



## Terms of Reference: Governance Arrangements

<b>Title</b>	Net Zero Aberdeen/ Aberdeen Adapts Governance Framework		
<b>Groups</b>	Net Zero and Adaptation Board/ Delivery Hubs		
<b>Lead</b>	David Dunne		
<b>Date</b>	22 February 2023	<b>Version</b>	V0.1

### Purpose

[Urgent Business Committee](#) 30 June 2020 approved Terms of Reference for place-based climate governance including:

- A **Leadership Board**: collective leadership of the drive to a net zero city.
- A **Delivery Unit**: co-ordinating place-based actions to drive emission reduction and build climate resilience.

The Net Zero Aberdeen Routemap and refresh of Aberdeen Adapts Climate Adaptation Framework were approved at Council on 28 February 2022. Now these are in place this refreshed Governance Framework has been produced to support the development of work programmes and the implementation stage of the Routemap and Framework. They cover net zero and adaptation and consists of:

- A **Net Zero and Adaptation Board**: providing leadership, advice and scrutiny to support the city transition to net zero and to increase climate resilience.
- **Delivery Hubs**: driving the direction and implementation. Identifying the net zero and adaptation pathways and priorities for Aberdeen.
- **Core Co-ordination Group**: Council officer support, co-ordination, monitoring and reporting.

## Remit and Responsibilities – Net Zero and Adaptation Board

### Remit:

1. Track and review collective city-wide progress towards meeting Aberdeen's emissions targets.
2. Strengthen the local evidence base and knowledge transfer for net zero and climate resilience.
3. Provide scrutiny to the transition elements to reduce duplication and foster synergy between Hub workstreams.
4. Monitor progress against theme milestones and make recommendations to the Delivery Hubs.
5. Prepare and endorse revisions/ subsequent versions of the Net Zero Aberdeen Routemap and Aberdeen Adapts.
6. Articulate the ambition of the city to the UK Government and the Scottish Government, making clear the scope and scale of the transition opportunity in Aberdeen and the resilience requirements.
7. Champion the Aberdeen Climate and Nature Pledge, Net Zero Vision, Net Zero Aberdeen Routemap, Net Zero enabling strategies and Aberdeen Adapts.
8. Host (at least) one significant engagement activity a year for the network of pledge signatories, bringing together a diverse range of organisations from across the city to share information and good practice on emissions reduction and climate adaptation.
9. Disseminate information/ liaise with external delivery mechanisms and relevant city and regional partnerships – indicating opportunity to deliver on other social, economic and environmental objectives.
10. Support the development of skills and supply chains required to facilitate delivery.
11. Examine mechanisms for finance and funding of net zero and adaptation commitments; as well as articulate the case for investment in Aberdeen's net zero transition and adaptation plans.
12. Any other specific roles and responsibility to be agreed by Board members.

### Membership:

- The Chair/ Vice-Chair to lead the Net Zero and Adaptation Board, approve agenda, chair meetings.
- For the first year the Chair will be held by an Aberdeen City Council Elected Member. Thereafter the Chair and Vice-Chair will be appointed by Board members and subject to re-appointment every 12 months.
- Members should be independent from the Delivery Hubs.
- Membership should not be static and there should be balanced membership across priority themes. Further membership appointments must be agreed by the Board, as per indicative membership.
- Where appropriate, the Board can invite and seek advice from relevant expert(s) and existing local partnership(s).
- Wherever possible Board organisations should be signatories of the Aberdeen Climate and Nature pledge
- Quorum – 7 members including the Chair or Vice Chair should be present for Board meetings to take place.

### **Remit and Responsibilities – Net Zero and Adaptation Board**

- A minimum of 2 Board meetings should take place annually.

#### Indicative minimum Membership

- Chair
- Vice-Chair
- 2 x energy
- 1 x skills/ industry representative
- 2 x further education
- 2 x mobility representative
- 2 x built/ infrastructure sector
- 2 x natural environment
- 1 x community
- Young person representative
- 2 x members Core Co-ordination Group (support)

### **Remit and responsibilities – Delivery Hubs**

#### **Remit:**

1. Develop, prioritise and co-ordinate delivery of work programmes, within their theme Delivery Hub, to ensure progress in support of the Routemap and Framework.
2. Bring together the expertise and experience to support work programme requirements.
3. Liaise with other Delivery Hubs, where relevant to the development and delivery of work programmes.
4. To provide quarterly progress updates to the Board.
5. Seek expertise/ specialist technical info/ support to facilitate the development of the Hub Work Programmes.
6. Develop detailed action based collaborative work programmes for each hub. Identifying current activity, city priorities and addressing gaps with a pipeline of projects targeting key city priorities for emission reduction and climate adaptation. Indicative Delivery Hubs:
  - a) Buildings, Infrastructure Hub
  - b) Mobility Hub

- c) Energy Supply Hub
- d) Circular Economy Hub
- e) Natural Environment Hub
- f) Empowerment Hub
- g) Adaptation Hub

7. Examine funding routes relevant to Delivery Hub work programmes.
8. Make recommendations to the Board and respond to recommendations from the Board.
9. Identify/ develop the technical competencies required to support analysis/ delivery of the transition.
10. Communications between Delivery Hubs to be facilitated through 6 monthly meetings/ events.

**Membership:**

- Membership to be developed alongside facilitated theme work programme development.
- Membership can be expanded from the network of pledge signatories.
- Where relevant, use can be made of existing Boards/ Groups to avoid duplication.

**Support Arrangements – Core Co-ordination Group**

**Remit:**

1. Produce a baseline emissions inventory/ monitoring emissions inventory, liaising with organisations to support this.
2. Establish a framework/ appropriate tools for project and data monitoring and scenario modelling.
3. Provide advice/ guidance on climate change mitigation and adaptation where required to the Delivery Hubs.
4. Provide updates on place-based climate risks and climate projections.
5. Produce an annual progress report/ infographic on progress with Net Zero Aberdeen and Aberdeen Adapts.
6. Prepare agendas, minutes and supporting papers/ information for the Board, in agreement with Chair. All papers to be shared with Board members a minimum of 5 days ahead of meetings.
7. Promote, encourage sign up and provide admin for the Pledge scheme.
8. Develop a network of pledge signatories to build a sense of common ownership and shared responsibility exchange ideas.
9. Co-ordinate Network events for pledge signatories; engagement and publicity activities for Net Zero Aberdeen and Aberdeen Adapts.
10. Update the microsite.

**Membership: Council officers.**

## Governance Framework

