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ABERDEEN CITY REGION DEAL:

Powering Tomorrow's World

To: Councillor Jenny Laing, Leader of Aberdeen City Council, Chairperson; Councillor Martin Kitts-Hayes, Co-leader of Aberdeenshire Council, Vice-Chairperson; and Councillor Jim Gifford, Professor Stephen Logan, Mr Patrick Machray, Councillor Richard Thomson, Councillor Ross Thomson, Sir Ian Wood and Councillor Willie Young.

Aberdeen City Council Substitute Members:- Councillors Marie Boulton, Jackie Dunbar and Ian Yuill.

Aberdeenshire Council Substitute Members:- Councillors David Aitchison, Karen Clark and Alison Evison.

ONE Substitute Members:- Jennifer Crow and Colin Crosby.

Please note that a substitute member may only participate in the meeting when a substantive member is absent.

Town House,
ABERDEEN, 15 April 2016

ABERDEEN CITY REGION DEAL JOINT COMMITTEE

The Members of the **ABERDEEN CITY REGION DEAL JOINT COMMITTEE** are requested to meet in Committee Room 4 - Town House on **FRIDAY, 22 APRIL 2016 at 9.30 am.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

- 1 Minute of Previous Meeting of 24 February 2016 - for approval (Pages 3 - 6)
- 2 Programme Board Terms of Reference - to follow
- 3 Programme Management Approach (Pages 7 - 10)
- 4 Programme Update - to follow
- 5 Joint Committee Meeting Dates to May 2017

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Should you require any further information about this agenda, please contact Iain Robertson, tel. 01224 522869 or email iairobi@aberdeencity.gov.uk

ABERDEEN CITY REGION DEAL JOINT COMMITTEE

ABERDEEN, 24 February 2016. Minute of Meeting of the ABERDEEN CITY REGION DEAL JOINT COMMITTEE. Present:- Councillor Laing, Chairperson; Councillor Kitts-Hayes, Vice Chairperson; and Councillors Gifford and Richard Thomson (Aberdeenshire Council), Councillors Ross Thomson and Young (Aberdeen City Council); and Professor Stephen Logan, Mr Patrick Machray, and Sir Ian Wood (ONE).

The agenda and reports associated with this minute can be located at the following link:-

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=546&MIId=4156&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

GOVERNANCE ISSUES

1. The Committee had before it a report by the Director of Corporate Governance, Aberdeen City Council setting out various governance issues that required to be addressed.

(A) Appointment of ONE Representatives and Substitutes

In terms of section 57(4) of the Local Government (Scotland) Act 1973, the report advised that the local authority members present were required to formally appoint the named representatives of ONE and their named substitutes. The Joint Committee heard that Sir Ian Wood, Mr Patrick Machray and Mr Stephen Logan were the named representatives, and that Ms Jennifer Craw and Mr Colin Crosby would be named substitutes. The third substitute place would remain vacant.

The report recommended –

that the Joint Committee formally appoint the named representatives of ONE.

The Joint Committee resolved:-

to approve the recommendation.

(B) Appointment of Chairperson

Roderick MacBeath, Senior Democratic Services Manager, advised that, in terms of Standing Order 5, the Joint Committee required to appoint a Chairperson. Mr MacBeath stated that while the appointment would usually be for one year, as specified in Standing Order 6, it was suggested that the first Chairperson would hold office until the May 2017 elections. Following the elections, one year would become the standard term of office.

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Mr MacBeath then sought nominations for Chairperson of the Joint Committee, whereupon:-

Councillor Kitts-Hayes moved, seconded by Councillor Young:-
that Councillor Jennifer Laing be appointed as Chairperson of the Joint Committee.

The Joint Committee resolved:-

- (i) to appoint Councillor Laing as Chairperson; and
- (ii) to suspend Standing Order 6 to allow Councillor Laing to hold office until the elections of May 2017.

At this juncture, Councillor Laing assumed the chair.

(C) Appointment of Vice Chairperson

The Chairperson advised that, in terms of Standing Order 7, the Joint Committee required to appoint a Vice Chairperson. Again, it was noted that the appointment would usually be for one year, but that it was proposed that the first Vice Chairperson hold office until the May 2017 elections, following which one year would become the standard term of office.

The report advised that in terms of Standing Order 8, the Vice Chairperson should be a member of the Constituent Authority that did not have a member appointed as Chairperson.

The Chairperson then sought nominations for Vice Chairperson of the Joint Committee, whereupon:-

Councillor Young moved, seconded by Councillor Richard Thomson:-
that Councillor Martin Kitts-Hayes be appointed as Vice Chairperson of the Joint Committee.

The Joint Committee resolved:-

- (i) to appoint Councillor Kitts-Hayes as Vice Chairperson; and
- (ii) to suspend Standing Order 6 to allow Councillor Kitts-Hayes to hold office until the elections of May 2017.

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SCHEDULE OF MEETINGS

2. The Joint Committee had before it a set of proposed meeting dates for approval.

The proposed dates were as follows:-

9.30am, Friday 22 April 2016, Committee Room 4, Town House
 9.30am, Friday 10 June 2016, Committee Room 4, Town House
 9.30am, Friday 22 July 2016, Committee Room 2, Town House
 9.30am, Friday 9 September 2016, Committee Room 2, Town House
 9.30am, Friday 11 November 2016, Committee Room 2, Town House

The Joint Committee resolved:-
to approve the dates.

CITY REGION DEAL UPDATE

3. The Joint Committee then received an update from Richard Sweetnam, Head of Economic Development, Aberdeen City Council, and Belinda Miller, Head of Economic Development, Aberdeenshire Council.

Mr Sweetnam advised that the draft template would be with Civil Servants next week. There would be no funding released until Treasury compliant appraisals had been completed. It was hoped that a single appraisal system could be agreed with the UK Government and Scottish Government. The links would be confirmed between projects and programmes and Mr Sweetnam and Ms Miller were working on project management proposals.

In relation to the implementation plan, the Joint Committee heard that Project Inception Documents had been drafted and were due to be submitted. These provided a half page summary of the key milestones of current projects and had been led by each of the project teams.

At UK Government level, a cross-government departmental team was being assembled for the Scottish City Region Deals and feedback was expected shortly. Mr Sweetnam advised that a date was awaited for a meeting between the two Governments and Aberdeen City Region Deal officers. It was hoped that this could be arranged before the City Deal Agreement was drafted.

At present, no distribution of funding could be confirmed. The Joint Committee heard that the funding could take the form of block grants to Government or to accountable bodies, but this was not yet confirmed.

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Ms Miller referred to the separate announcement by the Scottish Government and advised that it was hoped that the signing of the agreement for this funding could be under a Memorandum of Understanding with the Aberdeen City Region Deal Joint Committee as local body, but this was still to be confirmed. Mr Sweetnam noted that the agreement would provide more detail and the timing of the funding release.

In relation to the various meetings to be held, Sir Ian Wood requested that representatives of ONE be involved and the Joint Committee concurred. It was agreed that ONE should be involved at an early stage and Mr Sweetnam advised that he would liaise with Ms Craw over meeting dates. Sir Ian Wood also advised that work around the Oil and Gas Technology Centre was moving forward quickly and that he would liaise with officers over plans on how this was to be dealt with.

The Joint Committee discussed the additional £254 million announcement, and Ms Miller stated that it was hoped that the additional funding could fall under the same structure as the Region Deal, but that it was too early to determine this at present, and so could be reported back to the Joint Committee in future for discussion.

- **COUNCILLOR JENNIFER LAING, Chairperson.**

DRAFT

ABERDEEN CITY REGION DEAL: Powering Tomorrow's World

Progress Report	Aberdeen City Region Deal – Programme Approach
Lead Officer	City Region Deal Programme Manager
Report Author	John-Paul Cleary
Date of Report	22 April 2014
Governance	Joint Committee

1:	Purpose of the Report
i.	To update the members of the Joint Committee on the programme management approach being adopted to manage and implement the City Region Deal

2:	Recommendations for Action
i.	It is recommended that the Joint Committee approves the programme management approach being proposed in this this report.

3:	Summary of Key Information
i.	The City Region Deal is a large-scale, long-term, complex programme of work involving the UK Government, the Scottish Government, local councils and other regional partners, delivered through a number of themes and constituent projects. A programme approach will provide robust, dedicated, tailored governance and management to support successful delivery, maximise visibility and ensure accountability while ensuring the required mandatory protocols and best practice are observed.
ii.	The programme will be led by a dedicated senior programme manager from Aberdeen City Council's Programme Management Office (PMO). This approach will support the governance and delivery of the City Region Deal and its strategic and investment priorities. It will also manage and coordinate any external interdependencies with other programmes, and internally between projects within the programme's themes and maximising the positive potential benefits of these

3: Summary of Key Information

interrelations.

- iii. The approach will also ensure consistency of quality for each element of the Programme in terms of project management, progress reporting, benefits identification monitoring, financial control and resourcing.
- iv. The Scottish Enterprise Five Stage Business Model will be incorporated this with the existing PMO methodology (and corresponding tools in the PMO Toolkit where appropriate) to provide a standardised approach across all elements of the Aberdeen City Region Deal. The programme management approach will involve the implementation of following key elements:
- v. Programme Board: *see separate report to the Committee.*
- vi. Planning & Resourcing: The programme will ensure appropriate implementation plans are in place for all themes and projects and at a programme level, correlated to financial expenditure forecasts and staff resourcing requirements, and against which progress towards delivery can be measured. The existing PMO supports a network of support services across common areas such as legal, finance, estates, ICT and procurement and resource planning is a key part of the approach - both for peer review and for project delivery. For the City Region Deal Programme, it will help ensure resource is identified in advance so it can be made available in line with implementation plans and expectations.
- vii. Reporting: All mandatory reporting to both Governments at a theme or project level will be centrally defined, and a schedule maintained of the requirements, cycles, responsibility, quality control and authorisation of these submissions. Progress towards delivery across the entire programme will be monitored and reported utilising a pyramid structure of reporting with appropriate level of detail at each governance level through project status and programme dashboard reporting against standard parameters and status indicators. The existing PMO tools and templates in the PMO 'toolkit' will be used as a basis for these reports, all of which are used in delivery of major capital projects in the two Councils.
- viii. Outcomes & Benefits: Both the long-term impact of the City Region Deal and its short to medium-term key performance indicators need to be identified and measured in order to gauge success and potentially alter implementation strategies during the lifetime of the programme. Measurable indicators at programme, theme and project level will be appropriate. These will be identified and agreed, and mechanisms for measurement, analysis and reporting will be implemented. A report on the overall evaluation framework will be provided to a future meeting of the Joint Committee.

3:	Summary of Key Information
ix.	<u>Assurance</u> : A standardised approach to how projects are managed and delivered will be adopted. This will help ensure consistency and robust project management principles are applied throughout the programme. Government requirements in this area regarding any Scottish Enterprise project standards and/or other Government or Treasury expectations will also be incorporated into the programme approach where required.
x.	<u>Communications</u> : The appropriate communications planning at programme, theme and project level will be coordinated for both internal and external communications activities. A programme level communications plan will be put in place with the communications activity of the City Region Deal appropriately resourced drawing on the expertise within each of the City Region Deal partner communications teams.

4:	Finance and Risk
i.	The funding mechanisms of the City Region Deal will be centrally managed and monitored, with oversight provided by the Programme Board as part of its normal activities. A complete picture of the programme's finances will be maintained, with clear understanding and definition of the funding process such as how funding is released, what process and authorisation is required, how funding is transferred to budgets, spend profiling, expenditure recording and financial reporting requirements to both Governments and to the Aberdeen City Region Deal Joint Committee.
ii.	Future risks and current issues, will be managed at a programme and project level with a view to mitigation or resolution. As part of the programme approach, risks and issues at a theme or project level may be escalated to programme level where this is necessary for resolution. A report on the risk matrix for the Programme will be provided to the Joint Committee at its next meeting.

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