

Forth Green Freeport Governance Board #3
2p.m. to 4p.m
26th March 2024
Babcock International, Rosyth, Fife,
Meeting Minutes

Board Members in Attendance:		Other Attendees:	
Dame Susan Rice DBE	Chair	Laura McIntyre	PMO / Secretariate
Councillor Altany Craik	Fife Council	Steve Revell	PMO / Secretariate
Amanda Templeman	Falkirk Council (acc body)	Pamela Smyth	Forth Ports
Councillor Nimmo	Falkirk Council	Pamela Stevenson	Fife Council
Andrew Gardner	INEOS	Diane Wilson (Online)	UK Government
Cllr Cammy Day	City Of Edinburgh Council	Elin Williamson	City Of Edinburgh Council
Ronald Muir	Scarborough Muir Group	Paul Kettrick (Online)	Falkirk Council
Stuart Wallace	Forth Ports	William McAllister	Scarborough Muir
Sean Donaldson	Babcock	Ben Jones	Scottish Government
		Svea Miesch	Scottish Government
		Eilidh Callum	PMO / Secretariate
		Malcolm Bennie (Online)	Falkirk Council
		Willie Watson	Babcock
		Apologies:	
		Carol Connoly	Fife Council
		Brigadier Andy Muddiman	Royal Navy and MOD
		Paul Lawrence	City of Edinburgh Council

Meeting Minutes

No.	Agenda Item	Summary Of Discussion	Actions
1	Welcome and Introductions	Introduction by Chair, members present introductions given.	
2	Governance	<p>Apologies received as above.</p> <p>Minutes of Board Meeting #2 accepted and agreed as a true record with no amendments.</p> <p>Memorandum & Articles: All to provide comments asap on the M&As including views on deleting para 9.4. PMO to reissue to partners after receipt of comments without square brackets.</p>	<p>All</p> <p>PMO LMcl</p>

		<p>PMO to call a meeting if required to resolve issues.</p> <p>Ben Jones confirmed M&As doesn't need signed off prior to OBC approval but does require this prior to tax site designation.</p> <p>Approved as a draft prior to final issue</p>	PMO LMCI
4	Workshop update	<p>SW gave a summary of the presentation to MPs/MSP and the ensuing discussion. The risks to Statutory Instrument and FBC timetables in relation to a general election being called were raised. Audience were focussed on green jobs, fair work, impact/benefit in relation to local communities. Overall positive reception by MPs/MSPs but some misunderstandings needed tackling e.g. displacement/additionality. The Chair noted there is a need to build trust in the FGF proposition.</p> <p>Agreed that more effort is required to engage community councils and that local authorities best placed to lead on this and in delivering positive benefits messages via Council committees.</p>	Local Authority leads.
4	Update from Steering Group	<p>Steve Revell gave an update including:</p> <ul style="list-style-type: none"> • Steering Group Chair is rotating with the host. lacking a senior driving force. Next Steering meeting will consider this. • Risk 27 -HMT queries on tax sites continuing and significant in relation to one landowner, this may require some higher-level intervention if no way forward. • Route to FBC now mapped for each WG • Critical Actions will be ready in time for deadline of 4th April and will require approval by Board (due to timing, these have not been to Steering Group)) • NDR Guidance from ScotGov finalised and acceptable to the local authorities. Awaiting formal issue of Finance Circular. An NDR Relief policy is being prepared with Brodies assistance. A Retained NDR Investment Strategy is with Local Authorities in first draft format. • Meeting held with the Key Agency Group – variable feedback on level of collaboration expected but follow up meeting sought to get into the detail and SRO names. 	PMO/DSR

		<ul style="list-style-type: none"> • Risk 23 - Securing a customs site for the FBC is becoming a concern. One landowner still interested but need to maintain progress to meet FBC as a multistage process. Draft letter to landowner Senior VP Finance from Dame Susan to speed up CSO application. • £150m for IZ/Freeport Investment Opportunities Fund expected Mar/Apr • UK wide Subsidy Control Scheme expected and very welcome. • Extension of tax incentives to a 10 year window is subject to review process in 2028 • ScotGov to confirm if fundamental changes to investment plans are to be picked up in OBC or FBC (this was to account for FLOWMIS rejection) • Sean Donaldson requires info on becoming a CSO 	<p>Chair</p> <p>ScotGov</p> <p>PMO EC</p> <p>T&I working group – Erin Law</p>
5	Progress – Critical Path	<p>Laura McIntyre and Eilidh Callum presented the progress in answering the critical actions posed by the OBC Review process. The response is required to be submitted by 4th April and is on track. The swim lanes approach to submitting the FBC was presented and set out key dates for the delivery of work packages.</p> <ul style="list-style-type: none"> • Partners to be sent a copy of whole Critical Action document and a new Board date to be issued for July • PMO to build in time for redaction of FBC • Agreed 23rd August to be treated as hard deadline • EC advised that Brodies not able to advise the Board/OpCo regarding the Landowner Agreement due to conflict of interests. Board will therefore require separate legal representation • ScotGov agreed to review constitutional docs • EC to give written summary as answer to Critical Action rather than try to deliver an agreement • Agreed comments on the draft landowner agreement by COP Wed 27th March. • Chair requested all Partners to ensure engagement with Net Zero and Trade & Investment Working Groups 	<p>PMO LMcl</p> <p>PMO All</p> <p>BJ / SM EC</p> <p>All</p> <p>All</p>

6	Communications Update	<p>Debbie Johnston presented an update on progress with communications including local/national media, digital/social media and political engagement, internal communications, industry engagement and supporting Chair's work with support.</p> <ul style="list-style-type: none"> • Agreed Horizon scan to be issued to Board in future • Agreed DSR to be invited to Working Groups for a one time drop-in to each • DSR requested any key messages for her presentation to All-Energy Conf 	<p>DJ/CS</p> <p>PMO to WGs</p> <p>All</p>
7	Items for Board	<ul style="list-style-type: none"> • Agreed to not funding a Utility Network Capacity assessment at this time but a tender with costings can be brought to next Board. • Agreed that the PMO claim the maximum amount of RDEL funding when tranche 3 is made available. • Agreed high level budget as presented and that specific landowner contributions should be defined after Tax Site maps finalised. • Agreed the proposed level of contributions from consortium members be as set out in the report but subject to revision at point of tax site map sign off. <p>Review of Actions</p> <ul style="list-style-type: none"> • DSR confirmed still pursuing STUC representation on Board • Agreed first Chief Executive interviews can be online if needed • Agreed that SW, DSR, Cllr. Day be the panel following withdrawal of Cllr Nimmo • Cllr Nimmo's reasons for withdrawal from recruitment panel to be circulated to partners 	<p>PMO /PK</p> <p>PMO / LMCI</p> <p>DSR, SW, CD + agency</p> <p>PMO LMCi</p>
		Meeting closed at 15.33pm	

Action	By	Date	Status
Review of Critical Actions response to PMO / LMCI	Board	2/4/2024	In progress
Memo and Arts comments to PMO / LMCI	Board	05/04/20222	In progress
Community Engagement Plans from Local Authorities	LA Leads	TBC	

Follow up meeting with KAG to be arranged	PMO	TBC	
Letter to potential Custom's site landowner	Chair	TBC	
More information required on Freeports Investment Opportunities fund	Scot/UK Gov	TBC	
SD would like information on becoming a Customs Site	T&I working group	Asap	
Swim lanes out to Board for information	PMO / LMcl	With papers	
Chief Exec to be recruited	DSR / SW/CD	31/05/2024	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
Board to be added to horizon scan distribution list	Spreng Thomson/ DJ	05/04/2024	In progress
Extra Board Meeting (Teams) to be arranged for July for sign off of FBC	PMO/LMcl	30 April 2024	In progress
Memos and Arts to be signed off (required for Tax site designation)	PMO/Brodi es	30 April 2024	In progress
OpCo to be set up (required for Tax site designation)	PMO/Brodi es	30 April 2024	In progress
Land holder agreements to be agreed and signed (required prior to tax site designation)	Landholders / OpCo	31 May 2024	In progress
Next tranche of RDEL to be claimed	PMO	30/06/2024	

Critical Time line to FBC

- 17th May - All FBC Inputs and Annexes from working groups
- 22nd May Progress report for Board
- 31st May – Final FBC Input from Planning subgroup
- 5th July – First draft FBC from PMO
- 26th July – Final draft FBC from PMO
- By 23rd August – Council sign offs
- 26th August – PMO submission