

<b>Forth Green Freeport Governance Board #9</b>
<b>Forth Ports, 101 Ocean Drive, Leith, EH6 7DX</b>
<b>11<sup>th</sup> February 2025</b>
<b>10 a.m. to 12 p.m</b>

Board Directors in Attendance:		Other Attendees:	
Dame Susan Rice DBE	Chair	Laura McIntyre	PMO / Secretariat
Stuart Wallace	Forth Ports	Pamela Smyth	Forth Ports
Councillor Altany Craik	Fife Council	Steve Revell	Falkirk Council
Councillor Alan Nimmo	Falkirk Council	Christopher Thomson	Scottish Government
Dave Moxham	Workers Rep	Eilidh Callum	PMO / Secretariat
Andrew Gardner	Ineos	Sarah Murray	Chief Executive Officer
Ronnie Muir	Scarborough Muir	Elin Williamson	City Of Edinburgh Council
Amanda Templeman	Falkirk Council	Pamela Stephenson	Fife Council
		Cllr Jane Meagher	City Of Edinburgh Council
		Angela Walmsley	MHCLG
		Blair Jamieson	Babcock
		Ilgi Kim	Babcock
		Malcolm Bennie	Falkirk Council
Proxies			
Apologies			
		Jo McCrea- Curlett	MHCLG

## Agenda

No.	Time	Agenda Item	Details	
1	<b>10.00</b>	<b>Welcome and Introductions</b>		SR
2	<b>10.05</b>	<b>Matters for board attention and or approval</b>	Minutes of Board Meeting #8 (Dec 2024) (approval)	SR

			Action List (update) Chair's Update Board Membership and Meetings	
3	10.20	<b>Sub-committee updates</b>	Trade and Investment Infrastructure, Community and Place Seed Capital Business Cases	BJ SR SR
4	10.35	<b>Policy</b>	Freeports Policy update from UK Government Project Willow	SM CP
5	10.50	<b>FBC Actions Critical</b>	Landowner Agreement Non-domestic rates	SM
6	11.05	<b>Operations</b>	Chief Executive Officer Update Steering Group Update	SM
7	11.20	<b>FBC Progress</b>	FBC Feedback Custom Site Approval Update from Scottish Government (if attending) MOU	LMcl SM CT LMcl
8	11.35	<b>Marketing, comms and engagement</b>	Marketing update from Trade and Investment sub-committee Chair Update from Comms and Engagement and LAs	BJ DT LMcl
9	11.50	<b>PMO</b>	Programme Risk Register – new and changed risks	SR
10	11.55	<b>AOB</b>		

Actions	By	Date	Status
Community Engagement Plans Fife	PS		In progress
Community Engagement Plans Falkirk	LMcl		In progress

Community Engagement Plans Edinburgh	EW		In progress
Follow up meeting with KAG to be arranged	PMO	29/01/2025	Complete
<b>Landowner -end user agreements</b>	<b>OpCo</b>	<b>06/09/2024</b>	<b>In progress</b>
Marketing Brochures to be completed	OpCo	TBC	Complete
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	Complete
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	Complete
Post FBC submission	Board	Board to approve sub-committee ToRs and any delegated authority	Complete
Post FBC submission	Board	Board to approve delegated responsibilities of OpCo Board and OpCo CEO	Complete
Post FBC submission	Board	Board to approve Information Protocol	Complete
April 2025	Board	Board to approve 5-year business and financial plan	In progress
April 2025	Board	Review of governance documents	

Meetings Timetable			
Day	Date	Time	Venue (TBA)
Tuesday	11 February 2025	10.00 to 12.00 hrs	Forth Ports Leith
Wednesday	30 April 2025	13.00 to 15.00 hrs	City Chambers, Edinburgh
Wednesday	18 June 2025	10.00 to 12.00 hrs	
Wednesday	27 August 2025	13.00 to 15.00 hrs	
Wednesday	15 October 2025	13.00 to 15.00 hrs	
Wednesday	10 December 2025	13.00 to 15.00	