

Governance

1. This section outlines the planned governance arrangements for the Aberdeen City Region Deal. Clear governance provides assurance to the UK and Scottish Governments, Aberdeen City Council and Aberdeenshire Council and the Aberdeen region that there is an open and transparent decision making, governance and project delivery.
2. Governance arrangements will be led by a newly established Aberdeen City Region Joint Committee created under the Local Government (Scotland) Act 1973 and will oversee the implementation and monitoring of the Aberdeen City Region Deal. There will be 9 seats on the Board made up of 3 representatives each from Aberdeen City Council, Aberdeenshire Council and Opportunity North East Board (ONE). The establishment of the Joint Committee will be approved by both Aberdeenshire Council and Aberdeen City Council under the provisions of the Local Government (Scotland) Act 1973. The Joint Committee will make recommendations to the Constituent Authorities on the ACRD Strategic and policy plans and on the setting of budgets.
3. This will be supported by an Aberdeen City Region Programme Board made up of senior officer representatives from the two local councils, Scottish Enterprise, University of Aberdeen, Robert Gordon University, NESTRANs, ONE, Community Planning and the Chief Officer from the ACRD Project Management Officer. This is being discussed by both Councils and Scottish Enterprise and forms part of the overall commitment to this delivery model.
4. The Board will be supported by a Financial and Governance Strategy Group comprising of the Chief Financial and Chief Legal officers of both local authorities, Scottish Enterprise and the Chief Officer of the PMO. The remit is to research, advise and evaluate the financial and legal options for delivery of the deal. They will devise a reporting mechanism and monitoring programme to report to the Committee, the Board and to the two local authorities on the impact of the deal.
5. A City Region Deal Programme Management Office (PMO) will provide day to day management of the ACRD and will be the direct conduit to both Councils and partners to ensure delivery of the various workstreams and projects. This team will also be responsible for monitoring progress and achievements and reporting to the Scottish and UK Governments on a regular basis.
6. The key responsibilities of the Programme Management Office will be:
 - Be the first point of contact for UK and Scottish Governments.
 - Prepare reports for the UK and Scottish Governments on delivery programmes and outcomes of the Deal
 - Organisation of meetings of the Committee and Programme Board meetings, preparing agendas and recording the decision making process.
 - Conducting the appraisal of new and substitute schemes in the investment programme
 - Working with each local authority to assist the implementation of projects.
 - Analysis and reporting on: progress; impact; and wider benefits realisation.
 - Liaison and co-ordination of programmes with other regional partners and with each of the Workstream Groups.
 - Preparing for Committee approval the operational budget and reporting it regularly to the Programme Board.

- Setting and leading the communications strategy and promoting through media and online resources
 - Regular liaison with all partners and the UK Government and the Scottish Government to pro-actively manage expectations, risks and communications.
7. Each of the Workstream Groups will be chaired by a representative from the Programme Board. The Groups will ensure delivery and oversight on the relevant work areas.
 8. Both Councils will each ensure regular updates and reports to their respective Councils. The relevant Local Authority will be required to approve the financial support for each project through its own mechanisms.
 9. To support the implementation a Programme Liaison Group will be established. This will comprise the Senior Responsible Officer(s) on behalf of Aberdeen City Council and Aberdeenshire Council, and representatives from the Scottish Government and the UK Government and their agencies (e.g. Transport Scotland, Scottish Enterprise, Scottish Futures Trust). Officials will meet on a quarterly basis and will review progress on City Region Deal implementation in order to:
 - Facilitate joint working;
 - Provide a mechanism to ensure that all commitments in the deal are being met and implemented;
 - Enable all partners to challenge one another if City Region Deal delivery is not on track and agree mitigating actions;
 - Provide a forum to highlight successes;
 - Ensure funding provided as part of this City Region Deal is being drawn down and spent according to agreed funding profiles; and
 - Manage Economic Appraisal/ Gateway Appraisal of the proposals in the overall City Region Deal programme.

Figure 1: Aberdeen City Region Deal Governance



