

Forth Green Freeport Governance Board #1

2 p.m. to 4 p.m.

15 December 2023

RM G33, The Foundry, 4 Central Boulevard, Central Park, Larbert, FK5 4RU

A G E N D A

Board Members:		Also in attendance:	
Susan Rice DBE	Interim Chair	Laura McIntyre	PMO / Secretariate
Stuart Wallace	Forth Ports	Nicola Dowrick	UK Government
Andrew Gardner (apologies)	INEOS	Colin Pritchard	INEOS, Proxy for Andrew Gardner
Malcolm Bennie	Falkirk Council		
Sean Donaldson	Babcock Rosyth	Ben Jones	Scottish Government
Paul Lawrence	City Of Edinburgh Council	William McAllister	Scarborough Muir
Ken Gourlay	Fife Council	Pamela Stevenson	Fife Council
Ronald Muir	Scarborough Muir Group		
Amanda Templeman	Falkirk Council (Accountable Body)		

1	Welcome and Introductions	SW
2	Governance <ul style="list-style-type: none"> Apologies and Proxies Interim Board step down Convene Forth Green Freeport Governance Board 	SR/LMcl
3	Report from Chair of Steering Group	SW
4	Remuneration and Recruitment policy	LMcl
5	Issues for the Board <ul style="list-style-type: none"> - Action List (see below) - Risk Register 	LMcl
6	Any other Business Terms of reference	All

Action List			Progress
Task	Date	By	
Induction training for Board	30 Nov 2023	LMcl	started
Firm up the legal agreements for Tax site beneficiaries.	FBC submission	SW/ LMcl/EL	TBC
Make progress on Customs Site	FBC submission	SW/EL	TBC
Apply for 2nd tranche of RDEL funding	31 Dec 2023	LMcl	started
Write to Council Chief Execs and Leaders of all 3 Councils to ask for consideration of Elected Members for the Board	30 November	SR/ LMcl	Complete awaiting confirmation

Recruit CEO	31 Dec 2023	SW/ SR	started
Set up Company (TopCo)	31 Dec 2023	Board	started
Set up subsidiary company (OpCo)	31 Jan 2023	CEO	started
Set up 5 x Sub-committees	31 Jan 2023	Board	TBC
5 year business and financial plan	28 Feb 2023	CEO	TBC
Step Down Steering Group	28 Feb 2023	Board	TBC

Decision Making Timetable			Progress
Date	Forum	Ask	
13 Nov 2023	Secretariate	LMCI to meet with Dame Susan Rice and prepare her for the forming of the new board	Complete
30 Nov 2023	Secretariate	Dates to be agreed for Board meeting/s with SR	Complete
Prior to next Board meeting	Councils	Councils to agree on elected member to be invited to the board	In progress
Prior to #2 Board Meeting	Steering Group	Steering Group/ Fair Work Group to identify workers representative for the Board.	TBC
Next Board Meeting	Interim Board	Interim Board to step down, members proposed. New Board formed.	
January 2024	Fife Council Cabinet Committee		
March 2024	Board	Board to approve 5 year business and financial plan	

Distribution List			
Kyle Drummond	City of Edinburgh Council	Paul Kettrick	Falkirk Council
Andrew Sim	Fife Council	Callum Spreng	Spreng Thomson
Steve Revell	Falkirk Council	Ross Jubin	Scarborough Muir Group
Patrick Carnie	Babcock International	Euan Dobson	Scottish Enterprise
Elin Williamson	City of Edinburgh Council	Ben Jones	Scottish Government
Derek Knox	Forth Ports	Gordon Robertson	Edinburgh Airport
Pamela Smyth	Forth Ports	Pamela Stevenson	Fife Council
Angus Gray	Calachem	Erin Law	Forth Ports
John Stevenson	Forth Ports	Colin Pritchard	INEOS
William McAllister	Scarborough Muir Group	Debbie Johnston	Spreng Thomson
Nicola Dowrick	UK Government	Patrick Carnie	Babcock International