Members' Meeting Agenda:
7th June 2022
Online meeting

	Item	Time	Lead
1.	**Welcome and apologies**	9.30 – 9.35	Chair
2.	**Chairman's report**	9.35 – 9.40	Chair
3.	**Review of action points from last meeting**	9.40 – 9.45	Chair
4.	**Proposed CMPP Governance Structure** Presentation from Chris Discussion on the Executive Board Discussion on the Expert Panel	 9.45 – 10.00 10.00 – 10.30 10.30 – 11.00	 CC/All
	Coffee Break	11.00 – 11.20	
	Discussion on the Steering Group Discussion on the Working Groups	11.20 – 11.50 11.50 – 12.20	
5.	**Members' updates**	12.20 – 12.50	All
6.	**AOB**	12.50 – 12.55	Chair/All
7.	**DONM** 20th September 2022	12.55 – 13.00	Chair
8.	**Close**	13.00	Chair

Minutes of the CMPP Members' Meeting
7th June 2022
Online meeting

Chair: Anthony Gallagher

Present: Voting Members

Simon MacDonald (SM), WCRIFG
Graham Russell (GR), RYA Scotland
Simon Limb (SL), British Marine Scotland
Mark Lodge (ML), Argyll and Bute Council
Jan Brooke (JB), Clyde Port Operations Ltd.
Elke Scheibler (ES), Field Studies Council
David Hearton (DH), South Ayrshire Council
Lucy Kay (LK), COAST
Fiona Mills (FM), NatureScot
Paul Bancks (PB), Crown Estate Scotland
Catherine Lambert (CL), Clydeplan
Ruth McIntosh (RM), CMAL
Elaine Whyte (EW), CFA
Derek Manson (DM), LLTNP
Willie Kennedy (WK), SSACN
Calum Duncan (CD), Scottish Environment LINK

Present: Non-Voting Members

Chris Cutts (CC), CMPP staff
Sam McFarlane (SMcF), CMPP staff
Iain Campbell (IC), Board
Alex Watson Crook (AWC), Board
Howard Wood (HW), Board
Jim Miller (JM), Board
Sophie Humphries (SH), Marine Scotland
Fiona Munro (FMun), Marine Scotland

Apologies:

David Kinniburgh, Board
Ian Cochrane, Board
Zoe Clelland, RSPB
Richard Miller, Scottish Canals
Penny Hawdon, The Scottish Salmon Company
Lorraine Holdstock, Argyll and Bute Council
David Denoon, SEPA
Charlie Simcox, Clyde Port Operations Ltd.

1. Welcome and apologies:

The Chair welcomed everyone to the meeting and apologies were listed as above. Councillor David Kinniburgh has not been re-elected as Policy Lead for Planning and Regulatory Services at Argyll and Bute Council and is no longer a Board member for the CMPP. The Chair thanked David for his input to the Partnership. South Ayrshire Council have appointed Councillor Iain Campbell as its representative on the Clyde Marine Planning Partnership replacing Councillor Ian Cochrane. The Chair welcomed Iain (Campbell) to his first CMPP meeting and thanked Ian (Cochrane) for his input to the Partnership. Welcome to Elke Scheibler who joined us for her first CMPP meeting. Elke has replaced Alex MacFie as Centre Manager at the Field Studies Council, Millport.

2. Chairman's report:

The Chair informed the group that the 3rd draft of the Regional Marine Plan had been submitted to Marine Scotland in April and the associated assessments would be following shortly. It should be noted that at present we only have a partial BRIA as we have to go through the Scottish Firms Impact Test during the consultation before completing the full BRIA.

The main purpose of today's meeting was to discuss the proposed future governance structure for the Partnership but first the Chair gave a run-down of the previous day's meeting with Clyde 2020 regarding their views on the proposal.
The Chair explained that in terms of the structure itself the C2020 were generally supportive of the proposal but overall there was a frustration amongst the group that they had not delivered against many of the actions from the initial Clyde 2020 Action Plan. There was clearly a desire from the C2020 group to make progress on that before entering any new CMPP governance structure. The C2020 felt that there had been a lack of political will and resourcing to support the original initiatives of the group. The CMPP staff took an action from the meeting to write to the Minister for the Environment, Biodiversity and Land Reform to discuss the views of the C2020 group and ascertain the level of support that exists for the C2020 initiative.

The Chair further explained that we had planned to request a meeting with the Minister around the time of final draft Plan submission to discuss the CMPP and Regional Marine Planning and that the concerns of the C2020 would form part of this meeting.

3. **Review of action points from last meeting:**

Reference	Summary	Status
01/01/03/2022	CMPP to circulate a copy of the Plan with track changes before final submission.	Complete
02/01/03/2022	Sam to download a transcript of the "chat box" that accompanied the meeting to circulate with the minutes.	Complete
03/01/03/2022	Sam to circulate a copy of the workshop presentation.	Complete
04/01/03/2022	Any additional updates to be sent to Sam to be included in the minutes.	Complete

4. **Proposed CMPP Governance Structure:**

CC provided a presentation for the group to explain the proposed governance structure (presentation will be circulated with the minutes).

The Chair opened the floor to general questions before going into the detailed structure of the proposal. Key discussion points:

- The issue was raised regarding statutory authorities being excluded from the steering group. If statutory authorities are only represented at Board level then they are only representing the CMPP and will have no "space" to represent themselves. The team acknowledged that they should also be on the steering group.
- The Board should include those who understand licensing and not just planning. Wording should be changed to planning and/or licensing.
- Need to explain the relationship between the Expert Panel and the Executive Board better as it's not quite clear from the presentation. For example, could the Expert Panel respond to questions from the Board regarding mitigation measures that could be put in place in order for a licence application to be approved etc.?
- Steering group members chairing the working groups could be an onerous task. Suggestion that the working group elects its own Chair and they could feed up to a "mentor" (mentor would be part of the steering group). The mentor role is less time consuming than a Chair role.

- The Chair reiterated that in terms of drafting responses to licence applications this would come down to the CMPP staff team. They may need advice on certain applications and we need to establish which route they go down to get that advice.
- We need to tighten up on the links to each group and be crystal clear on how decisions will be made.
- Regarding the inclusion of community councils on the steering group – are we going to look at their affiliated membership groups? E.g. are they affiliated to local fishing communities, local conservation groups etc. We need to be mindful that if a community group only has one interest then this could cause an imbalance on the group. Advice from the steering group to the Board has to be balanced.
- The question was asked if the "Expert Panel" (previously the RAG) would be opened up to other experts to work with the scientists (conservationists, fishermen etc.) It was confirmed that the Expert Panel will not be a limited group.
- A point was raised that there needs to be greater clarity on the statutory and non-statutory work that each tier will be working on. There is no mention of how all of this links to the review of the Plan in the future. Greater clarity required for each tier.
- The Chair provided a "ballpark view" that the **Executive Board** is an oversight Board to ensure there is good governance and everything is working effectively according to the directive - which is why it's not sectoral based. The **Steering Group** is where the "thinking" is taking place which means many things. It's where the evaluation of the effectiveness of the Plan will happen, how the plan needs to change and also delivering on the actions from the Action Plan (this also feeds down to the **Working Groups**).
- A point was made that it would be useful to explain in the structure how Regional Marine Planning relates to the role of Scottish Ministers and Marine Scotland. It would be helpful to understand which direction comes from Ministers or which advice comes from Marine Scotland etc.
- It was noted that two CMPP staff would not be enough to cover the entire Clyde Marine Region regarding marine licence applications (we are up against time). This is before we add on the additional duties of the CMPP Action Plan and further supporting the C2020. There will be a huge amount of administrative duties. It was initially discussed that we need four FTE's for the CMPP moving forward.
- We need to have a very clear process for disputes from applicants.
- A question was asked regarding the Executive Board being made of entirely Statutory Bodies. Will this include ALL statutory bodies in the Clyde? An example was given that CMAL is a statutory body nested in areas within Clydeport but doesn't appear on the Board on the proposal. The Chair explained that there are various statutory bodies who have already expressed that they would not be joining the Board (SEPA, NatureScot for example) as they feel that their time would be better placed within the steering group. We have identified the local authorities and Clydeport for the Board but can certainly discuss CMAL as nothing is set in stone yet.
- We need to make sure that those who are proposed to be on the Board can meet the expected staffing resource (e.g. we suggest that the Board should meet once per month). The Chair explained that we will need to have a quorate in place for Executive Board meetings.
- It was felt that our presentation has not been explicit enough that our steering group and proposed working groups could help deliver the original actions from the Clyde 2020 Action Plan.
- The CMPP staff need to have a triage process for how we deal with each marine licence application.
- We need to clarify the communication links between each tier. How does a member of a working group know that their input will reach the Executive Board?

Action Point – CMPP staff to develop a scenario based workshop for the proposed governance structure

After taking general questions the Chair opened the floor to more specific questions regarding each tier of the proposed structure.

Executive Board key discussion points:

- Clarified again that the Executive Board members can take part in the Steering Group.
- Monthly meetings for the Board are too much.
- Meeting frequency should be dictated by the amount of licenses we receive. Possibly once per quarter but may need to be once per month if we have an influx of licenses that require discussion. CMPP staff can reply to simple individual applications without needing to meet the Board.
- Planning background should not be an essential requirement.
- A point was raised regarding the Executive Board containing only statutory bodies. Should there be more individuals or at least an independent Chair? Need to be aware of the outside perception.
- Comments were made that regardless if the Board was made up of statutory bodies or people from the outside with an independent Chair - they are still acting as the voice of the delegate and are ONLY commenting on whether applications are or are not in line with the Plan. The Steering Group is the place to voice individual opinions.
- Wider interests will not be expressed in the Exec Board.
- Need to be clear on what type of cases are ok for the CMPP staff to respond to and when we will require the Board.

CMPP staff key discussion points:

- Clarified again that resourcing is going to be an issue. The additional work that will be required once the plan is adopted will require more than 2 FTE's.
- Need to have a clear protocol for staff responding to licenses. Need to understand the structure of a licence application so that we can zone in on the important information. This will require time to gain the experience.

Expert Panel key discussion points:

- Change name – possibly scientific panel as "expert panel" suggests that those in the other tiers are not experts in their own fields.
- Clarified again that this is not a limited group and members will be drawn in depending on the area of work required.
- Members from social sciences should be included as well as the natural sciences.
- If the CMPP staff or Executive Board require advice from the panel (or indeed the steering group) on a "grey area" of a licensing application, we need to mindful of how that membership grows. We must be transparent in how decisions are made by the staff or Executive Board.
- A point was raised that it is unlikely that the Exec Board/CMPP staff would be asking a science question of the Expert Panel regarding a marine licence application. The science is *already* in the policies. It is more likely that we would be asking the Expert Panel for scientific advice when it comes to reviewing the Plan and changing the policies in the future. The question we would be asking is what advice/measures

could we give an applicant in order for their application to be approved and this is aimed more at the **Steering group**.
- We absolutely need an expert/scientific panel but maybe not as a formal role feeding into the Executive Board. We would need everyone on the expert panel if this was the case.
- Expert panel would be best placed as an offset group of the steering group to feed in scientific advice when required.

Steering group key discussion points:

- Steering group will be very important when it comes to revising the next iteration of the Plan.
- Prime purpose will be delivering the Action Plan
- Need to be clear that there is a statutory role in giving advice on marine licence applications if and when required, but the key role is the non-statutory role in delivering the action plan.
- Should the steering group be divided into different subgroups? (Environmental, recreation etc.)
- Points were raised the Clyde is not big enough to warrant sectoral subgroups within the steering group. There are many other organisations around Scotland already covering sectoral activities. Sectoral subgroups worked in Plan development but what would they do in the implementation phase other than come together to sit for a meeting?
- Comments were made that it would help with transparency if the steering group was left as a wider group as all sectors should be part of wider discussions.

Working groups key discussion points:

- Need to be task focussed, working on specific projects that can find funding and deliver outputs.
- Can be short term or long term depending on the project.
- If we make them sector specific then we're just copying other organisations already out there.

The Chair asked if the group were broadly of the opinion that this structure is the way forward or do we need to start again?

Group were broadly supportive of the structure but it requires some tweaking.

5. Members' updates

North Ayrshire Council - Council is now working with a new administration following the Council elections on 5th May.

Argyll and Bute Council – Also working with new administration and have nominated Councillor Kieron Green as the new representative on the CMPP. LDP has now gone to the formal examination phase.

NatureScot - Scottish Marine Environmental Enhancement Fund - open for applications https://www.nature.scot/SMEEF

GALLANT project (Glasgow as a Living Lab Accelerating Novel Transformation) (https://www.gla.ac.uk/research/az/sustainablesolutions/ourprojects/gallant/

Clydeplan – working on propriety work for development of the Regional Spatial Strategy. Currently no guidance for the Regional Spatial Strategy.

British Marine Scotland – have put a package of funders together to carry out a new nationwide study on the economic impact of sailing/boating tourism in Scotland.

7. DONM

20th September 2022

Summary of Action Points

Reference	Summary	Lead
01/07/06/2022	CMPP to run a scenario based workshop to test the new structure.	CMPP