



# Action for Affordable Warmth

## Terms of Reference for the Steering Group

**Objective:** The continuing objective for the group shall be to act in partnership, across sectors, to achieve the aims jointly agreed to and laid out in “Action for Affordable Warmth- A strategy for Gloucestershire & South Gloucestershire”, within the next 15 years (by 2016).

### Representation

**The group should continuously include representatives of:**

- Cheltenham Borough Council
- Cotswold District Council
- Forest of Dean District Council
- City of Gloucester Council
- South Gloucestershire Council (inc. Social Services)
- Stroud District Council
- Tewkesbury Borough Council

**And should ideally continuously include representatives of:**

- Any or all of the Gloucestershire Primary Care Groups / Trusts
- The South Gloucestershire Primary Care Trust
- Gloucestershire County Social Services Department
- Gloucestershire Energy Efficiency Advice Centre (Severn Wye Energy Agency)
- National Energy Action
- Local charities, voluntary and community groups with an interest or expertise in home energy or fuel poverty issues

### Membership

Each local authority shall nominate an Officer or Senior Officer with specialist responsibility for energy and/or fuel poverty issues to attend programmed and ad hoc meetings of the Group or to arrange for a deputy to attend in his/her absence. Member organisations may nominate more than one representative if they feel it is appropriate. The names of all representative/s and their deputies shall be notified to the Secretary of the Group who shall maintain a list of current members. The list to be reviewed as and when necessary, but at least once a year.

### Chair and Secretary

Chair and Secretary of the HECA Group will at first act as such for the Action for Affordable Warmth Group. This position will be reviewed between between May and October 2002. The way the activities of the group develop must be allowed to influence the way it is chaired and supported. The Chair and Secretary may serve for more than one year, but for no longer than three years in a row. Administrative support will be provided by the constituent members organisations as appropriate.

## **Meetings**

The group will meet, in full, at least twice each year but may convene additional meetings as necessary to further implementation of the action plan and ensure monitoring of progress. An annual general meeting will be held at which the Chair and Secretary of the Group will be elected. The Group will have the power to invite representatives or experts from any field to attend any meeting in order to further the aims of the strategy. The group may from time to time, convene working sub-groups to discuss and report on topics requiring detailed consideration, or may use other existing groups such as the Gloucestershire HECA Group or particular existing project steering groups, to do this.

## **Agendas and minutes**

Agendas will be prepared by the Secretary in consultation with the Chair and circulated 14 days before the meeting. Group members may also refer items for discussion and investigation, if possible not later than 14 days before the scheduled meeting. The Secretary shall prepare minutes of all meetings of the Group and shall circulate them within two weeks of the meeting to all representatives and wider groups. Group members may request that extra copies are circulated to particular members of their respective organisations.

## **Decision-making**

The Group will act as a liaison group between constituent agencies and will seek to make decisions by consensus.

## **Progress reporting**

The group will monitor and record progress against each aim in detail and a summary annual report will be produced from that information for circulation to relevant agencies and contacts, including elected members of local authorities. It is suggested that a revised strategy document be officially updated and published by the group during 2006 and 2011.

## **Other roles for the group**

The group may make joint responses to consultation processes established by the Government, local authorities or other agencies and as a group may also seek to consult others on issues relating to implementing the action plans.

**Sally Daley**

**Stroud District Council**

**Updated October 2002**