

<b>Forth Green Freeport Governance Board #2</b>
<b>2p.m. to 4p.m</b>
<b>23<sup>rd</sup> January 2024</b>
<b>The Port Office, Grangemouth Dock, Grangemouth,</b>
<b>Meeting Minutes</b>

Board Members in Attendance:		Other Attendees:	
Dame Susan Rice DBE	Chair	Laura McIntyre	PMO / Secretariate
Councillor Craik	Fife Council	Mel Millar	PMO / Secretariate
Amanda Templeman	Falkirk Council	Erin Law (Proxy for Stuart Wallace)	Forth Ports
Malcolm Bennie	Falkirk Council	Pamela Stevenson	Fife Council
Councillor Nimmo	Falkirk Council	Diane Wilson (Online)	UK Government
Andrew Gardiner	INEOS		
Paul Lawrence (Online)	City Of Edinburgh Council		
William McAllister	Scarborough Muir		
Ronald Muir	Scarborough Muir Group	Apologies:	
		Carol Connoly	Fife Council
		Ben Jones	Scottish Government
		Stuart Wallace	Forth Ports
		Brigadier Andy Muddiman	Royal Navy and MOD
		Councillor Cammy Day	City Of Edinburgh Council

## Meeting Minutes

No.	Agenda Item	Summary Of Discussion	Actions
1	Welcome and Introductions	<p>Introduction by Chair, members present introductions given, apologies noted, and any proxies and observers welcomed.</p> <p>Apologies received as above.</p> <p>Prev minutes accepted as a true record</p>	
2	Governance	<p>Chair asked for confirmation of the company address for OPCO. Initial registration as Falkirk Council main address.</p> <p>Chair provided feedback on an informative and interesting visit to Babcock.</p> <p>The request for board inductions was discussed and will be initiated once the makeup of the board is settled</p>	<p><b>PMO</b> confirmed as correct</p> <p><b>PMO</b> to action</p>

		<p>The change to a unanimous requirement for all board decisions was discussed and <b>agreed</b>.</p> <p>It is proposed that the Forth Green Freeport Company is set up as soon as possible with directors in position. Additional directors to be appointed should Board members increase. <b>Agreed</b></p> <p>The current voting rights for the Governance Board were discussed, specifically the 2 votes to Falkirk Council, with additional vote for the Accountable Body The chair called for a vote on the current voting structure and it was <b>agreed</b> to maintain the status quo.</p> <p>The Chair asked a question on NDR and the issue of failure to comply with the conditions. We are still awaiting Scottish Govts position on NDR policy including payment, timescale, level of relief, before we can proceed with NDR development.</p>	<p><b>PMO</b> to alter Governance to reflect change</p> <p><b>PMO</b> to proceed with Brodies to set up the company.</p> <p><b>PMO</b> to instruct Brodies to include in memo and arts.</p> <p><b>Local authorities</b> to develop a plan for retained NDR.</p> <p><b>PMO</b> to pursue NDR guidance with Scottish Government</p> <p><b>Chair</b> to discuss position at MP/MSP briefing.</p>
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4	Workshop update	<p>The PMO updated the board on the workshop that took place on the 15th of January, items discussed for board decisions.</p> <p>Working groups to become sub committees of this board and these will include a wider group of people for example neighbouring local authorities. <b>Agreed</b></p> <p>Stuart is stepping down from chairing the steering group. It is likely that we will need to continue with two or three more steering group sessions before stepping down the steering group when Forth Green Freeport Ltd. is fully operational.</p> <p>Net Zero and Innovation workstreams asked that they do not become one sub-committee but maintain individual workstreams <b>agreed</b></p>	<p><b>Working groups</b> leads to initiate sub-committees and create a Terms of reference</p> <p><b>Steering group</b> to appoint new chair</p> <p><b>PMO</b> to revise governance</p>
4	PMO Report	<p>Worker's representation - no response from STUC.</p> <p>Recruitment of Chief Executive Officer for the Forth Green Freeport Ltd has started.</p> <p>OBC verbal feedback from Government received. 7 critical actions for next iteration of OBC None of these actions are causing concern and can be quickly resolved. Work has commenced on these and on actions we know are required for FBC whilst waiting for substantive recommendations to be provided in the written report expected by the 2<sup>nd</sup> week in Feb 2024.</p> <p>A detailed timescale for the FBC development to be provided showing roles and responsibilities.</p> <p>At this stage it is still anticipated that the Freeport tax sites will go operational, based on approval of the OBC not FBC. As such by the end of Q1 we expect to be a designated, and live tax site.</p> <p>While tax site status can be granted on OBC, seed capital funding cannot be granted until FBC approval</p>	<p><b>PMO</b> to continue to pursue.</p> <p><b>PMO</b> to continue with development of OBC and FBC</p> <p><b>PMO</b> to produce in consultation with working groups.</p>

5	Issues for the Board	<p>A discussion was held relating to the Nolan Principles and if they are the correct vehicle for this organisation. This is to be discussed further at the governance workshop and training sessions.</p> <p>New risk register format showing key changes included in updated risk register. Changes only to be presented to board.</p>	<p><b>PMO</b> to check with Brodies if any legal issue with adopting the Nolan Principles.</p>
6	Any other Business	<p>A plea to work with the Comms consultant to update the web site</p> <p>To date we have no confirmation from Scottish Government on when we will have the NDR guidance</p> <p>Board members would like to see copies of our comms strategy</p> <p>Pack to be prepared for the upcoming MP/MSP briefing.</p> <p>Request from MP's /MSP's for information and clarity on the planned NDR changes for Scotland.</p> <p>Support from Board requested for interview panel for Forth Green Freeport Ltd. CEO. All interviews to be in person. Dates to be confirmed</p>	<p><b>PMO</b> to instruct</p> <p><b>PMO</b> to pursue</p> <p><b>PMO</b> to circulate</p> <p><b>Comms lead</b> to provide pack to board for information</p> <p><b>Chair</b> to bring up request at next MP/MSP briefing.</p> <p><b>Board members</b> to contact PMO if they wish to be involved</p>