

Forth Green Freeport Governance Board #7
Falkirk Council, The Foundry, Larbert
8 October 2024
2- 4pm

Board Members in Attendance:		Other Attendees:	
Dame Susan Rice DBE	Chair	Laura McIntyre	PMO / Secretariat
Amanda Templeman	Falkirk Council	Pamela Smyth	Forth Ports
Stuart Wallace	Forth Ports	Sarah Murray	FGF CEO
Cllr Cammy Day	City of Edinburgh Council	Chris Thomson	Scottish Government
Cllr Alan Nimmo	Falkirk Council	Eilidh Callum	PMO / Secretariat
Andrew Gardiner	Ineos	Carol Connelly	Fife Council
Dave Moxham	Workers Rep	Malcolm Bennie	Falkirk Council
		Elin Williamson	City Of Edinburgh Council
		Pamela Stephenson	Fife Council
		Paul Kettrick	Falkirk Council
		Jo McCrea-Curlett	MHCLG
Proxies			
Carol Connelly	For Cllr Craik		
Apologies			
Councillor Altany Craik	Fife Council		

Meeting Minutes

No.	Agenda Item	Summary Of Discussion	Actions
1	Welcome and Introductions	<p>Proxies: Cllr Altany – Carol Connelly</p> <p>Welcome to Sarah Murray, FGF CEO.</p> <p>Welcome to new member of Scotgov team Chris Thomson who is taking over from Alisdair McIntosh, Chris will attend the governance board meetings and Laura Duffy will deputise if Chris is unavailable. Chris provided a short summary of his background.</p> <p>Given their restructure and personnel changes, there was no representation from Babcock at today's meeting but we understand there will be representation at meetings (board and steering group) going forward.</p>	<p>SR</p> <p>SR</p> <p>CT</p>

2	Governance	<p>Minutes of Board Meeting both SR and SW noted edits to the meeting minutes. Minutes are approved with edits.</p> <p>Chair Update</p> <p>A major restructure and change at senior leadership level is underway within our partner Babcock. Babcock remain keen supporters of the FGF and both SR and SM are developing positive relationships with the new leadership team. We particularly note the departure of Patrick Carnie from the Babcock team. He played a core role within the innovation workstream, and we note our thanks for his contribution to both the OBC and FBC.</p> <p>Sub-committees – as the working groups transform into sub-committees of the Board, we need to maintain their momentum. Several need new Chairs and SM has been reaching out to the consortium for support; if any board member would like to chair a sub-committee or nominate a suitable member of their staff, please let Sarah know.</p> <p>Security Working Group - Currently, security advisors sit in a subgroup within the T&I workstream; however, as we move into operation, this working group (chaired by FGF CEO) will report directly to this governance board. A December meeting date has been proposed for the first Security Working Group meeting. The FGF working group meetings are designed to follow on from existing PSA (Port Security Authority) meetings that the security working group members already attend.</p> <p>Audit and Risk Subcommittee – initial members will include Stuart Wallace (private sector), Cllr Day (public sector), Amanda Templeman (finance and probity) and Susan Rice to Chair.</p> <p>Conflict and Gift Registers – the two registers will be maintained by the PMO on behalf of TopCo. Conflicts and gifts or relevant hospitality should be reported to the PMO office – Laura, Steve or Eilidh.</p> <p>To ensure common knowledge about the responsibilities of Board membership, board training will be provided by Falkirk Council. SR noted that training should wait until we have a new member from Babcock.</p>	SR
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		<p>Chair updated on her relevant speaking engagements and networking. Excerpts in table below.</p> <p>A question on political support was raised – specifically on how we are going to engage with people who have supported us since the outset. Chair responded that we will continue to make ourselves available and proactively so as things move on. This will need to be picked up at the next Comms group meeting.</p> <p>As planned, SW is handing over the SRO role to SM, SR has briefed SM on the expectations of the role. The Board is grateful to Stuart for carrying the responsibility of SRO from the start and for his continued support at this board and in other areas of the FGF operation and governance.</p> <p>Clr Day noted the need for community engagement in Leith and New Haven and requested that SR and SM attend an organised event. Fife Council also felt this would be beneficial for their area.</p> <p>Following a question raised to AG in relation to the potential RWE project, AG confirmed that this is not impacted by the refinery closure. SM noted that we must be mindful of our messaging on Grangemouth, that while part of business in the area is closing, the opportunity to transform Grangemouth exists.</p>	
3	Operations	<p>OpCo – SM provided a short presentation on her activity to date and the focus for the months ahead. Presentation slides appended to these minutes.</p> <p>Going forward SM will provide this board with a written update that will be included in the board pack.</p>	SM
4	FBC	<p>The FBC is now submitted and thank you to everyone who contributed.</p> <p>There are several items submitted in draft form – Scheme of delegation, ToRs, RACI – these need input from FGF CEO. Now that SM is in place, these will be finalised and brought back to the board for final approval.</p>	LMCl

		<p>We understand that Government are expediting the review process with more than 60 appraisers working on the FBC to give us comments and feedback as soon as they can. PMO are standing ready to answer any substantive and critical actions. We expect to have these during November.</p> <p>We have already had a request for several points of clarification. The PMO provided timeous responses along with a pushback relating to an EPIA. We do not believe a programme level EPIA can be meaningful; it only becomes meaningful at project level. This view is shared across the LAs and was supported by DM. LMcl and DM to have discussion on how to discuss this with government.</p>	
5	PMO	<p>RDEL funding and costs presented in meeting agenda, some of the line items were questioned by the board and, LMcl provided a response. PS noted that Fife Council has some questions and would pick up with LMcl.</p> <p>Risk Register- key new risks explained.</p> <p>Board will wait on paper/proposal in regard to the SPEN risk.</p> <p>In regard to the retrospective seed funding risk, CT assured board that Scotgov are considering the most expeditious way to get seed capital issued. Partners and local authorities are not in support of borrowing to front the fund.</p> <p>New risk – identifying funding streams, The Board agreed the need for a joined-up approach building on similar activity by local authority teams and Scottish Enterprise (SE). OpCo are already talking to SE about funding streams.</p> <p>Landholder agreement – the wording is not yet agreed and a draft is with the Opco solicitors for review/action.</p> <p>In terms of the risks surrounding recovery assurance, CT noted that government are looking at the lessons learned from other freeports on how better to control any breaches. ECC noted that they would withdraw support (further down the line) if breaches were reported and no action taken.</p>	

		SW noted that the onus is on TopCo to do due diligence and ensure that investments properly meet the requirements and adhere to FGF principles.	
6	AOB	LMCl discussed the first accountable body forum. This group will continue to evolve as a way for the accountable bodies to share lessons learned and best practice.	

Action	By	Date	Status
Community / Local Engagement Plans from Local Authorities	LA Leads	December Board meeting	In progress
Follow up meeting with KAG to be arranged	PMO	TBC	In progress
DSR to be invited to attend each of the working groups for an update on the workstreams	PMO/WG Leads	30/06/2024	In progress
Next tranche of RDEL to be claimed	PMO	31/10/2024	In progress
Chris Thomson and Laura Duffy to be added as Board observers for Scot Gov	PMO	11/10/2024	Complete
Sub-committee leads to be identified, and ToRs agreed with Board	OpCo	31/12/2024	In progress
Audit and Risk Sub-committee meeting to be put in diaries, ToR to be agreed by Board	PMO	31/12/2024	In progress
Board Governance training sessions to be completed by all board members (OpCo and TopCo)	PMO	31/03/2025	
Small Group engagement sessions schedule to be created for MP, MSP and Councillors	Comms Group	31/03/2025	
FBC to be amended to reflect SRO change.	PMO	With critical actions	
Fife and Edinburgh to arrange community engagement events	LA Officers group	TBA	
Scheme of delegation and RACI to be finalised	OpCo	TBA	
Information protocol to be finalised	OpCo	TBA	
Governance to be updated once sub-committees, delegation schemes, and policies are agreed	PMO	Following completion of action /s above	
FBC Critical Actions to be addressed	PMO	31/12/2024	TBC
Method identifying and exploring funding streams to be agreed with SE	OpCo	TBA	TBC

Decision Making Timetable			Progress
Date	Forum	Ask	

Networking			
Month	Detail	FGF Attendee	Notes
Oct Aug 2024	Meeting with the Green Party	Chair	Specific areas of interest include environmental impact assessments, community benefits and onsite renewable power generation.
Oct Sep 2024	Meeting with Shirley Ann Somerville, MSP, Dunfermline, Cab Sec for Social Justice,	Chair	Interested in any impact of FGF activity in her constituency. Keen to support FGF
Oct Sep 2024	Prosper Event – opportunity to speak to MSPs	Chair	Ben McPherson MSP, Edinburgh North and Leith Claire Baker MSP, Mid Scotland and Fife Danielle Johnson MSP, Edinburgh Southern Michelle Thomson MSP, Falkirk East All supportive
Aug 2024	SNP Conference, Business Day	Chair	Member of panel. Opportunity to speak to John Swinney, First Minister, Kate Forbes, Deputy First Minister and Gillian Martin, Cab Sec for Net Zero and Energy
Oct 2024	Grangemouth Future Industries Board	Chair	Invitation accepted to join the GFIB strategic board
Oct 2024	Grangemouth Future Industries Board	CEO	Invitation accepted to join the GFIB working group
Post FBC Submission	Board	Board to approve Revised Governance	In progress
Post FBC submission	Board	Board to approve sub-committee ToRs and any delegated authorities	In progress
Post FBC submission	Board	Board to approve delegated responsibilities of OpCo Board and OpCo CEO	In progress
Post FBC submission	Board	Board to approve Information Protocol	In progress
April 2025	Board	Board to approve 5-year business and financial plan	TBC
April 2025	Board	Board to approve Seed Capital projects and financial profile	In progress