



City Chambers  
DUNDEE  
DD1 3BY

13th March, 2020

TO: ALL MEMBERS OF THE TAY  
CITIES REGION JOINT COMMITTEE

Dear Sir/Madam

**TAY CITIES REGION JOINT COMMITTEE**

Will you please attend a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** on Friday, 20th March, 2020 at 10.00 am in the Canmore Room, Municipal Buildings, Castle Street, Forfar DD8 3AF.

Please submit any apologies to Veronica Thomson, Committee Services Officer or telephone (01382) 434205 or by e-mail [veronica.thomson@dundeecity.gov.uk](mailto:veronica.thomson@dundeecity.gov.uk).

Yours faithfully

ROGER MENNIE

Clerk to the Joint Committee

**1 WELCOME AND APOLOGIES**

**2 DECLARATION OF INTEREST**

Elected members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

**3 MINUTE OF MEETING OF 21ST FEBRUARY, 2020 – Page 1**

(Copy enclosed).

**4 TAY CITIES DEAL UPDATE**

(Presentation by the S95 Officer).

**5 PROCUREMENT MANAGEMENT OFFICE REVENUE (PMO) OPERATIONAL BUDGET 2020/2021 – Page 5**

(Report No TCRJC4-2020 by the S95 Officer enclosed).

**6 DATE OF NEXT MEETING**

Friday, 19th June, 2020 at 10 am in the Council Chamber, 2 High Street, Perth.

**The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.**

**7 TCD021 CULTURE AND TOURISM PROGRAMME – OUTLINE BUSINESS CASE**

**ITEM No ...3.....**

At a MEETING of the **TAY CITIES REGION JOINT COMMITTEE** held at Dundee on Friday, 21st February, 2020.

Present:-

Angus Council

Councillor Bill DUFF  
Councillor David FAIRWEATHER  
Councillor Angus MACMILLAN DOUGLAS

Dundee City Council

Councillor John ALEXANDER  
Councillor Lynne SHORT  
Councillor Richard McCREADY

Fife Council

Councillor David ROSS  
Councillor Karen MARJORAM  
Councillor Andy HEER (substitute for Councillor Tim Brett)

Perth & Kinross Council

Councillor Murray LYLE

Non-Elected Members

Gordon McGUINNESS, Skills Development Scotland  
Michael WRIGHT, Scottish Enterprise  
Hayley MEARNS, Voluntary Action Angus (substitute for Gary Malone)  
Councillor Andrew PARROTT, TACTRAN  
Alison HENDERSON, Dundee and Angus Chamber of Commerce  
Nigel SEATON, University of Abertay

Also Present

Mo SAUNDERS, Tay Cities Deal  
Steve GRIMMOND, Fife Council  
Greg COLGAN, Tay Cities Deal  
Robin PRESSWOOD, Dundee City Council  
Margo WILLIAMSON, Angus Council  
Keith WINTER, Fife Council  
Vivian SMITH, Angus Council  
Jim VALENTINE, Perth & Kinross Council  
Kenny McKAIG, Tay Cities Deal  
Niall GARDENER, TACTRAN (substitute for Tom Flanagan)  
Carol PROKOPYSZYN, University of Dundee  
Susan PEART, Tay Cities Deal

Councillor Murray LYLE, in the Chair.

**I APOLOGIES**

Apologies had been intimated from Councillor Tim Brett, Ms Karen Reid, Mr Grant Archibald, Mr Ellis Watson and Mr Gary Malone.

**II DECLARATION OF INTEREST**

No declarations of interest were made.

### **III CONVENER AND VICE CONVENER**

The Joint Committee was required to appoint a Convener from Fife Council and Vice Convener from Dundee City Council for 2020/2021.

It was agreed that Councillor David Ross of Fife Council be appointed as Convener and Councillor John Alexander of Dundee City Council be appointed as Vice Convener.

### **IV MINUTE OF MEETING OF 8TH NOVEMBER, 2019**

The minute of meeting of 8th November, 2019 was submitted and approved.

### **V MATTERS ARISING**

On a reference to Article V of the minute of meeting of 8th November, 2019, it was reported that a letter had been sent to UK and Scottish Governments, seeking assurances that going forward all projects would go through the agreed Tay Cities due process and governance, however, no response had been received to date.

### **VI MEMBERSHIP**

The Joint Committee noted that, due to the sad passing of Councillor Brian Gordon, and in terms of Clause Six of the 2017 Minute of Agreement, TACTRAN had appointed Councillor Andrew Parrott of Perth and Kinross Council as their representative on the Joint Committee.

The Joint Committee further noted that, in terms of Clause Six of the 2017 Minute of Agreement, Perth and Kinross Council had appointed Councillor Grant Laing as their representative on the Joint Committee, as a replacement for Councillor David Doogan who had resigned as a Councillor following his election as a Member of Parliament.

### **VII TAY CITIES DEAL UPDATE**

The Tay Cities Programme Manager advised members that whilst UK and Scottish Governments remained committed to achieving a deal, no signing date was currently agreed. The Partnership was continuing to develop and progress key documentation and projects/programmes to achieve the deal.

The Joint Committee noted that the impact of the delay on signing included:-

- Serious Reputational Risk – for both Governments and the Partnership;
- Spend on two projects in particular - Eden Campus and Perth City Hall is being carried out at risk and this cannot continue indefinitely.

### **VIII INDUSTRIAL INVESTMENT PROGRAMME**

There was submitted Report No TCRJC1-2020 by Head of Partnerships and Teamleader of Partnerships, Scottish Enterprise, seeking approval for the Outline Business Case for the Tay Cities Industrial Investment Programme as part of the Tay Cities 'side deal' funding.

The Joint Committee agreed to approve the report 'Tay Cities Industrial Investment Programme Outline Business Case' that set out the case for spend, including key priorities, against the Tay Cities 'side deal' funding of £10 million for the Programme.

### **IX MICHELIN SCOTLAND INNOVATION PARC – INDUSTRIAL INVESTMENT PROGRAMME**

There was submitted Report No TCRJC2-2020 by Executive Director of City Development, Dundee City Council, outlining the proposed governance procedures for the delivery of the £7.5m Michelin Scotland Innovation Parc (MSIP), supported by the Industrial Investment Programme and providing an overview of the proposed projects at MSIP.

The Joint Committee agreed to:-

- (i) note the governance procedures for delivering the £7.5m Michelin Scotland Innovation Parc programme as outlined in the report; and
- (ii) delegate authority to Dundee City Council to approve the MSIP project business cases and enable them to work with partners to deliver the Parc.

**X DATE OF NEXT MEETING**

Friday, 20th March, 2020, County Hall, Forfar, Angus.

**The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.**

**XI PROFILING OF TAY CITIES DEAL**

The S95 Officer and Executive Director, Enterprise and Environment, Fife Council, gave a presentation to the Joint Committee. The Joint Committee noted its content and agreed that a briefing paper be prepared for circulation to the membership. It was further agreed that the Chair write to Westminster and Scottish Governments on behalf of the Joint Committee, expressing concern for the delay in the signing of the deal, and outlining the serious implications this could cause.

David ROSS, Convener.



**ITEM No ...5.....**

**REPORT TO:** TAY CITIES DEAL JOINT COMMITTEE

**REPORT ON:** PROGRAMME MANAGEMENT OFFICE REVENUE (PMO) OPERATIONAL BUDGET 2020/21

**REPORT BY:** GREG COLGAN, S95 OFFICER

**REPORT NO:** TCRJC4-2020

**1.0 PURPOSE OF REPORT**

The purpose of this report is to seek the Joint Committee's approval on the Programme Management Office (PMO) agreed operational budget for 2020/21.

**2.0 RECOMMENDATIONS**

It is recommended that the Joint Committee approve the 2020/21 Revenue Budget for the Tay Cities Region Project Management Office (PMO) as detailed in Appendix A.

**3.0 FINANCIAL IMPLICATIONS**

The four constituent Councils and the HE/FE institutions will be required to budget for the 2020/21 contributions to the Tay Cities Region Project Management Office. The provisional 2021/22 budget is included to provide an indication of budget levels required for that year.

**4.0 BACKGROUND**

- 4.1 On the 22<sup>nd</sup> March 2019 Report No TCRJC1-2019 was submitted and presented by the Tay Cities S95 Officer. The report sought the Joint Committee's approval for the Tay Cities Region 2019/20 to 2021/22 Provisional Revenue Budget.
- 4.2 This report is seeking the Joint Committee's approval on the 2020/21 Revenue Budget, of £331,650 set out in Appendix A. There has been no change to the provisional value agreed by Joint Committee Members on the 22<sup>nd</sup> March 2019.
- 4.3 The budget is funded by contributions from the four Local Authorities and the HE/FE Forum community. The funding contributions reflect the re-calculated values due to the commitment from the HE/FE sector to support the Project Management Office.

**5.0 CONCLUSION**

The 2020/21 Revenue Budget is enclosed in order that the Tay Cities Region Joint Committee may approve the Budget and agree the 2020/21 recoveries from the four constituent Councils and other Partners.

**6.0 POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

## **7.0 CONSULTATIONS**

The Clerk to the Joint Committee has been consulted on the content of this report.

## **8.0 BACKGROUND PAPERS**

None.

Report author: Mark Mitchell  
Title: PMO Finance  
Email address: [mark.mitchell@dundeecity.gov.uk](mailto:mark.mitchell@dundeecity.gov.uk)  
Phone number: 01382 307915

Date: 11<sup>th</sup> March 2020

## APPENDIX A

TAY CITIES DEAL PMO PROVISIONAL REVENUE BUDGET 2020/21 & INDICATIVE  
BUDGET 2021/22

	2019-2020 Agreed Revenue Budget £	2020-2021 Proposed Revenue Budget £	2021-2022 Indicative Revenue Budget £
<b>Staff Costs</b>			
Gross Pay	135,340	151,300	156,430
Superannuation	23,010	25,720	26,590
National Insurance	14,410	16,180	16,760
Agency Worker	9,000	-	-
Training and Other Staff Costs	2,000	2,000	2,000
<b>Total Staff Costs</b>	<b>183,760</b>	<b>195,200</b>	<b>201,780</b>
<b>Property Costs</b>			
Rent	<b>7,490</b>	<b>7,490</b>	<b>7,490</b>
<b>Supplies and Services</b>			
Supplies & Services	3,100	3,100	3,100
Audit Fees	5,000	5,000	5,000
<b>Supplies and Services Total</b>	<b>8,100</b>	<b>8,100</b>	<b>8,100</b>
<b>Transport Costs</b>			
Car Allowances	1,250	1,250	1,250
Other Transport Costs	750	750	750
<b>Transport Costs Total</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Third Party Payments</b>			
External Consultants	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Support Services - Recharges (DCC)</b>	<b>38,860</b>	<b>38,860</b>	<b>38,860</b>
<b>Gross Expenditure</b>	<b>320,210</b>	<b>331,650</b>	<b>338,230</b>
<b>Income - Contributions</b>			
Dundee City Council	(44,680)	(46,309)	(47,248)
Perth & Kinross Council	(44,680)	(46,309)	(47,248)
Angus Council	(44,680)	(46,309)	(47,248)
Fife Council	(22,320)	(23,153)	(23,626)
HE/FE Contribution	(156,360)	(162,080)	(165,370)
Contribution from DCC - Property Costs	(7,490)	(7,490)	(7,490)
<b>Total Income</b>	<b>(320,210)</b>	<b>(331,650)</b>	<b>(338,230)</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

