

APPENDIX A

INVESTMENT ZONE STEERING GROUP & WORKING GROUP TERMS OF REFERENCE

This document sets out the role, membership and responsibilities of the short-life Investment Zone Steering Group.

NAME OF GROUP

North East Scotland Investment Zone Steering Group

PURPOSE

The Steering Group will have strategic oversight of the region's detailed offer for the Investment Zone. Members will be responsible for endorsing each stage of the Gateway process and for confirming the final proposal to both Governments. They will ensure the stated objectives and outcomes of the Governments policy frameworks can be met through the Investment Zone offer and that the proposal has strong alignment to the Regional Economic Strategy (RES).

SCOPE

The Steering Group will endorse the different elements of the Investment Zone proposal, based on recommendations discussed with the working group who will co-develop these with the UK and Scottish Governments, in line with the Gateway process. These recommendations will ultimately determine how the £80 million funding envelope should be allocated.

It is proposed that recommendations and decisions made at the Steering group will be unanimous. It is recognised that partner organisations and both local authorities governance procedures will be mapped into the timeline for Steering Group decisions.

Steering group members will openly declare an interest in any subject under discussion or for recommendation/agreement, as appropriate and those members will be excluded from decision making in that instance, as agreed by the remaining steering group members.

GATEWAY STAGES

1. **VISION** Agree the overall vision for the North East Scotland Investment Zone.
2. **SECTORS** and **GEOGRAPHY** Review and endorse the recommendations for the priority sectors and proposed spatial focus.
3. **INTERVENTIONS** Endorse the proposed projects that will come together to address the constraints and opportunities for growth. Agree the proposed high level funding split between flexible and fiscal.
4. **GOVERNANCE** Agree the governance structure and assurance processes for the design, approval, and delivery of the Investment Zone and reviewing evidence that the criteria have been met.
5. **DELIVERY** Agree the delivery model or models, including any delivery vehicles for planning interventions, register of interdependencies and risks, finalising timelines and plans, and reviewing evidence that the criteria have been met.

In addition, the Steering Group will provide oversight to the communications and stakeholder engagement plan.

MEMBERSHIP AND FREQUENCY OF MEETINGS

The membership will consist of key regional economic partners alongside senior representatives of the region's key industry sectors.

The IZ Steering Group will meet monthly. Meetings will be held virtually and face to face, depending on member needs.

FUNDING AND RESOURCES

The scoping and development of the different stages will be funded and delivered by the working group members.

Steering Group
<ul style="list-style-type: none"> • Strategic Leadership , endorsement and sign off for each stage of Gateway process and final proposal for submission
Working Group
<ul style="list-style-type: none"> • Operational responsibility for development of the Investment Zone proposal, including delivery of workstreams and scoping of the proposal
Workstreams - led by appropriate partners, to be agreed, but may include:
<ul style="list-style-type: none"> • Development of Investment Case proposal - following the 5 Gate prescriptive process • Fiscal Incentives / Economic Geography • Sector Focus • Innovation and Entrepreneurship • Skills • Investment • Communication and Stakeholder Engagement

PROPOSED STEERING GROUP MEMBERS

Sir Ian Wood	Chair
Councillor Allard	Co-Leader, Aberdeen City Council
Councillor Owen	Leader, Aberdeenshire Council
Russell Borthwick	Aberdeen and Grampian Chamber of Commerce
Grant Smith	Digital Technology sector
David Currie	Energy sector
Alan James	Energy sector
Stanley Morrice	Food, Drink and Agriculture sector
Deborah O'Neill	Life Sciences sector
Neil Cowie	NESCOL
Steve Olivier	Robert Gordon University
Rhona Allison	Scottish Enterprise
George Boyne	University of Aberdeen

In attendance – specified and others as agenda items require:

Angela Scott	Chief Executive, Aberdeen City Council
Jim Savege	Chief Executive, Aberdeenshire Council

North East Scotland Investment Zone Working Group

Terms of Reference

This document sets out the role, membership and responsibilities of the short-life Investment Zone Working Group.

Name of Group

North East Scotland Investment Zone Working Group

Purpose

The Working Group will develop the Investment Zone proposal, co-developed with the UK and Scottish Governments using the Gateway process. Members will be responsible for identifying and delivering workstreams and assessing the areas and projects of greatest economic potential. The Working Group will ensure the stated objectives of both Governments policy frameworks are met and that the proposal is aligned to the Regional Economic Strategy (RES).

The Group will present regular updates to the Steering Group to secure endorsement for each stage of the Gateway process, which will ultimately determine how the £80 million funding envelope should be allocated.

Scope

The Working Group will work with both Governments to develop the Investment Zone proposal, following the Gateway process.

Gateway Stages

1. **VISION** Agree the overall vision for the North East Scotland Investment Zone.
2. **SECTORS and GEOGRAPHY** Review and endorse the recommendations for the priority sectors and proposed spatial focus.
3. **INTERVENTIONS** Endorse the proposed projects that will come together to address the constraints and opportunities for growth. Agree the proposed high level funding split between flexible and fiscal
4. **GOVERNANCE** Agree the governance structure and assurance processes for the design, approval, and delivery of the Investment Zone and reviewing evidence that the criteria have been met.
5. **DELIVERY** Agree the delivery model or models, including any delivery vehicles for planning interventions, register of interdependencies and risks, finalising timelines and plans, and reviewing evidence that the criteria have been met.

In addition, the Working Group will consult with the Steering Group on the development and delivery of the communications and stakeholder engagement plan.

Membership and Frequency of Meetings

The membership will consist of key regional economic partners alongside senior representatives from the region's key stakeholders.

The IZ Working Group will meet monthly. Meetings will be held virtually and face to face, depending on member needs.

Funding and Resources

The scoping and development of the different stages will be funded and delivered by the working group members.

<p>Steering Group</p> <ul style="list-style-type: none"> • Strategic Leadership , endorsement and sign off for each stage of Gateway process and final proposal for submission
<p>Working Group</p> <ul style="list-style-type: none"> • Operational responsibility for development of the Investment Zone proposal, including delivery of workstreams and scoping of the proposal
<p>Workstreams - led by appropriate partners, to be agreed, but may include:</p> <ul style="list-style-type: none"> • Development of Investment Case proposal • Fiscal Incentives / Economic Geography • Sector Focus • Innovation and Entrepreneurship • Skills • Investment • Communication and Stakeholder Engagement

Proposed Working Group Members

Julie Richards-Wood	Aberdeen City Council
Alan Wood	Aberdeenshire Council
Paul Macari	Aberdeenshire Council
Jon Matthews	AGS Airports
Maggie McGinlay	ETZ Ltd
Thomas Boyle	Fraserburgh Harbour
Neil Cowie	NESCOL
Myrtle Dawes	Net Zero Technology Centre
Jennifer Craw	ONE

Simon Brebner	Peterhead Port Authority
Bob Sanguinetti	Port of Aberdeen
Donella Beaton	Robert Gordon University
Matt Lockley	Scottish Enterprise
Allison Carrington	Skills Development Scotland
Pete Edwards	University of Aberdeen