

# MINUTES

## **MINUTES of MEETING of the STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL JOINT COMMITTEE held via MS Teams on 22 MARCH 2022 at 2.30 pm**

### **Present**

Councillor Donald Balsillie  
Councillor Neil Benny  
Graeme Duff  
Councillor Kenneth Earle  
Councillor Scott Farmer (in the Chair)  
Councillor Ellen Forson  
Eileen Schofield  
Professor Leigh Sparks

### **In Attendance**

Gerard Connelly, Finance Manager, Regional Project Management Office  
John Craig, Programme Manager, University of Stirling  
Emma Fyvie, Senior Manager – Development, Clackmannanshire Council  
Ed Gibbon, Team Leader – Learning & Employability, Stirling Council  
Mark Henderson, Senior Communications Officer, Stirling Council  
Ann Jacob-Chandler, Head of Regional Project Management Office  
Amy Kentley, Support Officer, Regional Project Management Office  
Pete Leonard, Strategic Director, Clackmannanshire Council  
Nicole McIntosh, Project Analyst, Regional Project Management Office  
Paul Morris, Project Manager, Regional Project Management Office  
Stuart Oliver, Senior Manager – Economic Development, Stirling Council  
Brian Roberts, Chief Operating Officer – Infrastructure and Environment, Stirling Council  
Lee Robertson, Team Leader – Legal & Governance, Clackmannanshire Council  
Dr John Rogers, Executive Director, Research & Innovation Services, University of Stirling  
Lindsay Sim, Chief Finance Officer, Clackmannanshire Council  
David McDougall, Governance Officer, Stirling Council (minutes)

### **CRD149 APOLOGIES AND SUBSTITUTIONS**

Apologies were submitted on behalf of Carol Beattie, Chief Executive, Stirling Council and Nikki Bridle, Chief Executive, Clackmannanshire Council.

### **CRD150 DECLARATIONS OF INTEREST**

None.

**CRD151 URGENT BUSINESS**

None.

**CRD152 MINUTES – JOINT COMMITTEE MEETING - 1 FEBRUARY 2022**

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 1 February 2022 were submitted for approval.

**Decision**

The minutes of the meeting of the Stirling and Clackmannanshire City Region Deal Joint Committee held on 1 February 2022 were agreed as an accurate record.

**CRD153 FORWARD PLANNING****(a) JOINT COMMITTEE ROLLING ACTION LOG**

The Joint Committee Rolling Action Log was submitted for information. The log had been reviewed and updated to remove completed actions and provided comment on outstanding actions.

**Decision**

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

**(b) JOINT COMMITTEE FORWARD PLAN**

The Joint Committee Forward Plan was submitted for information.

**Decision**

The Joint Committee agreed to note the content of the Joint Committee Forward Plan.

**CRD154 SKILLS AND INCLUSION PROGRAMME: BUSINESS JUSTIFICATION CASES**

This paper presented for Joint Committee approval two Business Justification Cases on the Flexible Skills Project and Inclusion Workers and Investment Fund Project. Together, these projects formed the City Region Deal Skills and Inclusion programme. An update on recent City Region Deal Skills and Inclusion activity was also provided.

The Flexible Skills project was a vehicle to ensure that structured action was taken across the Stirling and Clackmannanshire City Region Deal to maximise the delivery of inclusive growth. The project would use its £1.5m revenue funding over 5 years to deliver supports, linked to the capital projects and associated sectors in the City Region Deal, to 500 people across the region facing or experiencing labour market exclusion. The project included two flexible skills coordinators.

The Inclusion Workers and Investment Fund utilised £655k of revenue funding (£400k Scottish Government and £255k European Social Fund) to deliver supports to 245 people across the region who required support to progress to mainstream employability services. It aimed to ensure that these excluded clients would be in a much stronger position to benefit from the opportunities generated by the City Region Deal and to ensure that they were not further left behind. The project would provide skilled resources to provide personalised responses. The project consisted of four inclusion workers and an investment fund to support the participation and development of Inclusion Worker clients.

In response to a question from a Member, the Senior Manager – Development (Clackmannanshire Council) confirmed that the training opportunities would be open to all age ranges with a variety of backgrounds and experience, which would complement existing programmes to support re-training for career changes. The project was aimed at specific target groups to encourage inclusiveness.

The Member commented that as one of the measurable outcomes of this project they would like to see an overview of the age of various people engaging with this process. The Senior Manager – Development confirmed that they would be recording the journey of people involved in this process, including age details, so that information would be there as part of the evaluation process.

Responding to another question from a Member, the Senior Manager – Development advised that a range of providers would be mapped out, which would be one of the key roles of the flexible skills advisor. The Senior Manager – Development confirmed that this information could be reported back regularly throughout this project, regarding number of providers involved and the spread between third sector, private and public sector.

### **Decision**

The Joint Committee agreed to:-

1. approve Business Justification Cases for the Flexible Skills Project and the Inclusion Workers & Investment Fund project; and
2. note the activity that had commenced as part of both projects.

*Councillor Kenneth Earle (Clackmannanshire Council) joined the meeting at this point.*

*Councillor Donald Balsillie (Clackmannanshire Council) who had been in attendance as a substitute member, withdrew from the meeting at this point, remaining on the call as an observer.*

## **CRD155 STIRLING & CLACKMANNANSHIRE'S CITY REGION DEAL IMPLEMENTATION PLAN 2022/23**

This report updated the Joint Committee on the requirement for a City Region Deal Implementation Plan for 2022/23 to be submitted to and agreed with Governments.

It had been confirmed that under the terms of the grant offer letter, an updated version of the City Region Deal Implementation Plan, reflecting the current position with respect to milestones and timelines, must be submitted to and agreed with Governments annually.

The current version of the Implementation Plan was attached as Appendix 1 to the report. There had been considerable work involved in fully updating the milestones and timescales within the Implementation Plan across all partners to ensure it was as accurate and meaningful as possible. The RPMO had worked with all three of the delivery partners since October 2021 in pulling all relevant information together and reviewing alongside current lessons learned, dependencies and risks.

The Finance Manager from the Regional Project Management Office provided an overview and breakdown of the key financial projections set out in the implementation plan.

In response to a query from a Member, the Chief Operating Officer – Infrastructure and Environment (Stirling Council) advised they were working through the strategic outline business case for purchase of land from MOD, to allow release of funding into the deal for this. They were targeting completion of this over the summer period with intention to bring to Joint Committee in September for approval. It was assumed that the transaction for the land purchase would take place towards the end of the financial year, around March 2023, which is why the £5m was included for this within financial year 2022-23.

Members commented on the need to have a clear articulated vision for the MOD land which would inform the development of the business case. The Chief Operating Officer confirmed that this was being developed in parallel with the business case. It was agreed that the Chief Operating Officer would set up a session with Councillors Benny and Farmer to run through the development of this work in more detail.

It was noted that the National Tartan Centre should be listed as an innovation and jobs creation vehicle rather than as a tourism and culture project. Responding to the Member, the Chief Operating Officer confirmed that this had been raised at the Chief Officers Group and that it was a legacy from when the deal was initially set up. It was the intention to raise this as part of the annual conversation with government colleagues which was due to take place later that week, as it was important that the clear focus of this was on innovation rather than tourism

The Head of the Regional Project Management Office (RPMO) noted that this issue also linked in with the next item of business on the agenda which concerned change control, which was the formal process which should be in place to deal with high level changes to the structure of the deal in terms of how projects are badged and progressed. The Head of the RPMO agreed that it would be useful to start off this discussion as part of the annual conversation but that it would need to go through that formal process to get this formally amended.

Comment was made by a Member that they felt that Joint Committee Members had been given no opportunity to shape the annual conversation or to discuss what issues or concerns they would like to see raised as part of this process. The Head of the RPMO advised that they would take these comments onboard to ensure that the concerns and issues of the Members of the Joint Committee were considered and raised as part of the annual conversation process going forward.

### **Decision**

The Joint Committee agreed to:-

1. note the content of the Implementation Plan 2022/23; and
2. approve the proposed milestones and associated financial profile outlined for each programme/project within Stirling and Clackmannanshire's City Region Deal.

### **CRD156 STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL – CHANGE CONTROL PROCESS**

This report updated the Joint Committee on the requirement for a City Region Deal Change Control Process to be submitted to and agreed with Governments and then implemented for use within the City Region Deal.

The Stirling and Clackmannanshire City Region Deal had been in operation since February 2020, underpinned by a suite of governance documents. The Governance Framework included a number of policies and processes to support the Deal, including information on Change Control.

In the autumn of 2021 the Regional Project Management Office (RPMO) drafted an operation guidance note for Senior Responsible Owners and Project Managers. This included further information on processes to support Change Control across Deal projects.

The proposed change control process was attached as appendix 1 to the report for consideration and approval by Joint Committee.

A number of points of concern were raised by Joint Committee Members regarding the role and involvement of the Joint Committee. It was felt that the Joint Committee should be involved at a much earlier stage, rather than seen as a final “rubber-stamping” role at the end of the process. There was concern that the wording was not clear enough regarding referral of issues to the “appropriate level of governance”. Concerns were raised regarding the proposed judgement to be made at Chief Officer Group (COGs) level on whether issues should be referred on to Joint Committee or not, with the view being expressed that any change other than minor technical changes should be brought to the Joint Committee and COGs.

Members noted the importance of achieving a sense of proportionality, enabling visibility of smaller technical changes while ensuring Joint Committee involvement in significant changes at an early stage. The Head of the RPMO and the Chief Operating Officer for Infrastructure and Environment (Stirling Council) both thanked the Members for their feedback and gave assurance that there was no intention to undermine the role of the Joint Committee. They would look at re-drafting the proposed process to take the feedback and concerns of Members into account, for approval at a future meeting.

### **Decision**

The Joint Committee agreed:-

1. to note the content of the report;
2. to note the content of the proposed Change Control Process; and
3. that a revised proposed process be brought back to the next meeting of the Joint Committee, taking into account feedback from Joint Committee members, for approval for submission to Government.

### **CRD157 STIRLING AND CLACKMANNANSHIRE CITY REGION DEAL – STIRLING AND CLACKMANNANSHIRE REGIONAL ECONOMIC ADVISORY BOARD AND REGIONAL ENTERPRISE FORUM UPDATE**

This paper provided an update to Joint Committee on the process of nominating and appointing a Chair to the Regional Enterprise Forum (REF) and also provided an update on progress towards private sector representation on the Stirling and Clackmannanshire Regional Economic Advisory Board (SCREAB).

Following delays to their establishment, both SCREAB and REF held their inaugural meetings on 7 March 2022. Joint Committee had previously taken a decision to proceed to this point by suspending elements of the terms of reference for both, allowing both to be chaired on an interim basis by a member selected from those in attendance. SCREAB members endorsed all recommended efforts suggested to maximise the number of private sector applicants to join the Board, including targeted approaches to business representatives and a further publicity campaign, which it was intended would be undertaken in April and early May 2022.

Both SCREAB and REF considered agendas pertinent to their areas of work. Both also considered ideas to be included on the respective workplans, alongside agenda items relevant to their remits. Both agreed to a quarterly programme of meetings to be held in 2022/23, with SCREAB agreeing to delay until such time as private sector representatives were in place and a decision on the Chair could be made, as per the terms of reference.

Following the REF meeting on 7 March 2022, an email invitation was sent to all REF members, seeking volunteers to become chair. One member noted an interest in becoming chair of REF. Joint Committee members were asked to consider any expressions of interest received and to nominate and appoint a member of REF to the role of Chair of the Forum.

In response to a request from a Member, the Project Manager from the RPMO agreed that agenda front sheets and minutes from meetings of SCREAB and REF would be shared with Joint Committee Members, for awareness of what was being discussed at those forums.

Noting that Joint Committee would move to discuss information regarding an individual candidate for the role of Chair of REF, the Joint Committee Members agreed that it would be appropriate to move into private session to ensure no confidential or exempt information was made public.

*The Joint Committee resolved to move into private session  
in accordance with Standing Order 37, to allow  
discussion of potentially exempt or confidential information.*

## **Decision**

The Joint Committee agreed to:-

1. note the content of the report;
2. approve the steps to complete SCREAB membership, ahead of appointment of a Chair at the next Joint Committee meeting; and
3. nominate and appoint Maggie Gorman from Ceteris (Scotland) Ltd as Chair of REF.

The Chair declared the meeting closed at 3.35 pm

