Forth Green Freeport Governance Board #7
Falkirk Council, The Foundry, 4 Central Avenue, Larbert, FK4 4RG
8th October 2024
2 p.m. to 4 p.m

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 (Via TEAMS)	William McAllister	Scarborough Muir/FGF Opco
Cllr Cammy Day	City of Edinburgh Council	Christopher Thomson	Scottish Government
Paul Armstrong	Babcock	Eilidh Callum	PMO / Secretariat
Councillor Altany Craik	Fife Council	Sarah Murray	Chief Executive Officer
Councillor Alan Nimmo	Falkirk Council	Malcolm Bennie	Falkirk Council (via TEAMS)
Ronnie Muir	Scarborough Muir	Elin Williamson	City Of Edinburgh Council
Dave Moxham	Workers Rep	Pamela Stephenson	Fife Council
Andrew Gardner	INEOS	Carol Connolly	Fife Council
		Jo McCrea-Curlett	MHCLG
Proxies			
Apologies			

Agenda

No.	Agenda Item	Details	Actions
1	**Welcome and Introductions**	**Introducing Sarah Murray**	SR
2	**Governance**	**Minutes of Board Meeting - 23 August 2024** **Chair's Update**	SR

		Sub-committees Security Working Group Audit and Risk Sub-committee Update from OpCo Board (including asking for agreement to Board changes).	SM
3	**Operations**	**Chief Executive Officer update**	SM
4	**FBC**	**FBC Submission- Final Round up and next steps** **Governance Framework** EPIA, Scheme of delegation, ToRs, RACI Next steps Critical Actions Seed Capital	LMcI
5	**PMO**	RDEL – application and current spend profile Programme Risk Register – new and changed risks Green Freeports Planning Protocol (published 26th Sept) *https://www.gov.scot/publications/green-freeports-planning-and-other-consents-national-protocol*	LMcI EM
6	**AOB**		

Action	By	Date	Status
Community Engagement Plans from Local Authorities	LA Leads		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	Complete
Next tranche of RDEL to be claimed	PMO	31/10/2024	In progress
Landowner -end user agreements	OpCo	06/09/2024	In progress
Marketing Brochures to be completed	OpCo	TBC	In progress
Text /key messages for submission of planning applications	Comms Group	TBC	In progress
Marketing Workshop to be set up with Hub and SDI support	PMO/T&I lead	TBC	In progress

Sub-committees leadership and resources to be identified	OpCo	TBC	In progress

Decision Making Timetable			Progress
Date	Forum	Ask	
Post FBC Submission	Board	Board to approve Revised Governance	In progress
Post FBC submission	Board	Board to approve sub-committee ToRs and any delegated authority	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
March 2025	Board	Board to approve 5-year business and financial plan	In progress

Meetings Timetable			
Day	Date	Time	Venue
Tuesday	17 December 2024	10.00 to 12.00 hrs	TBC (in person)
Tuesday	11 February 2025	10.00 to 12.00 hrs	TEAMS
Wednesday	30 April 2025	13.00 to 15.00 hrs	TBC (in person)
Wednesday	18 June 2025	10.00 to 12.00 hrs	TEAMS
Wednesday	27 August 2025	13.00 to 15.00 hrs	TBC (in person)
Wednesday	15 October 2025	13.00 to 15.00 hrs	TEAMS
Wednesday	10 December 2025	13.00 to 15.00	TBC (in person)