



**Note of the Scottish Cities Alliance Leadership Group meeting
Wednesday 22 August 2012
Glasgow**

Attendance

Cllr Ken Guild	Leader, Dundee City Council
Mike Galloway	Director of City Development, Dundee City Council
Cllr Andrew Burns	Leader, City of Edinburgh Council
Greg Ward	Head of Economic Development, City of Edinburgh Council
Cllr Gordon Matheson	Leader, Glasgow City Council
Lynn Brown	Executive Director of Financial Services, Glasgow City Council
Cllr Drew Hendry	Leader, Highland Council
Alistair Dodds	Chief Executive, Highland Council
Cllr Ian Miller	Leader, Perth and Kinross Council
David Littlejohn	Head of Planning and Regeneration, Perth and Kinross Council
Cllr Corrie McChord	Leader, Stirling Council
Bob Jack	Chief Executive, Stirling Council
Nicola Sturgeon MSP	Deputy First Minister and Minister for Cities
Karen Watt	Head of Enterprise and Tourism, Scottish Government
Dr Lesley Sawers	Chief Executive, SCDI (Chair)
Geoff Duke	Director, Scottish Cities Alliance, SCDI
James Alexander	Senior Policy & Communications Manager, SCDI
Dr Morag Watt	Cities Team Leader, Scottish Government
Sharon Miller	Cities Team, Scottish Government
Beth Elliot	Private Secretary to the Deputy First Minister and Minister for Cities, Scottish Government
Apologies	
Cllr Barney Crockett	Leader, Aberdeen City Council
Valerie Watts	Chief Executive, Aberdeen City Council

Note of meeting

1. Introductions

The Chair welcomed the Deputy First Minister and the Leaders to the meeting. Apologies were noted from Aberdeen City Council and a note tabled on their behalf with comments relevant to agenda items.

2. Note of previous meeting and matters arising

The note of the previous meeting was agreed. It was also noted that these notes would be placed on the Scottish Cities Alliance website.

3. Scottish Cities Alliance Update

3a Overview

An overview of progress to date was given by the SCA Director. The Leadership Group noted progress and continued commitment to the delivery programme. Discussion followed on timescales.

3b Protocols

The paper on Protocols was approved.

The Chair noted the comments tabled by Aberdeen that the SCKC opportunity should be extended to other Scottish universities to extend knowledge pool. This was agreed.

In response to a query tabled by Aberdeen regarding the membership of the Action Teams, the SCA Director noted that the teams could draw in any other appropriate parties from academia or the private sector.

3c CIF Financial Update

The Financial Update paper was noted and spending requests approved. The level of delegated authority was discussed and agreed.

It was suggested and agreed that an Annual Report should be produced to communicate the work of the Alliance.

4. Current Projects

4a (i) Digital Connectivity

The Digital Connectivity paper was discussed. It was agreed that the Chair would meet with Aberdeen to discuss the points raised in their note. The recommendations were agreed:

- (i) agree to the recommended approach to collaboration on digital connectivity set out in Appendix 3;
- (ii) agree to the draw down of funding of a maximum of £270,000, in addition to £56,000 previously agreed by the Delivery Group, to support this initial phase of collaboration; and
- (iii) note that a further update will be presented to the Leadership Group of progress in December 2012.

4a (ii) Smart Ticketing

The Smart Ticketing paper was discussed and the recommendations were agreed:

- (i) endorse the establishment of a Smart Ticketing workstream of the Scottish Cities Alliance, led by Dundee City Council, and involving other cities in an Action Team along with Transport Scotland, the Improvement Service, SPT and other RTPs;
- (ii) agree the Action Team's remit will be to ensure visibility and oversight is provided to Council Leaders supporting Transport Scotland in implementation of a national Smart Ticketing strategy;
- (iii) agree the Action Team will provide regular updates on national developments and the progress of local pilots. An early action will be to ensure local pilots work towards integration and a common approach across Scotland; and,
- (iv) note that a further report will be presented to the Leadership Group on 5 December including a forward work plan and any identified investment requirements.

4b Green Deal

The Green Deal paper was discussed and the recommendations were agreed:

- i. note progress and the resources provided by the cities, Scottish Government and other agencies
- ii. approve the proposed scope and outline programme
- iii. approve procurement of consultancy support for the business case; and
- iv. approve budget costs and spend.

4c Cities Investment Programme

The Cities Investment Programme paper was discussed and the recommendations were agreed:

- i. Agree in principle the premise and proposals set out above.
- ii. Approve the development of an SCA investment delivery plan.
- iii. Delegate authority for the further development of these proposals, within the £500,000 funding package already agreed for this workstream.

5. Other

5a Urban Broadband Fund letter

The paper on the Urban Broadband Fund Letter was discussed. It was agreed that the letter should be sent, following the addition of a paragraph from Inverness about its exclusion from the UBF bidding process. As Glasgow is leading the Digital Connectivity workstream, it was proposed and agreed that the letter should come from the Leader of Glasgow City Council on behalf of the Alliance.

5b Chairing of future Leadership Group meetings

The Group confirmed the appointment of the Chief Executive of SCDI as the Chair of the Leadership Group.

6. Strategic Priorities Going Forward

There was a positive discussion on the opportunity for collaboration.

The Leadership Group requested that invitations be extended to appropriate city experts and authorities for presentations at subsequent meetings. It was agreed that a programme would be put forward for approval.