

Hub Board

Terms of Reference

PURPOSE

To oversee delivery and progress of the NEY Net Zero Hub's activities, setting strategic priorities and making decisions that drive forward net zero strategy and accelerate the delivery of net zero projects at a local level.

To review and discuss the development and progress of the pipeline of local energy/net zero projects to ensure Hub resources are being used effectively, in line with the Hub's MOU with The Department and regional strategies.

OBJECTIVES

1. To develop and agree strategic priorities to inform Hub activity.
2. To receive reports and monitor progress of Hub delivery against MOU requirements and agreed KPIs.
3. To review risks, issues and exceptions and determine appropriate course of action based on recommendations.
4. To maintain communications across participating organisations and The Department.
5. To select projects to receive allocated Hub support (financial or capacity), prioritise resources and make funding decisions in alignment with agreed governance processes.
6. To monitor performance, spend and outcomes of programme delivery, providing constructive challenge where necessary and support to overcome barriers.
7. To work collaboratively to develop solutions for Hub-wide issues.
8. To participate in bi-yearly meetings with The Department.

MEMBERSHIP

The MOU with The Department requires that The Hub Board will be made up of appropriate regional representatives from the Hub's constituent LEPs or Combined Authorities, as well as other stakeholders such as regional leaders and third parties to ensure full and balanced geographical coverage.

Each Hub member organisation's senior management can nominate one representative to be a member of the Hub Board who must be appropriately qualified and experienced in the view of other members and must be an executive officer of the organisation.

Deputies are permitted but must have an equivalent level of qualification and experience. Hub-funded officers cannot deputise for Board members.



The Board will identify and agree additional stakeholder roles within the Board to provide adequate regional representation to meet the requirements of The Department and support the Hub Executive with recruitment or invitation to these roles.

Additional attendees may be permitted by agreement of the Hub Board Chair or nominated deputy.

Board roles will be honorary and not remunerated.

The Board will be supported and advised by the NEY Net Zero Hub executive, representatives of the accountable body and independent experts as needed.

CHAIR

The Chair will be the nominee of TVCA unless a deputy is appointed. If the Chair is not able to be present at a board meeting, then the remaining members will appoint a deputy for the duration of the meeting.

QUORUM

The quorum for meetings shall be four Board members or their nominated qualified deputies. If a Party does not attend a meeting, does not field a deputy and does not respond to papers circulated for the meeting they shall be deemed to have waived their influence for any decisions taken in their absence.

CONDUCT

1. The Board will operate in a business-like, non-bureaucratic fashion.
2. A schedule of meetings (at least every 2 months) will be prepared on an annual basis.
3. Board members will conduct themselves according to the Nolan Principles of public life (**see Annex 1 – The Seven Principles of Public Life**).
4. Board members with personal, commercial or financial interests in any agenda items will declare them at the relevant points on the agenda and not participate in discussion or votes on those items.
5. Board members with declared personal, commercial or financial interests in any agenda items may be required to leave the room at the discretion of the Chair for the duration of the agenda item discussion.
6. In the Chair's absence, a vote will be held to choose a chair for the meeting.
7. Where a vote is required, this will be through a simple majority with a casting vote for the Chair.
8. Board meetings are confined to Board members and advisers except for external presenters and observers which have been agreed with the Chair in advance.
9. There will be a formal record of notes and decisions taken.

REPORTING ARRANGEMENTS

Papers will be prepared by the Hub executive, collated and circulated at least 3 working days in advance of the meeting.

FREQUENCY AND LOCATION OF MEETINGS

The Board shall meet at least every two months. Urgent decisions required from the Board may be taken by electronic communication in between meetings, with the same requirements for quorum and declarations of interest as above.

Board meetings will usually be held on MS Teams but may be held in person by agreement.

Board members will also participate in up to two Away Days each year to support strategic planning and direction setting.

Annex 1

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services.

All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1 Selflessness

Holders of public office should act solely in terms of the public interest.

2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6 Honesty

Holders of public office should be truthful.

7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.