

# Recommendation for SOWEC to agree governance principles

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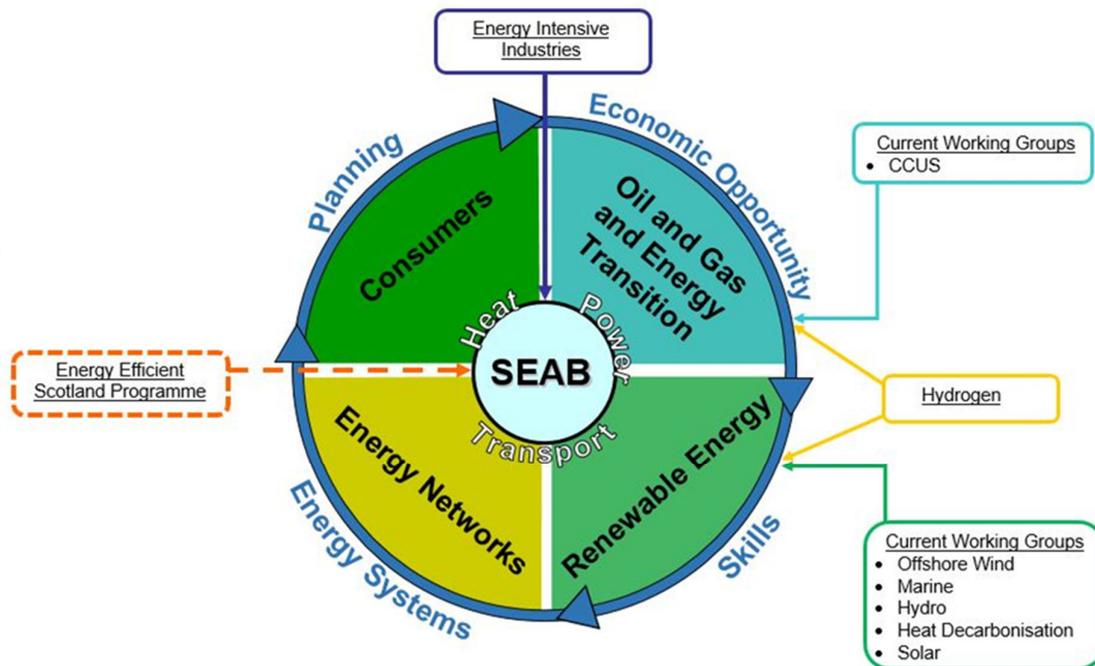
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## 1 Background/Context

The Scottish Offshore Wind Energy Council (SOWEC) was launched in October 2019.

At that time, it was acknowledged that the Scottish Government was undertaking a review of the industry leadership and expert advisory groups and that a review of the governance around SOWEC would be carried out at the end of that process. That review has been concluded and a summary of the Strategic Leadership Groups (SLG) and the associated workgroups are as below:



## 2 Proposals

Recognising the above structure, the following governance proposals are recommended for SOWEC:

- SOWEC is an agreed working group within the SLG landscape. Operating independently, directed by the Chair and Co-Chair, adhering to the terms of reference as agreed and supported by the project management office (PMO) and Scottish Government secretariat.
- Through both the PMO and the secretariat, SOWEC will provide written, verbal and in-person updates to any Strategic Leadership Group, the Scottish Energy Advisory Board (SEAB), the Offshore Wind Industry Council (OWIC) and other related parties, as requested.

- Collaboration with the Renewable Energy Strategic Leadership Group will be formalised, and a structure adopted to recognise the synergies and increasing shared objectives.
- Collaboration with the Oil and Gas and Energy Transition SLG will be formalised and a structure adopted to recognise the synergies and increasing shared objectives.
- Collaboration with further SLG's and associated working groups will be directed as necessary through the PMO, secretariat and SOWEC group leads.
- SOWEC will consider the important links with OWIC to ensure continued alignment with the UK Offshore Wind Sector Deal workstreams including measurement and reporting. Reporting is expected to align with other sector deals approved within the Industrial Strategy.
- SOWEC will meet quarterly, or as required.
- A list of definitive actions will be agreed following meetings, which will be tracked by the PMO and used to provide progress updates to other SLGs (incl. SEAB).
- For the effective delivery of SOWEC:
  - Meetings shall follow an agenda, circulated and agreed by the Chair and Co-chair prior to the meeting. Additional papers with supplemental information will be circulated along with the agenda to maximize the effectiveness of the meeting. This will include a written update from the SOWEC group leads.
  - Group leads will liaise primarily through the PMO.
  - Group leads will be key links to the OWIC workstreams.
- Members are guided by the Principles set out by the Code of Conduct for Standards in Public Life. Under the terms of this it is Members' personal responsibility to ensure they comply with the provisions of the Code of Conduct and it is therefore for individual members to raise any potential conflict. Normal practice would be to review any conflict of interest declared (in the context of the non-decision-making powers of the group) and should it be felt that there was a risk of a potential conflict, the group members would not take part in the discussion on the relevant subject.
- Membership of SOWEC is by invitation by the Chair and Co-Chair and it is recommended that membership in the first 24 months is reviewed bi-annually and following that, every year.

### **3 Recommendation**

SOWEC is asked to approve the governance and structure and that it is reviewed Q1 2021 or sooner, should movements or actions within SG or UK Governments necessitate.