

Forth Green Freeport Governance Board #7
Babcock International, William Rankine Building, Rosyth
17th December 2024
10 a.m. to 12 p.m (Meeting)
12pm-1pm (Optional Tour of Babcock International)

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 (TEAMS)	William McAllister	Scarborough Muir/FGF Opco
Cllr Cammy Day	City of Edinburgh Council	Christopher Thomson	Scottish Government
		Eilidh Callum	PMO / Secretariat
Councillor Altany Craik	Fife Council	Sarah Murray	Chief Executive Officer
Councillor Alan Nimmo	Falkirk Council	Malcolm Bennie	Falkirk Council
Ronnie Muir	Scarborough Muir	Elin Williamson	City Of Edinburgh Council
Dave Moxham	Workers Rep	Pamela Stephenson	Fife Council
		Jo McCrea- Curllett	MHCLG
Proxies			
Blair Jamieson	Babcock		
William McAlister	Scarborough Muir		
Apologies			
Ilgi Kim	Babcock		
Ronnie Muir	Scarborough Muir		

Agenda

No.	Agenda Item	Details	Actions
1	Welcome and Introductions		SR
2	Governance	Minutes of Board Meeting #7 (October 2024) Chair's Update	SR

		<p>Matters for board attention and or approval governance related documents -scheme of delegation, RACI, diversity, recruitment and remuneration etc</p> <p>Policy update - a Freeports policy statement is expected from UK Gov</p>	
3	Operations	Chief Executive Officer Update – including forecasted budget.	SM
4	FBC	<p>FBC Submission- Critical and Substantive Actions and next steps</p> <p>Update from Scottish Government (if attending)</p> <p>Custom Site Approval</p> <p>MOU</p>	<p>LMcl</p> <p>CT</p> <p>LMcl</p> <p>LMcl</p>
5	PMO	<p>Seed Capital and financial constraints</p> <p>Monitoring and Evaluation</p> <p>Freeports Accountable Body Forum</p> <p>Programme Risk Register – new and changed risks</p>	<p>LMcl</p> <p>EC</p> <p>LMcl</p> <p>EC</p>
6	AOB		
7	Optional Tour	A short tour of the Babcock facility will be provided at the end of the meeting. This tour will take place on a mini bus and is entirely optional.	BJ

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	Complete
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)