

London Energy Partnership Steering Group

Terms of reference (revised 24 April 2008)

Key Responsibilities:

1. Determines and maintains the strategic direction of the Partnership
2. Agrees, directs and monitors the Partnership's work programme. Assists in monitoring the contribution of the Partnership's work towards delivery of the Mayor's Energy Strategy and Climate Change Action Plan and identifies gaps for future work.
3. Sets up and oversees Task Groups and facilitates prioritisation of their work in line with the LEP work programme.
4. Ensures proper representation on Task Groups.
5. Works to secure necessary core and project funding.
6. Ensures the actions of the Steering Group (SG), Task Groups and London Energy Forum are transparent and available to the public through the Partnership's website and other means of communication.

Membership:

1. The SG should seek to maintain a broad representation of sustainable energy stakeholders in London.
2. Members attend as named representatives of their organisations.
3. Each Task Group will be represented on the SG by its Chair. Members will endeavour to attend all meetings.
4. Members should attend personally rather than send deputies.
5. If a member is absent for 2 consecutive meetings it will be the responsibility of the secretariat to contact that member. If there is no representation at a third meeting, their membership will be reviewed by the rest of the Steering Group.
6. Additional invitees as agreed by the Steering Group at a previous meeting may attend as observers. Observers may participate in the discussion of meetings but are not entitled to vote

Operational procedures:

1. The SG will meet quarterly for a two hour meeting. Meetings will alternate between City Hall and Partner Organisations.
2. The Partnership secretariat will provide administrative support to the SG, including meeting preparation and note taking.
3. Decision-making will be by majority voting of members present where a simple consensus is not apparent.
4. The Steering Group will check bi-annually that the terms of reference are operating satisfactorily. Membership (Including sector representation) will be reviewed annually at the first meeting after April 1st each year.
5. The Chair should be appointed for one year with a re-appointment option after the completion of his/her term. This would be based on a majority decision of the group members.
6. On the same basis, the Steering Group will also appoint a Vice Chair who may deputise on behalf of the Chair.

Conflicts of Interest:

In any situation where a Partner organisation has been awarded a contract, is actively bidding for or being considered for a contract or it seems likely that they may or will express an interest in a contract the representative of the Partner must withdraw from the meeting for that item. The representative must not speak about or vote on the matter.