated to the Joint Committee for approval.

The Joint Committee agreed that the outstanding actions in relation to the Terms of Reference and appointment of Chair (CRD74 and CRD75) will be circulated to the Joint Committee for approval. A deadline will be set for the approval process to be completed.

Action

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

The Chair agreed to take Items 5.1, 5.2 and 6.1 together, with Item 6.1 being taken first.

CRD79 REVISED PROGRAMME OF JOINT COMMITTEE MEETINGS

At the meeting of the Joint Committee held in December 2020, it was agreed that the Joint Committee would meet on approximately a monthly basis. The report sought approval of the revised Programme of Joint Committee Meetings.

Decision

The Joint Committee agreed to:

1. Approve the revised programme of monthly meetings of the Joint Committee as set out in Appendix A ;
2. Note that the meeting dates will form the basis of the Forward Plan, which will be maintained by the Regional Programme Management Office and will be a Standing Item on the agenda ; and
3. Note that the role of Chair and the administration of Joint Committee rotates back to Stirling Council in March 2021.

Action

Regional Programme Management Office

CRD80 FORWARD PLANNING**(a) JOINT COMMITTEE FORWARD PLAN**

A list of items currently on the Joint Committee Forward Plan was submitted for information. The Forward Plan had been populated with the Joint Committee monthly meeting dates.

Decision

The Joint Committee agreed to note the items on the Joint Committee Forward Plan.

(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.

Decision

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

CRD81 FINANCIAL PROFILE AND IMPLEMENTATION PLAN

The report by Fiona Colligan, Head of the RPMO and Jim Boyle, Chief Finance Officer and Section 95 Officer, Stirling Council, presented an overview of the Financial Profile (Table 2) and the Implementation Plan (Appendix 1); an overview of the potential implications and risks created in some years of the Deal as a result of spend exceeding the current grant allocation; and the proposed next steps and recommendations for consideration by Joint Committee.

Decision

The Joint Committee agreed to:

1. Note the financial profile developed by partners as laid out in Table 2 of the report at summary level;
2. Note the current grant allocation by year confirmed by Jon Pickstone, Deputy Director, Regional Economic Development, Scottish Government as laid out in Table 1 of the report;
3. Note that spend across the Deal, as proposed in the Implementation Plan, currently outstrips grant allocation in Years 3 and 4 of the Deal as shown in Table 2 of the report;
4. Note that Year 1 (FY 2020/21) grant allocation has not been drawn down by partners and that as a result Year 1 grant (£8.2m) is treated as underspend and will be reallocated by Scottish Government to later years of the Deal;

5. Note the proposals from the partnership to Scottish Government for redistribution of Year 1 grant allocation (£8.2m) into Years 3 and 4 to mitigate the imbalance of spend against grant and that this proposal has been presented to the Programme Liaison officials in Scottish and UK Governments;
6. Note that the Chair of Joint Committee has sought a meeting with Cabinet Secretaries Mr Matheson and Ms Forbes to discuss the redistribution of Year 1 grant to Years 3 and 4 of the Deal to smooth the profile in those years and to reduce any financial impacts on partners; and
7. Approve the recommendation for the partnership to seek the issue of the Year 2 (FY 2021/22) grant offer letter for £9.8m to enable partners to progress with project activity in Year 2, including advancing 5 projects in the Deal to Full Business Case enabling draw-down of project expenditure to date and future expenditure quarterly in arrears thereafter.

Action

Jim Boyle, Chief Finance Officer and Section 95 Officer, Stirling Council

CRD82 ESTABLISHMENT OF REGIONAL PROGRAMME MANAGEMENT OFFICE (RPMO)

The Regional Programme Management Office (RPMO) is responsible for the day-to-day management of the deal, and reports directly to the Chief Officers Group. The current RPMO was established in September 2019 as an interim arrangement pending the establishment of the substantive RPMO. These interim arrangements come to an end on 31 March 2021.

The report by Brian Roberts, Chief Operating Officer, Stirling Council, presented the design principles and the preliminary agreements that have been discussed across the partnership for the establishment of the substantive RPMO; the model for financing the RPMO for 2021/22; the plan to implement the permanent arrangements for the RPMO; and the interim arrangements until the recruitment process has been completed for the permanent arrangements.

Councillor Neil Benny and Eileen Schofield expressed concerns over the delay in taking forward arrangements for the transfer of the RPMO and sought re-assurance from officers.

Brian Roberts advised that the delay had been due to a combination of workload pressures, consideration of the structures and continuity of roles. He advised that while the contractual arrangement ends on 31 March 2021, robust interim arrangements will be put in place as set out in paragraphs 8 and 9 of the report. He also confirmed that the RPMO will remain with Stirling Council, as lead authority, until the end of the deal.

Councillor Neil Benny also asked following the establishment of the permanent RPMO, that it is reviewed every two years by way of a report to the Joint Committee to ensure that the RPMO is acting as the Joint Committee would expect.

Decision

The Joint Committee agreed to:

1. Approve the establishment of the substantive RPMO under the design principles laid out in this paper, including the transfer of the hosting of the RPMO from the University of Stirling back to the lead authority Stirling Council from 1 April 2021;
2. Note the functions that the RPMO and the Lead Authority perform within the deal, as laid out in Appendix 1 of the report;
3. Note the proposed timelines for the establishment of the substantive RPMO, the completion of the governance framework and Tripartite Agreement and the timeline for presenting this to Joint Committee for approval; and
4. Note that the model for financing the RPMO will be agreed between partners and formalised within a Tripartite Agreement for the governance of the deal.
5. Note that following the establishment of the permanent RPMO, that it is reviewed every two years by way of a report to the Joint Committee

Action

Brian Roberts, Chief Operating Officer, Stirling Council

As the current Head of PMO, Fiona Colligan is leaving this month, the Chair and wider Joint Committee thanked Fiona Colligan for the work she has undertaken for the City Region Deal.

As Stirling Council will take over the Chair of the Joint Committee in March 2021, Councillor Scott Farmer thanked the current Chair, Councillor Forson and Clackmannanshire Council for their hosting of the Joint Committee.

Brian Roberts advised that his understanding was that Clackmannanshire Council would continue to host the Joint Committee up to the end of March with Stirling Council hosting from the 1st April 2021. Lindsay Thomson advised she would check Standing Orders and confirm.

Action

Lindsay Thomson, Senior Manager, Legal and Governance, Clackmannanshire Council

The Chair declared the Meeting closed at 10.22 am.