

**Note of meeting between Argyll and Bute Council (ABC) and Oban Community Harbour
Development Association (OCHDA)**

Tuesday 14 September 2021 at 15:30 via Microsoft Teams

In attendance:

Kirsty Flanagan, ABC (KF)
 Jim Smith, ABC (JS)
 Tony Bennett, OBMG (TB)
 Ross Wilson, OCHDA (RW)
 Lissa Brackley, ABC (minute taker)

	KF welcomed everyone to the meeting.	
1.	<p><u>Minutes of last meeting (5 August 2021)</u></p> <p>KF noted that RW had circulated the minutes of the July meeting to Councillors on 9 September. KF reminded RW that herself and JS were the agreed contacts for operational matters and that Councillors did not require to be sent copies of operational meeting minutes.</p> <p>RW had circulated some suggested changes to the minute of the meeting held on 5 August.</p> <p>RW had included an afternote on page 1 regarding the content of the Harbour Board report. KF reminded RW that it had been agreed at the last meeting that afternotes would not be included in minutes. RW asked KF to suggest another way to correct this item in the minute. KF confirmed that the minute was correct at the time and reflected what was said at the meeting. Following the last meeting, further discussions with the Monitoring Officer had taken place and the Harbour Board report was altered based on this advice. KF confirmed that a note would be made at this meeting that the position had changed.</p> <p>The other minor amendments were agreed and KF agreed to circulate a final version of the minute following the meeting.</p> <p><u>Actions from last meeting:</u></p> <ul style="list-style-type: none"> • KF to discuss potential lease of council assets with Estates team – KF to contact Estates for them to negotiate with TB and RW regarding this. KF • KF to provide further financial information – complete • TB looking for a copy of the commercial unit lease with sensitive info redacted – JS will pick this up with Estates JS • JS to provide briefing note and report for the OBMG to include the process and timescales - partially complete JS • Suggested changes to minutes of meeting held with Elected Members to be sent to the Chair for review – complete 	

	<p>KF asked if the minutes were agreed. JS and TB confirmed they were content with the minutes. RW said he would consider KF's comments and OCHDA may produce their own version of the minutes.</p>	
2.	<p><u>Outstanding MOU deliverables</u></p> <p>TB confirmed an outstanding item required by OCHDA is the redacted lease for the commercial unit.</p> <p>TB asked what the Council needs from OCHDA to carry out the options appraisal. KF confirmed that if anything is required, this will be requested.</p> <p>KF and JS have not had chance to review the business case presented to OBMG but will provide feedback on this.</p> <p>TB was concerned that the options appraisal would need to be finished in a month's time to fit in with reporting timescales for the December meeting. KF confirmed that as the December meeting has been called as a special meeting, the standard timescales will not apply and the Chair has been made aware of this.</p> <p>JS stated, as a point of clarity, there is not an agreed MOU in place, this is currently only in draft form.</p> <p>TB asked that, should there be things the Council think are missing or absent, please ask for these rather than just report on it. TB said that OCHDA has been asked not to share some information and this has been reported in the Harbour Board report as a negative against our proposal. TB was referring to staffing but OCHDA has been asked not to discuss these matters but considers they have a very attractive proposal which TB will send KF details of. JS clarified that the Council didn't say discussions couldn't take place regarding TUPE at a management level, OCHDA was asked not to approach Council staff directly as this was inappropriate. The council asked that OCHDA follows the normal TUPE process. TB confirmed that OCHDA did this as soon as asked and in keeping with this, has not put any details regarding staff in public domain.</p>	<p>JS</p> <p>KF/JS</p> <p>JS</p>
3.	<p><u>Criteria for assessing options</u></p> <p>TB asked how the options will be evaluated. KF replied that it wouldn't be appropriate to share this as the OCHDA proposal will feature in the options appraisal. JS confirmed that the initial focus of the options appraisal will be which option provides best value for the Council in terms of its assets.</p> <p>TB said that is was disappointing that this information could not be shared. TB added that when you tender for something, you are obliged to include the evaluation criteria.</p>	
4.	<p><u>AOB</u></p> <p>RW requested that the next meeting scheduled for Tuesday 12th October is changed to Tuesday 5th October as the original date falls within the school holidays.</p>	
	<p>KF closed the meeting.</p>	