

ISLANDS GROWTH DEAL JOINT COMMITTEE

Minute of Meeting held through Microsoft Teams, on Wednesday, 30 August 2023 at 4.00pm.

PRESENT Cllr James Stockan, Orkney Islands Council (Chair)
Cllr Paul Steele, Comhairle nan Eilean Siar (Vice-Chair)
Cllr David Dawson, Orkney Islands Council
Cllr Emma MacDonald, Shetland Islands Council

APOLOGIES Cllr Dennis Leask, Shetland Islands Council
Cllr Donald Crichton, Comhairle nan Eilean Siar

OFFICERS IN ATTENDANCE Ms Anne Murray, Islands Deal Programme Director
Mr Calum Iain MacIver, Comhairle nan Eilean Siar
Mr Charlene Macmillan, Comhairle nan Eilean Siar
Mr Derek Mackay, Comhairle nan Eilean Siar
Mr Oliver Reid, Orkney Islands Council
Mr Gareth Waterson, Orkney Islands Council
Mr Erik Knight, Orkney Islands Council
Ms Inga Burton, Orkney Islands Council
Mr Jan Riise, Shetland Islands Council
Ms Hazel Tait, Shetland Islands Council
Ms Louise Shearer, Shetland Islands Council
Ms Maggie Sandison, Shetland Islands Council
Mr Neil Grant, Shetland Islands Council

MINUTES

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| Minute of Meeting of 14 July 2023 | 1 | The Minute of the Meeting of 14 July 2023 was approved . |
| Declaration of Interest | 2 | There were no declarations of interest. |
| Governance Agreement | 3 | With reference to item 5 of the Meeting of 10 May 2023, Mr Tim Langley, Head of Law and Governance, Comhairle nan Eilean Siar, Mr Gavin Mitchell, Head of Legal and Governance, Orkney Islands Council, Mr Jan Riise, Executive Manager – Governance and Law, Shetland Islands Council and Ms Anne Murray, Islands Deal Programme Director submitted a joint Report which provided an update on amendments to the Islands Growth Deal Governance Agreement. The Report indicated that Shetland Islands Council, Orkney Islands Council, and Comhairle nan Eilean Siar have approved the proposed amendments. The amended Governance Report was appended to the Report. |

It was agreed to note the amendment to the Islands Growth Deal Governance Agreement.

It was agreed that the public, including the press, be excluded from the Meeting during consideration of items 4 and 5 on the grounds that exempt information as defined in Paragraph 5 of Schedule 7A to the Local Government (Scotland) Act 1973 namely the amount of any expenditure proposed to be incurred by the partners under any particular contract for the acquisition of property or the supply of goods or services.

Managing Project Performance	4*	<p>Ms Anne Murray, Islands Deal Programme Director, submitted a Report in relation to Managing Project Performance. The Report sought an agreed approach to managing performance issues arising in relation to Full Business Case submissions and subsequent project delivery.</p> <p>Ms Murray delivered a presentation which detailed the current status of projects, particularly relating to Full Business Case (FBC) submission, and outlining proposals as to how slippage in FBC submission, and project delivery more generally, will be addressed. It was noted that in relation to the role of the Programme Management Office (PMO), the proposed approach includes the identification of key milestones in delivery of FBCs, agreeing a target date for FBC submission with Project Leads, and meeting with all Project Leads that are scheduled to submit a Full Business Case within the next six months.</p> <p>It was agreed that the approach to managing performance issues arising in relation to Full Business Case submission and subsequent project delivery would be approved as outlined at the meeting.</p>
Financial Plan and Bi-Annual Financial Forecast	5*	<p>With reference to item 6 of the Minute of the Meeting of 29 March 2023, Ms Anne Murray, Islands Deal Programme Director, submitted a Report which sought approval of the August 2023 bi-annual financial forecast for the Islands Growth Deal. The Report noted that the Scottish Government requires submission of a bi-annual financial forecast for the Islands Deal on 28th February and 31st August of each year. This is required to include forecast claims and spend against each project for the remainder of the term of the Deal.</p> <p>It was agreed:</p> <p>(1) to approve the August 2023 bi-annual financial forecast; and</p> <p>(2) that any further amendments to the August 2023 bi-annual financial forecast following feedback from Scottish Government be agreed by the Islands Deal Finance Officers Group.</p>
Date of Next Meeting		<p>It was agreed to move the date of the next meeting from 27 September 2023 to 12 October 2023 to allow for discussion on the approval and submission of the Quarter two claim and progress Report.</p>