

Marches Energy Strategy Steering Group

Terms of Reference

1. Role/Purpose

The role of Marches Energy Strategy Steering Group (MESSG) is to provide ongoing development, strategic direction and oversee the delivery of the Marches Energy Strategy Implementation Plan.

The Group sets out to:

- Lead the transition to a flexible, clean and affordable energy system in the Marches.

The Group will do this by:

- Developing and monitoring progress of the Marches Energy Strategy Implementation Plan.
- Promoting the inclusion of energy provision within other local policy areas.
- Reporting progress towards targets set out in the Implementation plan to the Marches LEP Board every 6 months.
- Promoting integrated delivery and partnership working on the focus areas
- Promoting innovation in the energy sector.
- Ensuring that energy investment is closely aligned with the wider policy objectives of both the Local Authorities and LEP's strategic priorities.
- Advising on energy infrastructure investment to support the delivery of the Marches Energy Strategy.
- Building a strong evidence base for energy infrastructure investment that will have a positive impact on the strategic priorities of the Marches LEP.
- Seeking opportunities to secure funding to deliver energy projects that realise the strategic priorities.
- Working with key partner organisations including BEIS, Midlands Energy Hub, local authorities, energy network operators, community energy groups in order to facilitate good working relationships, understanding of pressures and priorities.

2. Term

These Terms of Reference are effective from 10th October 2019 and will be reviewed every 12 months.

3. Membership

The role of the Steering Group is to oversee the delivery of Marches Energy Strategy and Implementation Plan. This will include monitoring progress against all identified actions. Membership of the Steering Group is voluntary, and no travel expenses are covered. The Marches Energy Strategy Steering group will comprise:

Name	Representing
Voting members	
Ben Boswell	Herefordshire Council
Harjot Rayet / Clare	Telford and Wrekin Council
Joe Bubb	Shropshire Council
Simon MacVicker	Shropshire Business Board representative
Mark Thompson	Telford Business Board representative
Gareth Williams	Herefordshire Business Board representative
Tony Green	Shropshire Green Xchange
Gordon Coppock	Herefordshire Green Network
Simon Ross	Marches Energy Agency – Community Energy representative
Non-voting members	
Gary Spence	Shropshire Council - ERDF
Nicholas Alamanos	Marches LEP
Tim Yair	Midlands Energy Hub Project Officer

Each organisation has one vote.

Additional members can be co-opted as required but will not have a vote.

4. Meetings

Democratic and/or financial accountability:

- The MESSG will present bi-monthly reports to the LEP Board meetings, reports will include projects spend and outputs, updates on strategy development and potential funding streams.
- The MESSG will meet bi-monthly and will be deemed quorate if a minimum of two delivery partner/project promoters attend the meetings.
- Meeting locations will vary but will be within the Marches boundary. When appropriate meetings will be held virtually using appropriate telecoms technology.
- Chairing of the MESSG and the Terms of Reference will be reviewed at least every two years. The Chair shall be elected by the MESSG and shall be drawn from the Marches area, i.e. from Herefordshire Council, Shropshire Council, Telford & Wrekin Council or the LEP.
- Secretariat duties for the group will be provided by the Midlands Energy Hub.
- MESSG members will contribute to the development of agendas for meetings; agendas and papers to be circulated 4 days before meetings, draft minutes to be circulated within 5 working days of meetings
- Members must declare an interest in any agenda items at the start of each meeting. They must not participate in discussions about either the development of project call specifications that are limited to scope/relate to a project in which they have an interest; or outline and full applications that have been submitted by them or organisations for which they work/by whom that are employed/that they own/that they represent.

- At each meeting members will be required to declare any organisational and/or personal interests of his or her own or immediate family which might be seen as creating a possible conflict of interest with their position on the MESSG.
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, group chair makes the final decision
- If required, subgroup meetings will be arranged outside of the bi-monthly meeting at a time convenient to subgroup members.
- All MESSG members must act in accordance with the “Seven Principles of Public Life” known as the Nolan Principles (<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>).

Supporting Strategic Project Development & Delivery:

- The MESSG will promote strong ongoing dialogue with key partners such as BEIS, Midlands Energy Hub, local authorities, energy network operators, community energy groups; enabling forward planning for the work programme to be undertaken within a mutual understanding of key priorities and forthcoming opportunities.
- Provide a forum of mutual support and guidance to the Marches Regional Senior Energy Project Officer, for sharing best practice concerning the development and delivery of Marches Energy Strategy, and for strengthening energy scheme business case development, ensuring the application of the assurance framework in relation to deliverability and value for money issues, in support of the project prioritisation process.
- Seek and consider the views of relevant stakeholders as required in developing energy-related policies on behalf of the LEP.

5. Standard agenda items

- Project progress
- Risk assessment
- Funding

6. Reporting mechanism

Reports will be shared with group members prior to meetings

The group will report to the LEP Board every 6 months on the progress towards achieving targets set out in the Marches Energy Strategy and Implementation plan.

7. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Marches Energy Strategy Steering Group.

Version	Date	Summary of Changes	Document Status
1.4	25/10/19	Table of responsibilities replaced by separate Skills matrix. To be appended to the Terms of Reference when formally adopted.	updated

Organogram

