

North East Scotland Investment Zone - Programme Board
DRAFT Terms of Reference

Purpose
<p>The Board will advise on the overall direction of the North East Scotland Investment Zone and delivery of the key interventions and outputs. It will also provide input to the overall strategic direction to ensure that the economic benefits from the Programme are maximised across other regional economic development and infrastructure delivery.</p> <p>The Board will report to the North East Scotland Investment Zone Joint Committee.</p>

Meeting Frequency	Quorum
The Programme Board will meet in advance of North East Scotland Investment Zone Joint Committee – Quarterly or by request, for urgent Business	Chairperson (or nominated other) and 3 others

Remit and Responsibilities
<ul style="list-style-type: none"> ➤ Coordinate and monitor the delivery of projects put forward by the agreement of the two Governments and the North East Scotland Investment Zone Joint Committee subject to approval of business cases; ➤ Recommend for approval business cases and other key project stages, changes and exceptions to North East Scotland Investment Zone Joint Committee; ➤ Recommend for approval the North East Scotland Investment Zone’s finances, budget approvals and overall financial management; ➤ Ensure the conditions of annual Grant Offer Letter or Memorandum of Understanding with Government have been met; ➤ Ensure that the overall programme is making progress against the objectives set by the North East Scotland Investment Zone Joint Committee and likely to succeed within the key milestones and all relevant information is produced for the North East Scotland Investment Zone Joint Committee; ➤ Agree and consult, where appropriate, mandatory and other monitoring reports to either or both the UK and Scottish Governments; ➤ Assist the Programme Manager(TBC) in delivery by removing any constraints and addressing other issues escalated by the Programme Manager(TBC); <p>Delegations</p> <p>Under local government legislation, delegated authority must be to an Officer of a Council or to one of its committees or subcommittees¹.</p>

1. _____
¹ section 56(1) of the 1973 Act.

North East Scotland Investment Zone Joint Committee delegate authority to (An Officer(s) to be identified and agreed by Joint Committee at a later date) who will also Chair the North East Scotland Investment Zone Programme Board to:

- a. Approve and submit, following consultation with the North East Scotland Investment Zone Programme Board, and the Chair and Vice Chair of North East Scotland Investment Zone Joint Committee, any non-material change requests (as defined in North East Scotland Investment Zone change control process document) which are submitted or required in relation to North East Scotland Investment Zone Projects within the scope of the Grant Offer letter from the Scottish Ministers.
- b. Submit reports, mandatory or otherwise following consultation with the North East Scotland Investment Zone Programme Board, required in relation to North East Scotland Investment Zone Projects by request from the United Kingdom or Scottish Governments, or both.

Membership

- Aberdeen City Council, Chief Officer of City Development & Regeneration (Chairperson)
- Aberdeenshire Council, Director of Environment & Infrastructure Services
- Aberdeenshire Council, Head of Service, Planning and Economy
- Aberdeenshire Council, Head of Finance
- Opportunity Northeast, Chief Executive
- University of Aberdeen, TBC
- The Robert Gordon University, Vice-Principal, Economic Development
- Scottish Enterprise, TBC
- Energy Transition Zone Ltd, Chief Executive
- North East Scotland Investment Zone Programme Manager
- Aberdeen City and Aberdeenshire Council Legal representatives

Support Arrangements

Depending on the business of the Programme Board, it is anticipated that other stakeholders involved in the delivery of approved North East Scotland Investment Zone Projects would be asked to attend specific Programme Board meetings, for example project specific input will be required for each workstream depending on the agenda of the Programme Board.

Additional support or papers from other services or partners will be provided as and when required and will be co-ordinated by the Programme Manager(TBC).

Governance and Reporting Arrangements

1.

- The Programme Board is chaired, in accordance with its Terms of Reference, by An Officer(s) to be identified and agreed by Joint Committee at a later date.
- The Board will report progress to the United Kingdom and Scottish Governments on a quarterly basis or as otherwise instructed by the annual Grant Offer Letter or Memorandum of understanding agreed with Government.
- To protect aspects of commercial sensitivity, Programme Board meetings will be conducted in private. Progress against each project will be provided to the Programme Board via a Quarterly Programme Report including Appendix 1 outlining Programme summary in relation to Milestones, Benefits, Finance and Risk. Recommendations for actions/decisions required from the Programme Board and Joint Committee.
- The Programme Manager(TBC) will produce and submit the updated Quarterly Programme Report.
- The Programme Board will also receive reports, via the Programme Manager(TBC), in relation to the project management framework: Define: Plan: Implement Close & measure (proposals, option appraisals, business cases, project close, benefits realisation, lessons learnt) for approval.
- Responsibility for delivery for each Project within the Programme will be under each of the themes (Green Energy, Digital Tech, Tax Sites). These working groups shall provide a lead officer who will work with and be supported by the Programme Manager(TBC).
- The role of the Programme Board is to monitor, consult and to recommend action to the Joint Committee. However, in some operational circumstances, Project Leads provide change requests submitted to United Kingdom and Scottish Governments to consult with the Chair of the Programme Board and Programme Board. Such as when the change is being considered as non-material change (e.g. there has been a slight delay in the project or a drawdown of funding is required for a specific purpose and that change does not change the original business case approved by the Joint Committee), officers may need to take specific actions as defined in North East Scotland Investment Zone change control process document.
- Where the Programme Board and Chair of the Programme Board ensure that the overall programme is making progress highlighting the key milestones, considering and taking specific actions in some operational circumstances, approve and submit non-material change requests in consultation and agreement with to both Governments, they provide full summary to the North East Scotland Investment Zone Joint Committee for noting within the Quarterly Programme Report.
- Where material changes are identified the Programme Board ensure reported Change Request produced and recommended for the Joint Committee decision making.
- Supporting development and implementation, the North East Scotland Investment Zone stakeholders will commit to ensuring that the relevant resource is allocated to these specific projects.