

# Notice of meeting and agenda

## Edinburgh and South East of Scotland City Region Deal Joint Committee

**12 noon, Friday 2 November 2018**

Dean of Guild Room, City Chambers, High Street, Edinburgh

This is a public meeting and members of the public are welcome to attend.

### Contact

E-mail: [allan.mccartney@edinburgh.gov.uk](mailto:allan.mccartney@edinburgh.gov.uk)

Tel: 0131 529 4246

### Membership

---

**The City of Edinburgh Council**  
Councillor Adam McVey

**East Lothian Council**  
Councillor Willie Innes

**Fife Council**  
Councillor David Alexander  
Councillor David Ross

**Midlothian Council**  
Councillor Derek Milligan

**Scottish Borders Council**  
Councillor Shona Haslam

**West Lothian Council**  
Councillor Lawrence Fitzpatrick

**Higher/Further Education Consortium**  
Professor Charlie Jeffery

**Regional Enterprise Council**  
Leann Dempster  
Claire Pattullo

## **1. Order of business**

---

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

## **2. Declaration of interests**

---

- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

## **3. Previous Minutes**

---

- 3.1 None.

## **4. Items for Consideration**

---

- 4.1 Appointment of convener
- 4.2 Appointment of clerk
- 4.3 Appointment of chief officer
- 4.4 Formal introductions
- 4.5 Standing orders – report by Gavin King, Governance and Democratic Services Manager, The City of Edinburgh Council (circulated)
- 4.6 City Region Deal Dashboard and thematic updates – report by Andy Nichol, Programme Manager, Edinburgh and South East Scotland City Region Deal (circulated)
- 4.7 Presentations:
  - 4.7.1 Data-Driven Innovation – presentation by Charlie Jeffery, Chair of Higher/Further Education Consortium, Edinburgh and South East Scotland City Region Deal
  - 4.7.2 Integrated Regional Skills Programme - presentation by Ken Shaw, Programme Lead, Integrated Regional Employability and Skills Programme, Edinburgh and South East Scotland City Region Deal
- 4.8 Forward Plan for Business Case Approvals – report by Andy Nichol, Programme Manager, Edinburgh and South East Scotland City Region Deal (circulated)

# Edinburgh and East of Scotland City Region Deal Joint Committee

**12 noon, Friday, 2 November 2018**

## Standing Orders

<b>Item number</b>	4.5
--------------------	-----

### Executive Summary

---

Draft Standing Orders are submitted for adoption by the Joint Committee.

#### **Andrew Kerr**

Chair, Executive Board, Edinburgh and South East Scotland City Region Deal

Contact: Gavin King, Governance and Democratic Services Senior Manager, The City of Edinburgh Council

E-mail: [gavin.king@edinburgh.gov.uk](mailto:gavin.king@edinburgh.gov.uk) | Tel: 0131 529 4239



# Report

## Standing Orders

### 1. Recommendations

---

- 1.1 To agree to adopt draft Standing Orders for meetings of the Edinburgh and East of Scotland City Region Deal Joint Committee.
- 1.2 To note that these will be submitted annually to the Joint Committee for approval.

### 2. Background

---

- 2.1 Standing Orders are required in terms of the Minute of Agreement signed by the partner local authorities.

### 3. Main report

---

- 3.1 Standing Orders encourage transparent and accountable decision making with sufficient provisions in place to ensure the smooth running of the Joint Committee, including arrangements for such matters as the chairing of the meetings, the notice for the meetings and how voting will be carried out.
- 3.2 While the Minute of Agreement includes high-level principles on a number of these issues, Standing Orders provide greater detail on their implementation at committee meetings.

### 4. Financial impact

---

None

### 5. Equalities impact

---

None

## **6. Background reading/external references**

---

- 6.1 Minute of Agreement between the City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian Councils.

## **7. Appendices**

---

- 7.1 Standing Orders for the Edinburgh and East of Scotland City Region Deal Joint Committee.

**STANDING ORDERS**

**OF THE**

**EDINBURGH AND SOUTH-EAST SCOTLAND REGION  
JOINT COMMITTEE**

## CONTENTS

1	First meeting of the Joint Committee after an Election	1
2	Convener and Vice Convener	1
3	Membership	2
4	Powers and Duties of Joint Committee	3
5	Meetings	3
6	Notice of Meetings	4
7	Quorum	4
8	Convener Duties	5
9	Chief Officer and Clerk	5
10	Order of Business	6
11	Power to Vary Order of Business	6
12	Matters Decided in Private	6
13	Declaration of Interests	6
14	Minutes	6
15	Notices of Motion	7
16	Order of Debates	7
17	Length of Speeches	7
18	Motion for Adjournment	7
19	Debate	8
20	Voting	8
21	Point of Order	9
22	Suspension of Standing Orders	9
23	Validating the Proceedings	10

24	Obstructive or offensive conduct by members	10
25	Admission of media and members of the public	10
26	Variation and Revocation of Standing Orders	10
27	Review of Standing Orders	10
28	Sub-committees	10
Appendix 1	Definitions	12

## **Standing Orders**

These standing orders (“**Standing Orders**”) apply from 2 November 2018 and regulate the conduct of business at meetings of the Edinburgh And South-East Scotland Region Joint Committee (“the Joint Committee”) and sub-committees of the Joint Committee.

A glossary of terms can be found in the appendix.

### **1 First meeting of the Joint Committee after an election**

- 1.1 In a Local Government election year, the Joint Committee will hold a meeting within 21 days of each Constituent Authority appointing its members.
- 1.2 At this meeting or at any adjournment of it, the Joint Committee will:
  - (a) appoint the Convener;
  - (b) appoint the Vice-Convener; and
  - (c) deal with any competent business.

### **2 Convener and Vice Convener**

- 2.1 The Joint Committee shall appoint a Convener or Vice-Convener. The Convener and Vice-Convener of the Joint Committee shall be rotated annually at the first meeting of the Joint Committee following each 12 month term. The Convener and Vice-Convener of the Joint Committee shall rotate annually from amongst its members in the following sequence:

<u>Year</u>	<u>Convener</u>	<u>Vice-Convener</u>
1	City of Edinburgh Council	East Lothian Council
2	East Lothian Council	Fife Council
3	Fife Council	Midlothian Council
4	Midlothian Council	Scottish Borders Council
5	Scottish Borders Council	West Lothian Council
6	West Lothian Council	City of Edinburgh Council

- 2.2 Thereafter the same sequence will repeat.
- 2.3 The roles of Convener and Vice-Convener cannot be held by the same authority at the same time.
- 2.4 The roles of Convener and Vice-Convener must be held by a Constituent Council.

2.5 The Convener, when present, shall preside at all meetings of the Joint Committee. In the absence of the Convener the Vice-Convener shall preside and in the absence of both, another member shall preside as the members present appoint. Where a vacancy occurs in the case of the Convener or Vice-Convener, the Joint Committee shall appoint a replacement from the same Authority for the remainder of their period of office.

### **3 Membership**

3.1 The Joint Committee shall consist of the following members:

- a) 1 member from each Constituent Council (subject to 3.1(b));
- b) Where a constituent Council has co-leaders, and if nominated by that Council, they will be entitled to attend the Joint Committee as members but their Council shall only enjoy a single vote;
- c) 3 non-Council members of which one must be a business representative, one a third-sector representative and one a further/higher education representative. The business representative and the third sector representative will be appointed by the Regional Enterprise Council and the further/higher education representative will be appointed by the further/higher education group.

3.2 Any member of the Joint Committee may be represented by another member of the same authority (such member requiring to be a councillor of the authority) or non-Council organisation. A person appointed as a substitute shall have the same powers at the meeting as the member whom he or she is representing.

3.3 The Joint Committee may co-opt for an agreed period additional non-voting participants to represent other interests or provide specialist expertise.

3.4 Members appointed by the Constituent Councils to the Joint Committee shall hold office for a period determined by their Council but this period must not extend beyond the next local government elections. Immediately after such election, each Constituent Council shall again appoint its number of members to the Joint Committee. Non-Council organisations shall be free to vary the period of office for their members of the Joint Committee.

3.5 A member ceasing to be a member of the Constituent Council which appointed him/her shall cease to be a member of the Joint Committee as at the same date. In that event, or any other time the Constituent Council by which a member was appointed may appoint a member, to take his/her place for the remaining part of his/her period of office. Non-

Council organisations may choose to introduce a replacement member of the Joint Committee at any time.

#### **4 Powers and Duties of Joint Committee**

- 4.1 The Constituent Councils have delegated the following powers to the Joint Committee:
  - 4.1.1 To oversee the implementation of the Edinburgh and South East Scotland City Region Deal Programme;
  - 4.1.2 To monitor the impact of the Edinburgh and South East Scotland City Region Deal Programme;
  - 4.1.3 To build and support inclusive growth focusing on the needs of the local area and strengthening the partnership between public, private and third sectors;
  - 4.1.4 To improve business involvement from the Edinburgh and South East Scotland city region in local decision making;
  - 4.1.5 To collaborate and work in partnership to assist in delivering regional planning and transport policy linking the Edinburgh and South East Scotland City Region Deal to SESTRAN and SESPlan; and
  - 4.1.6 To work in partnership on other initiatives across the Edinburgh and South East Scotland city region with the explicit support of individual constituent members.
- 4.2 Any financial commitment proposed by the Joint Committee must be referred to each Constituent Council for individual agreement.
- 4.3 Each Constituent Council and non-Council member can opt their organisation out of a proposal and this does not automatically stop the proposal being taken forward by other members.
- 4.4 Further powers can be delegated to the Joint Committee with the agreement of all Constituent Councils.

#### **5 Meetings**

- 5.1 The Joint Committee shall hold at least four ordinary meetings each year and may meet on such other occasions as may be necessary when a special meeting may be called in terms of Standing Orders.
- 5.2 A schedule of meeting dates and venues will be agreed annually by the Joint Committee.

## **6 Notice of Meetings**

- 6.1 At least 3 clear days before a meeting of the Joint Committee:
- 6.1.1 the Clerk will publish a notice of the time and place of the intended meeting. If the meeting is called by members of the Joint Committee, the signed request specifying the business to be transacted and signed by at least one quarter of the members of the Joint Committee will accompany the notice; and
  - 6.1.2 a summons to attend the meeting containing the agenda of business will be sent to every Joint Committee member by email or to an alternative address nominated by them. The validity of a meeting is not affected by a summons not being sent to a member of the Joint Committee.
- 6.2 The Clerk will call a special meeting to be held within 14 days of receiving a written request specifying the business to be transacted and signed by at least one quarter of the members of the Joint Committee.
- 6.3 The Clerk will call additional meetings, in consultation with the Convener and Vice-Convener, as they are deemed necessary.
- 6.4 Any summons issued under Standing Order 6.1 must give a note of the agenda of business and the proposed order for dealing with business at the meeting.
- 6.5 No business other than that set out in the notice of meeting may be dealt with unless it is brought before the Joint Committee as a matter of urgency. The Convener must rule that it is a matter of urgency and give the reasons for the ruling to be noted in the minutes. The item must be made known at the start of the meeting when the order of business is decided. If the Convener rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Joint Committee, unless dealt with earlier.

## **7 Quorum**

- 7.1 A quorum of the Joint Committee shall be three members appointed by and representing no less than three of the six Constituent Councils, and one non-Council member.
- 7.2 Should the Joint Committee appoint a sub-committee, the membership of the sub-committee and its quorum shall be determined by the Joint Committee.
- 7.3 No business may be transacted at any meeting unless a quorum is present. If less than a quorum is present after the appointed time for the start of the meeting, the meeting will be adjourned until such date and time as the Convener decides.

- 7.4 After a meeting has started, if the number of members present falls below the quorum, the meeting will be adjourned immediately until such date and time as the Convener decides.
- 7.5 A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. Therefore, should the membership fall below the quorum due to a member withdrawing from the meeting due to a related declaration of interest that item(s) cannot be dealt with at the meeting.

## **8 Convener Duties**

- 8.1 The duties of the Convener of the meeting, in accordance with these Standing Orders, will include:
- 8.1.1 Deciding on all matters of protocol, decorum, order, competency and relevancy;
  - 8.1.2 Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;
  - 8.1.3 Deciding priority between two or more members wishing to speak;
  - 8.1.4 Ensuring that a fair opportunity is given to all members to express their views on any item of business;
  - 8.1.5 Preserving order within the meeting;
  - 8.1.6 Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Convener's opinion, impeding the business of the meeting;
  - 8.1.7 In the event of disorder arising, adjourning the meeting to a time and date the Convener will fix then or later. In leaving the meeting, the Convener in such circumstances, will without further procedure have formally adjourned the meeting; and
  - 8.1.8 Signing the minutes of the previous meeting.
- 8.2 The decision of the Convener in relation to all questions regarding Standing Orders is final, but in reaching these decisions reasons should be provided and advice may be sought from the Clerk.

## **9 Chief Officer and Clerk**

- 9.1 On the recommendation of the Chief Officers' Group, comprising of the lead chief officers for the six Councils, a Chief Officer shall be nominated who shall report to the Joint Committee and be responsible for carrying out the

functions delegated to him or her by the Joint Committee.

- 9.2 A representative of the City of Edinburgh Council, shall be appointed as Clerk to the Joint Committee. This can be altered with the agreement of all Constituent Councils.

## **10 Order of Business**

- 10.1 The business of the Joint Committee will take place in the following order:
- (a) Order of Business
  - (b) Declaration of Interests
  - (c) Minutes
  - (d) Decisions
  - (e) Motions

## **11 Power to Vary Order of Business**

- 11.1 The Convener may at any meeting vary the order of business to give precedence to any item on the agenda.

## **12 Matters Decided in Private**

- 12.1 The Joint Committee, under Section 50A(2) of the Local Government (Scotland) Act 1973, shall exclude the public from the meeting for items of business on the grounds that it involves the disclosure of confidential information as defined in the Act of 73.
- 12.2 The Joint Committee, under Section 50A(4) of the Local Government (Scotland) Act 1973, may exclude the public from the meeting for items of business on the grounds that it involves the disclosure of exempt information as defined in [Part 1 of Schedule 7A of the Act](#).

## **13 Declaration of Interests**

- 13.1 Where a Joint Committee member declares an interest in accordance with the Councillors' Code of Conduct and leaves the meeting, the fact will be recorded in the minutes of the meeting.

## **14 Minutes**

- 14.1 The Clerk will minute all Joint Committee meetings. The minutes will record the names of the members who attended the meeting. They will be circulated among members of the Joint Committee at least three clear working days before its next meeting for approval or amendment. Once they are agreed as a correct record of proceedings of the meeting, the Convener of the meeting will sign them.

## **15 Notices of Motion**

- 15.1 Every formal notice of motion will be in writing and signed by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.
- 15.2 Late formal notices of motion must be submitted to the Joint Committee at the appropriate time in the meeting, if they:
  - 15.2.1 Have been delivered to the Clerk before the start of the meeting;
  - 15.2.2 Are considered by the Convener to be competent, relevant and urgent; and
  - 15.2.3 Have been circulated to members before the meeting commences or read by the Clerk to the meeting at the appropriate time in the meeting.
- 15.3 Late motions which are not accepted as urgent by the Convener, will be considered at the next ordinary meeting.
- 15.4 Every formal motion submitted, in terms of Standing Orders 16.1 and 16.2 will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and this will be recorded in the minutes.

## **16 Order of Debates**

- 16.1 A member who wishes to speak, when called on, will address the Convener. The member will speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a point of order or, with the permission of the Convener, to give an explanation. The person proposing the motion has a right of reply.

## **17 Length of Speeches**

- 17.1 Except with the Convener's permission the proposer and seconder of a motion or an amendment must not speak for more than five minutes and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to five minutes in reply, and the reply must not introduce any new matter into the debate. After that, the discussion will finish and the Convener will direct that a vote be taken.

## **18 Motion for Adjournment**

- 18.1 A motion to adjourn the meeting may be put at any time, except if a member is speaking, and will have precedence over all other motions. It must be moved and seconded without discussion and must at once be put by the Convener in the form of 'adjourn' or 'not adjourn.'

18.2 A second or subsequent motion to adjourn may not be made within half an hour unless it is moved by the Convener when it will be dealt with as in Standing Order 18.1.

## **19 Debate**

19.1 The mover of an amendment which is not seconded and where the mover does not take part in any subsequent vote may have his/her dissent to the decision of the Joint Committee minuted.

19.2 The mover and seconder of any motion or amendment or adjustment thereof may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.

19.3 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.

19.4 The limits of time specified in Standing Orders 19.2 and 19.3 may be exceeded with the consent of the majority of members present and the Convener may determine, without taking a vote, whether such consent has been obtained.

19.5 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that: (a) His/her seconder consents; (b) The mover and seconder of the other amendment consents; and (c) The agreement takes place before the mover of the motion has replied.

## **20 Voting**

20.1 Each constituent Council and non-Council member shall have one vote each, subject to Standing Order 3.1(b). Where co-leaders attend the Committee from a constituent Council, that Council must intimate to the Clerk of the Joint Committee prior to the meeting who is to cast the vote for the Council.

20.2 A simple majority of those members present and voting shall be required in all voting procedures.

20.3 A vote may be taken by either calling the roll or by a show of hands. When

it is proposed to taken by a show of hands any member may object and if two members of the Joint Committee object, the vote must be taken by calling the roll. All votes on procedure, however, will be taken by a show of hands.

- 20.4 When a motion and amendment are before the Joint Committee the proposal receiving the support of a majority of members present and voting will be declared to be a decision of the Joint Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there are an equal number of votes between the proposals with the fewest votes the Convener will have a casting vote to determine which proposal should be dropped. If the Convener does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority support from those voting which will be declared the decision by the Joint Committee.
- 20.5 Where there are an equal number of votes, the matter should be continued to the next meeting to allow for further discussions between the members led by the Convener.
- 20.6 Following any continuation, if there are equal numbers of votes, the Convener will have a casting vote except where the vote relates to an appointment. In this case, the decision will be by lot.
- 20.7 If a vote has been taken and a member immediately challenges the accuracy of the count, the Convener will decide whether to have a recount. If there is a recount, the Convener will decide how this should be taken.

## **21 Point of Order**

- 21.1 Any member may raise a point of order at any time during a meeting. Any member who is addressing the meeting when a question of order is raised will resume his/her seat until the question has been decided by the Convener. The member raising the point of order will advise which Standing Order he/she considers is being infringed and thereafter, without debate, await the Convener's decision. No other member may speak to the point of order unless with the permission of the Convener. The decision of the Convener will be final and cannot be discussed.

## **22 Suspension of Standing Orders**

- 22.1 The Joint Committee may on a motion duly moved and seconded, and with the consent of two thirds of members voting, suspend any Standing Order specified in the motion. Any such motion may be submitted, without previous notice, and will be voted on by a show of hands without discussion.
- 22.2 Standing Orders 1, 2, 3, 4, 6, 7, 11, 12, 13, 20, 22, 28 will not be capable of

suspension.

### **23 Validating the Proceedings**

23.1 The proceedings will be validated by confirming the minutes of the meeting at the next meeting.

### **24 Obstructive or offensive conduct by members**

24.1 If any member at any meeting disregards the authority of the Convener, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, the Clerk will act on any orders received from the Convener to carry out the decision.

### **25 Admission of media and members of the public**

25.1 Subject to law and in particular to the provisions of the Local Government (Access to Information) Act 1985, meetings will be open to the public and representatives of the media, subject to powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at the meeting.

25.2 Any video or sound recordings or broadcasting of meetings or the taking of any photographs will be at the Convener's discretion.

### **26 Changing a Committee Decision**

26.1 Subject to law, a decision of the Council cannot be changed by the Council within six months unless notice has been given of the proposed item in the summons for the meeting and:

- (a) the Convener rules there has been a material change of circumstances; or
- (b) the Council agrees the decision was based on erroneous, incorrect or incomplete information.

### **27 Review of Standing Orders**

27.1 These Standing Orders will be reviewed at least every year following a Local Government Election, at the request of the Joint Committee or if the Clerk determines so and reports to the Joint Committee.

### **28 Sub-committees**

28.1 The Joint Committee may appoint a Sub-Committee(s) it considers necessary.

28.2 The Joint Committee may appoint from its members such Sub-Committees as it may from time to time consider necessary or desirable for the exercise of its functions and may, subject to such limitations as it may impose,

delegate or refer to such Sub-Committees, any of the functions delegated to the Joint Committee under this Agreement. The Joint Committee shall appoint the Convener of any Sub-Committee appointed under this paragraph.

28.3 The Joint Committee will appoint the convener of any sub-committee. If the Convener is absent, the members present will appoint someone from amongst themselves to chair the meeting.

28.4 One third of the membership of a Sub-Committee will be a quorum.

28.5 The minutes of a meeting of a Sub-Committee will be:

28.5.1 Submitted for approval as a correct record and signed by the person chairing the next meeting of the Sub-Committee; and

28.5.2 Circulated to the next meeting of the Joint Committee for approval of any recommendations.

## **Appendix**

### **Definitions**

In these Standing Orders the following words and expressions have the following meanings:

“Act of 1973” means the Local Government (Scotland) Act 1973 as amended;

“Act of 1985” means the Local Government (Access to Information) Act 1985;

“Agreement” means the Minute of Agreement among the Constituent Councils as agreed on 25 October 2018;

“Joint Committee” means The Edinburgh and South-East Scotland Region Joint Committee established under the Agreement;

“Constituent Authority” means any of the Councils of The City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian Councils;

“Convener” means the Convener of the Joint Committee appointed under Paragraph 12 of the Agreement;

“Vice-Convener” means the Vice-Convener of the Joint Committee appointed under Paragraph 12 of the Agreement;

“Member” means a person appointed by any of the Constituent Authorities from their own number to be a member of the Joint Committee in terms of Paragraph 3 of the Agreement and, except where the context otherwise requires, includes a Substitute Member as defined below;

“Substitute Member” means a person appointed by any of the Constituent Authorities from their own number to be a substitute member of the Joint Committee in terms of Paragraph 3 of the Agreement;

“Clerk” means the Clerk of the Joint Committee appointed in terms of Paragraph 11 of the Agreement.

# Edinburgh and East of Scotland City Region Deal Joint Committee

12 noon, Friday 2 November

## City Region Deal Dashboard

Item number	4.6
-------------	-----

### Executive Summary

---

The Edinburgh and South East Scotland City Region Deal dashboard gives an indication of progress across the City Region Deal programme.

In this update, the overall status is assigned as “Amber”. There are no actions required from the Joint Committee.

#### Andrew Kerr

Chair, Executive Board, Edinburgh and South East Scotland City Region Deal

Contact: Andy Nichol, Programme Manager, Edinburgh and South East Scotland City Region Deal

E-mail: [andy.nichol@edinburgh.gov.uk](mailto:andy.nichol@edinburgh.gov.uk) | Tel: 0131 529 4461



# Report

## City Region Deal Dashboard

### 1. Recommendations

---

1.1 To note the progress across the City Region Deal Programme.

### 2. Background

---

- 2.1 This Dashboard is being used across the City Region Deal's Governance structure to monitor progress across all aspects of the City Region Deal. It is updated on a weekly basis and shared with Government. A RAG (Red, Amber, Green) scale is assigned to programmes and projects by the Programme Management Office (PMO).
- 2.2 Table 1 shows the guidelines that the PMO uses when determining the RAG status, and the action required:

**Table 1: RAG Status Guidelines**

RAG Status	Projects/Programme Status	Action Required
Green	On track for completion within desired timescales.	No management action required.
Amber	Project may be at risk to meet deadlines if issues are not addressed.	Management action is in place by PMO and/or senior management to address issues.
Red	Project is at risk to miss a scheduled completion date.	Immediate action is required by senior management and relevant Boards as appropriate to address issues.

### 3. Main report

---

3.1 The Dashboard is shown in Appendix 1. The overall status of the City Region Deal is assigned as "Amber". There are no actions required from the Joint Committee.

### 4. Financial impact

---

4.1 There is no financial impact relating to this report. The overall financial status of the City Region Deal programme is shown on Page 4 of the Dashboard.

## 5. Equalities impact

---

- 5.1 There are no impacts on equalities relating to this report. Inclusion is a key driver for the City Region Deal. Business cases for projects included will demonstrate how they will reduce inequalities and tackle the inclusion challenges specific to the city region.
- 5.2 A Monitoring and Evaluation Framework is being developed for the programme, which will incorporate clear indicators to align with the Scottish Government Inclusive Growth Framework, also under development. This will form part of the annual reporting process from 2019.
- 5.3 Partners are working with the Scottish Government and Equalities and Human Rights Commission to develop and Equalities Impact Assessment for the City Region Deal programme. Integrated Impact Assessments are also being undertaken for individual projects relating to local authorities and will be reported at the respective council meetings.

## 6. Background reading/external references

---

- 6.1 [City Region Deal Document](#): August 2018

## 7. Appendices

---

- 7.1 Appendix 1: City Region Deal Dashboard

Overall Status Last Period	Overall Status This Period
Amber	Amber

### Page 1: Programme Management Updates

#### Executive Highlights

- Partners are currently focusing on:
- establishing the new governance structure;
  - continuing to develop business cases;
  - developing a regional procurement strategy; and
  - establishing a position on regional partnership working.

PMO Updates		
<b>Implementing Governance Structure</b>	<b>G</b>	<ul style="list-style-type: none"> <li>• Regional Enterprise Council membership has been agreed and announced</li> <li>• Joint Committee meeting schedule has established.</li> <li>• Position on future regional partnerships to be agreed.</li> <li>• Procurement workshop took place between partners on 17 October.</li> <li>• Awaiting responses from partners on IRES board nominations.</li> <li>• First Transport Appraisal Board meeting is being arranged for this calendar year.</li> <li>• Regional Housing Board Terms of Reference have been drafted.</li> <li>• PMO to be enhanced.</li> </ul>
<b>Finance</b>	<b>G</b>	<ul style="list-style-type: none"> <li>• Financial Agreement has been agreed between partners and Government.</li> </ul>
<b>Reporting</b>	<b>A</b>	<ul style="list-style-type: none"> <li>• Reporting cycle and process (inc. inclusive growth measures) to be agreed with Govt.</li> </ul>
<b>Communications</b>	<b>G</b>	<ul style="list-style-type: none"> <li>• BIG partnership is assisting with communications. Sub-group on Skills has been formed.</li> </ul>

Upcoming Milestones	Target Date
IRES business case complete and agreed by Skills Group	<b>Nov 18</b>
First business case approvals by Joint Committee (Bayes, Robotarium, WCDI, IMPACT, IRES programme/projects)	<b>Dec 18</b>
First REC Meeting	<b>Dec 18</b>
Regional partnerships workshop (partners, Govt + agencies)	<b>Dec 18</b>
Third Joint Committee meeting: EFI, Fife Industrial Estates and Central Borders Innovation Park	<b>1 Mar 19</b>

#### Legend:

<b>Green</b>	On track for completion within desired timescales.
<b>Amber</b>	Project may be at risk to meet deadlines if issues are not addressed.
<b>Red</b>	Project is at risk to miss a scheduled completion date.

Overall Status Last Period	Overall Status This Period
Amber	Amber

## Page 2: Thematic/Project Updates

<b>DDI Programme</b>	A	<ul style="list-style-type: none"> <li>• Bi-weekly phone calls to discuss progress with Government are taking place.</li> </ul>	<b>Integrated Regional Employability and Skills Programme</b>	A	<ul style="list-style-type: none"> <li>• Letters issued seeking nominations to the IRES Board. Aim for first meeting to be held in Dec 18.</li> <li>• Meetings ongoing with Scot Govt to finalise IRES Programme Business Case.</li> <li>• Flat financial profile is anticipated to cause significant problems and the need for flexibility has been raised with Scot Govt and acknowledged.</li> </ul>
Bayes Centre	G	<ul style="list-style-type: none"> <li>• No substantive issues identified that will prevent timely Govt approval. Targeting completion and Joint Committee approval in Q4 18.</li> </ul>			
Robotarium	A	<ul style="list-style-type: none"> <li>• Discussions with Govt taking place with a view to achieving Joint Committee approval in Q4 18.</li> </ul>	Integrated knowledge systems	A	<ul style="list-style-type: none"> <li>• Range of systems presented to the working group ahead of business case being prepared. Business case expected to IRES Board Mar 19.</li> </ul>
EFI	A	<ul style="list-style-type: none"> <li>• Substantive issues that will require amendment to business case. Targeting completion and Joint Committee approval in Q1 19.</li> </ul>	Labour mkt analysis / evaluation	G	<ul style="list-style-type: none"> <li>• Regional Skills Assessments being produced yearly by SDS, supplemented by Regional Skills Investment Plan. RSIP will be reviewed by IRES Board (expected Mar 19).</li> </ul>
Usher Institute	A	<ul style="list-style-type: none"> <li>• Significant additional work required to finalise business case. Targeting completion and Joint Committee approval by Q3 19.</li> </ul>	Integrated employer engagement	A	<ul style="list-style-type: none"> <li>• Business case being developed and expected to IRES Board Mar 19.</li> </ul>
Easter Bush	A	<ul style="list-style-type: none"> <li>• Significant additional work required to finalise the case, including finalisation of A701/A702 road infrastructure project. Targeting completion and Joint Committee approval by Q3 19.</li> </ul>	Intensive family support	G	<ul style="list-style-type: none"> <li>• Disadvantaged Families paper is with Scot Govt for consideration. Aim for IRES Board approval in Dec 18.</li> </ul>
WCDI	A	<ul style="list-style-type: none"> <li>• Discussions with Govt taking place with a view to achieving Joint Committee approval in Q4 18.</li> </ul>	HCI Skills gateway	A	<ul style="list-style-type: none"> <li>• Feedback on business Case for “Housing Construction &amp; Infrastructure” Skills Gateway led by Edinburgh Napier University has been received from Scottish Government. Working group has been established to refine proposition. Aiming for IRES Board approval in Jan 19.</li> </ul>
<b>Edinburgh Innovation Park (QMU Food and Drink Hub)</b>	G	<ul style="list-style-type: none"> <li>• Feedback on business case from both Governments received on 21 Sep and response in hand.</li> <li>• East Lothian LDP recently approved.</li> <li>• Aiming for Joint Committee approval Q3 19.</li> </ul>	DDI skills gateway	G	<ul style="list-style-type: none"> <li>• Business Case being developed by U of E. Feedback from the HCI Skills Gateway will be fed in to ensure that the case meets aligns with Scot Govt expectations. Aiming for IRES Board approval in Jan 19.</li> </ul>
<b>Fife Industrial Estates</b>	G	<ul style="list-style-type: none"> <li>• Monthly meetings taking place between SG, SFT, Fife &amp; Borders. Process is well understood and forward plan is in place.</li> </ul>	Concessionary travel	A	<ul style="list-style-type: none"> <li>• Commenced engagement with transport colleagues from councils. Business case to propose options for concessionary travel for young/unemployed adults across region. Aiming for IRES Board Mar 19.</li> </ul>
<b>Central Borders Innovation Park</b>	G				

Overall Status Last Period	Overall Status This Period
Amber	Amber



<b>West Edinburgh Transport</b>	<b>A</b>	<ul style="list-style-type: none"> <li>Discussions ongoing with Transport Scotland. Transport Appraisal Board will help progress discussions when formed in Q4 2018.</li> </ul>
<b>A720</b>	<b>A</b>	<ul style="list-style-type: none"> <li>Discussions ongoing with Transport Scotland. Transport Appraisal Board will help progress discussions when formed in Q4 2018.</li> </ul>
<b>IMPACT</b>	<b>A</b>	<ul style="list-style-type: none"> <li>Awaiting business case approval from DCMS.</li> <li>Planning application submitted.</li> </ul>

<b>Regional Housing Programme</b>	<b>A</b>	<ul style="list-style-type: none"> <li>Regional housing meeting took place on 26 September. Discussed regional housing priorities, future governance arrangements and the terms of reference for establishing Regional Housing Board.</li> <li>6 month programme to finalise Terms of Reference and governance arrangements</li> </ul>
Affordable housing programme	<b>A</b>	<ul style="list-style-type: none"> <li>Partners are sharing SHIP numbers to produce an updated regional affordable housing profile.</li> <li>This will enable engagement with Scottish Government to highlight regional track record of delivery and to strengthen case for greater certainty over future funding levels for affordable housing programmes.</li> </ul>
Housing Infrastructure funding & 7 strategic sites	<b>A</b>	<ul style="list-style-type: none"> <li>Business cases for seven sites at various stages of development.</li> <li>Partners are working together to share best practice.</li> </ul>
Construction innovation, SME growth, skills & jobs	<b>A</b>	<ul style="list-style-type: none"> <li>Work ongoing to align with the IRES Programme and specifically to the Housing and Construction Skills Gateway.</li> </ul>
Maximising the public sector estate	<b>G</b>	<ul style="list-style-type: none"> <li>Edinburgh Land Commission - draft statement of intent developed with input from SFT. To be circulated to Edinburgh Partnership members ahead of further meeting.</li> </ul>
Housing company – MMR & low cost MR	<b>G</b>	<ul style="list-style-type: none"> <li>First homes coming into the company by end of 2018.</li> <li>The City of Edinburgh Council and SFT will continue to share learning and financial models with city region partners, to explore regional delivery models.</li> </ul>

# ESESCR Deal Monthly Dashboard – 2 November 2018

## Page 4: Summary of financial performance

### Project spend performance: October 2018/19

Project Name	Total budget £000	CRD Grant £000	Spend to date £000	CRD grant claimed £000	CRD grant %age claimed £000	CRD grant balance £000	Financial Plan spend Forecast £000	Financial Plan Variance £000	RAG
DDI - Bayes Centre	45,000	32,545	42,911	0	0%	32,545	42,911	0	Green
DDI - National Robotarium	22,469	22,469	70	0	0%	22,469	70	0	Green
DDI – EFI	131,208	57,920	47,436	0	0%	57,920	47,436	0	Green
DDI - Usher Institute	68,000	49,205	2,720	0	0%	49,205	2,720	0	Green
DDI - Easter Bush	34,983	17,366	13,368	0	0%	17,366	13,368	0	Green
DDI - Easter Bush – A701 & A702	30,000	10,900	0	0	0%	10,900	0	0	Green
DDI – WCDI	109,997	79,595	17,718	0	0%	79,595	17,718	0	Green
<b>DDI Total</b>	<b>441,657</b>	<b>270,000</b>	<b>124,223</b>	<b>0</b>	<b>0%</b>	<b>270,000</b>	<b>124,223</b>	<b>0</b>	
Food and Drink Hub	52,003	30,000	4,000	0	0%	30,000	4,000	0	Green
Business Innovation – Fife	49,425	34,998	213	0	0%	34,998	213	0	Green
Business Innovation – Scottish Borders	29,050	15,000	9,525	0	0%	15,000	9,525	0	Green
<b>Business Innovation Total</b>	<b>78,475</b>	<b>49,998</b>	<b>9,738</b>	<b>0</b>	<b>0%</b>	<b>49,998</b>	<b>9,738</b>	<b>0</b>	
Skills – IRES	25,000	25,000	250	0	0%	25,000	250	0	Green
Transport - Sheriffhall Roundabout	120,000	120,000	0	0	0%	120,000	0	0	Green
Transport – WETA	36,000	20,000	1,800	0	0%	20,000	1,800	0	Green
<b>Transport Total</b>	<b>156,000</b>	<b>140,000</b>	<b>1,800</b>	<b>0</b>	<b>0%</b>	<b>140,000</b>	<b>1,800</b>	<b>0</b>	
Culture - IMPACT Concert Hall	44,990	20,000	4,121	0	0%	20,000	4,121	0	Green
Housing – Housing Company	263,000	15,000	71,878	0	0%	15,000	71,878	0	Green
Housing – Infrastructure	50,000	50,000	0	0	0%	50,000	0	0	Green
<b>Housing Total</b>	<b>313,000</b>	<b>65,000</b>	<b>71,878</b>	<b>0</b>	<b>0%</b>	<b>65,000</b>	<b>71,878</b>	<b>0</b>	
<b>CRD Programme Total</b>	<b>1,111,125</b>	<b>599,998</b>	<b>216,010</b>	<b>0</b>	<b>0%</b>	<b>599,998</b>	<b>216,010</b>	<b>0</b>	

# Edinburgh and East of Scotland City Region Deal Joint Committee

**12 noon, Friday 2 November 2018**

## **Forward Plan for Business Case Approvals**

**Item number** 4.8

### **Executive Summary**

---

This paper outlines the planned dates for City Region Deal business case approvals by Joint Committee.

#### **Andrew Kerr**

Chair, Executive Board, Edinburgh and South East Scotland City Region Deal

Contact: Andy Nichol, Programme Manager, Edinburgh and South East Scotland City Region Deal

E-mail: [andy.nichol@edinburgh.gov.uk](mailto:andy.nichol@edinburgh.gov.uk) | Tel: 0131 529 4461



## Forward Plan for Business Case Approvals

### 1. Recommendations

---

- 1.1 To note the planned dates for City Region Deal business case approvals for the Joint Committee.

### 2. Background

---

- 2.1 The City Region Deal partners and Government are working towards business case approval timelines as set out in this report. This matches with the timeline for drawing down funds from Government over the 15 years of the City Region Deal as set out in the Financial Plan agreed in summer 2018.
- 2.2 The dates are subject to business cases being approved by: The Scottish Government; the UK Government; the relevant Boards within the City Region Deal structure; and the relevant Council committees and/or Higher and Further Education Courts, prior to Joint Committee approval.

### 3. Main report

---

- 3.1 The forward plan for Joint Committee meetings that partners are currently working towards is shown in Table 1:

**Table 1: Business Case Approval Forward Plan**

Joint Committee Date	Business Case(s) for Approval
17 December 2018	<ul style="list-style-type: none"> <li>• Bayes Centre</li> <li>• IMPACT Centre</li> <li>• Integrated Regional Skills Programme</li> <li>• National Robotarium</li> <li>• World Class Digital Infrastructure</li> </ul>
1 March 2019	<ul style="list-style-type: none"> <li>• Central Borders Innovation Park</li> <li>• Edinburgh Futures Institute</li> <li>• Fife Industrial Estates Regeneration Programme</li> </ul>
7 June 2019	<ul style="list-style-type: none"> <li>• None</li> </ul>
6 September 2019	<ul style="list-style-type: none"> <li>• Easter Bush</li> <li>• Edinburgh Innovation Park (Queen Margaret University)</li> <li>• Usher Institute</li> </ul>
To be confirmed	<ul style="list-style-type: none"> <li>• Housing projects</li> <li>• West Edinburgh transport</li> </ul>

3.2 The A720 City Bypass grade separation of Sheriffhall Roundabout will be managed and delivered by Transport Scotland. Transport Scotland will provide updates on progress to the Transport Appraisal Board, as well as the Executive Board and Joint Committee as and when appropriate.

#### **4. Financial impact**

---

4.1 There is no financial impact relating to this report. Financial cases will be set out in detail in the respective business cases. Financial contributions that are required by partner organisations for projects will be requested in separate reports to councils or courts prior to being taken to Joint Committee for approval.

#### **5. Equalities impact**

---

5.1 There is no equalities impact relating to this report. Inclusion is a key driver for the City Region Deal. Business cases for projects included will demonstrate how they will reduce inequalities and tackle the inclusion challenges specific to the city region.

- 5.2 A Monitoring and Evaluation Framework is being developed for the programme, which will incorporate clear indicators to align with the Scottish Government Inclusive Growth Framework, also under development. This will form part of the annual reporting process from 2019.
- 5.3 Partners are working with the Scottish Government and Equalities and Human Rights Commission to develop and Equalities Impact Assessment for the City Region Deal programme. Integrated Impact Assessments are also be undertaken for individual projects relating to local authorities and will be reported at the respective council meetings.

## **6. Background reading/external references**

---

- 6.1 [City Region Deal Document](#): August 2018

## **7. Appendices**

---

None.