

Dorset Energy Group

Terms of Reference

1. Name

The name of the body shall be called the Dorset Energy Group.

2. Accountability & Reporting: the Dorset Energy Group will be accountable and will report on progress, at least on an annual basis to the Local Strategic Partnerships (via their Environmental Theme Groups or equivalent) of Bournemouth, Dorset and Poole. Individual members will be responsible for reporting progress to their own organisations as they deem necessary.

2. Purpose

The primary purpose of the Dorset Energy Group will be to deliver the Bournemouth, Dorset and Poole Renewable Energy Strategy and Action Plan (produced July 2005).

3. Organisational Structure

The Dorset Energy Group will comprise the following elements:

➤ Executive Group

This will comprise a group of key stakeholders ultimately responsible for overall direction, delivery and monitoring of the strategy.

▪ Working Groups

The working groups will be established to take forward key action areas identified in the strategy or other tasks that the Executive Group may from time to time identify.

➤ Involvement of other stakeholders

▪ Stakeholder Engagement

An annual conference, or other appropriate means of engagement, will be organised with all organisations with a relevant interest in implementing the Renewable Energy Strategy to ensure wide spread stakeholder involvement.

▪ Councillors briefings

A special briefing will be organised at least annually for councillors of all Dorset authorities to update them on progress with the implementation of the strategy.

More details for each these elements is given below.

4. Executive Group

a. Objectives

The objectives of the Executive Group will be as follows:

- To co-ordinate, guide and support the implementation of the strategy in conjunction with key partners
- To establish working groups as required to progress the strategy and to oversee their operation.
- To review and monitor the overall progress of the strategy and the achievement of its mission, aims and action plan.

- To accommodate new requirements resulting in changes in by national, regional and local policies concerning renewable energy.
- To organise an annual conference or other appropriate means of engagement with all key stakeholders.
- To agree and monitor the annual work programme of the Renewable Energy Development Officer and other staff that may be appointed.
- To organise a briefing of all councillors in Dorset, at least annually.

b. Membership

Membership of the Executive will comprise organisations that have a key role to play in delivering the strategy. Initially this will comprise an authorised representative of the following organisations:

ORGANISATIONS	Number of representatives
LOCAL AUTHORITIES	
Dorset County Council	3 officers
Dorset District Councils	1 officer per district
Bournemouth & Poole Unitary Authorities	2 officers per authority
RENEWABLE ENERGY SECTOR	
Regen SW	1 officer
Dorset Community Renewables	1 representative
Stour & Vale Hydro Group	1 representative
Dorset Biomass Group	1 representative
BUSINESS SECTOR	
Business Link Wessex	1 representative
Dorset Federation of Small Businesses	1 representative
VOLUNTARY SECTOR	
Dorset Energy Advice Centre	1 representative
Dorset Agenda 21	1 representative
Dorset Association of Town & Parish Councils	1 representative
PARTNERSHIPS	
Dorset Biodiversity Partnership	1 representative
Dorset AONB	1 representative
Cranbourne Chase AONB	1 representative
TOTAL	25 representatives/officers

The Executive will review its membership when necessary. To ease decision making the numbers of organisations who are members of the Executive must not exceed 25.

Additional officers from the above organisations may also attend an Executive meeting if their input is required for a particular agenda item/s that could not be adequately covered by the nominated officer. Attendance should be agreed in advance of the meeting by the Chair.

It should be recognised that in some instances decision making on a particular issue may require the nominated representative to gain agreement through their organisation's formal decision making processes.

c. Chair and Vice Chair

The Executive will annually elect a Chair and Vice Chair who will represent it independently of any one organisation, view point or particular interest.

d. Conduct of meetings

- **Frequency:** Meetings will be quarterly or more frequently as required.
- **Agenda:** the agenda is drawn up by the Chair of the Executive. Members of the Executive may ask for items to be included on the agenda by giving at least 10 days notice.

Agendas will be sent out at least 7 days in advance of the meeting.

- **Quorum:** at least 10 members of the Executive must be present for the meeting to be valid
- **Voting:** the Executive will be responsible for considering and agreeing recommendations and proposals. Wherever possible this will be done by consensus. However, if necessary this will be conducted by a vote. Each organisation holds one vote.
- **Attendance by other organisations:** where an item on the agenda is of overriding importance to an organisation or individual not normally represented, they may be invited to attend for that item at the discretion of the Chair.

Or the Executive may invite other organisations to address it on specific issues.

- **Press & publicity:** with regard to press and publicity only the Chair or Vice chair of the Executive, or any person with their specific authorisation, can speak on behalf of the Dorset Energy Group. Any statements should only be made if the rules of the stakeholder organisations with regard to press and publicity have been met.
- **Administration:** the administration of the Executive is carried out by the Renewable Energy Development Officer or other staff that may be appointed.
- **Declarations of interest:** If any member of the Executive has a prejudicial interest in an agenda item then they must declare it and will not be entitled to vote on the matter under consideration and might be asked, at the discretion of the Chair to withdraw from the room.

e. Working Groups

The Executive will establish working groups to take forward key action areas identified in the strategy or other tasks that the Executive may from time to time identify. Each working group will establish its terms of reference and work programmes in consultation with the Executive. Membership of each working group will be open to organisations who can actively contribute to achieving the work identified. Each working group will appoint its own chair who will be responsible for reporting back progress to the Executive.

5. Stakeholder engagement

The purpose of engaging with stakeholders will be to allow representative groups and organisations to raise issues, make suggestions and provide expertise and input to assist with the implementation of the Bournemouth, Dorset and Poole Renewable Energy Strategy and also facilitate the dissemination of best practice.

This will be achieved through an annual conference (or other appropriate method of engagement) which will be open to all organisations with an interest in progressing the Bournemouth, Dorset and Poole Renewable Energy Strategy.

6. Councillors briefings

A special councillors briefing will be held at least annually for all councillors who wish to attend from Dorset County Council, Dorset's district councils and Bournemouth and Poole Unitary Authorities.

The briefing will provide an opportunity to update councillors on progress with regard to the implementation of the strategy and to discuss key issues.

7. Financial and Administrative arrangements

a. Financial arrangements

Dorset County Council will act as the accountable body for the Dorset Energy Group and will be responsible for the exercise of proper financial control of all funds relating to the group.

b. Administrative arrangements

Dorset County Council will act as host authority for the Renewable Energy Development Officer.

Dorset County Council will:

- Provide full employment services, including recruitment.
- Administer travel costs at the standard local authority rate
- Provide office accommodation and administrative support

The Sustainable Development Manager of Dorset County Council will line manage the Renewable Energy Development Officer on behalf of the Dorset Energy Group.

8. Review of Terms of Reference

The Executive will review the Terms of Reference, when necessary.