



# GREATER LINCOLNSHIRE LEP ENERGY COUNCIL

## TERMS OF REFERENCE

**GREATER LINCOLNSHIRE LEP TERMS OF REFERENCE FOR ENERGY COUNCIL COVER SHEET**

<b>Name of Document</b>	GL LEP Energy Council ToR Dec 2021
<b>Purpose</b>	This document sets out the main roles and responsibilities of the Energy Council, including membership, governance and recruitment of its members
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<b>Policy lead officer</b>	LEP Chief Executive

<b>Version Control</b>		
<i>Please note this document is valid until formally revoked or replaced</i>		
<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.1	August 2020	
2.0	December 2021	Title Change Format change including cover sheet and version control
2.1	August 2023	<i>Recruitment amendment agreed by Directors Board July 2023</i> <ul style="list-style-type: none"> <li>• SAB members will be recruited through an open recruitment process, and member appointments will be approved by the GLLEP's Chief Executive or GLLEP's Operations &amp; Delivery Executive Manager.</li> <li>• The SAB Chair and Vice-Chair will be appointed by the GLLEP Director's Board, following recommendation from the Appointments Committee.</li> <li>• Amendments of the term 'Board' to 'SAB'</li> </ul>

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### 1 OVERVIEW

- 1.1 The Energy Council takes a lead on strategic development for energy sectors in Greater Lincolnshire, and in support of economic growth, low carbon, low-cost energy access and security, aims to accelerate the pace of whole-system and clean energy innovation to achieve performance breakthroughs and cost reductions. This will provide widely affordable and reliable clean energy solutions that will revolutionise energy systems throughout Greater Lincolnshire.
- 1.2 Businesses and investors play a vital role in bringing new technologies to market, and national, regional, and inter-governmental organisations, non-governmental organisations, universities, professional bodies, and private research institutions play an important role in contributing to the approach the Council will take in Greater Lincolnshire.
- 1.3 The Energy Council will report in to the Greater Lincolnshire Local Enterprise Partnership (GLLEP) as a Strategic Advisory Board (SAB), and its aim will be to shape and influence the future of energy in Greater Lincolnshire.

### 2. SCOPE

- 2.1 The Energy Council abide by the following Enabling Framework for the transformation of energy in Greater Lincolnshire and providing insights into the delivery of the Local Industrial Strategy (LIS). The framework in which the Council operates, includes:
  - 2.1.1 Information Sharing

Members will utilise an information sharing system that can efficiently and flexibly:

    - 2.1.1.1 Facilitate co-operation on research and development needs, priority-setting, collaborative opportunities, projects, and best practices;
    - 2.1.1.2 Facilitate active engagement with, and investment by investors, businesses, and industry.

### 2.1.2 Innovation Analysis and Future Trajectory

Members will work together, and with existing centres of analytical expertise, to:

- 2.1.2.1 Collate, review, and share analysis to provide more readily accessible insights into the role innovation can play to address whole-system and clean energy systems;
- 2.1.2.2 Commission, as supported by the GLLEP, new analysis to address gaps in our current understanding;
- 2.1.2.3 Map existing and planned public and business activities onto identified needs, to identify gaps and opportunities;
- 2.1.2.4 Communicate insights into the most critical innovation needs to decision makers, in the public and business sectors.

### 2.1.3 Joint Research and Capacity Building

Members will collaborate on joint research and capacity building, where mutual interest exists, to:

- 2.1.3.1 Help leverage combined knowledge, capabilities, and resources which benefit the Greater Lincolnshire area;
- 2.1.3.2 Promote common principles and good practices;
- 2.1.3.3 Share expertise and identify, promote, and utilise available platforms for collaboration;
- 2.1.3.4 Facilitate bilateral and multi-lateral research partnerships, where there is mutual interest, and help enhance collective capacity.

### 2.1.4 Business and Investor Engagement

Members will pursue opportunities to identify and engage prospective businesses and investors to:

- 2.1.4.1 Exchange information, and actively build relationships;
- 2.1.4.2 Improve mutual understanding of perspectives and priorities regarding whole-system and clean energy innovation needs, and opportunities for Greater Lincolnshire;
- 2.1.4.3 Attract and encourage investment in emerging technologies, to expand and enhance the innovation pipeline;
- 2.1.4.4 Accelerate the realisation of benefits to the Greater Lincolnshire, from the most promising ideas.

- 2.2 Determinations impacting changes to this Enabling Framework, statements issued on behalf of all SAB Members, and other recommendations by the Energy Council, should occur on a non-objection basis following an opportunity for input from all Members, and agreement from the GLLEP Energy Council Chair and Greater Lincolnshire LEP Directors Board.
- 2.3 Given the voluntary nature of the SAB, many collaborative efforts that develop organically over time may proceed with the approval by all SAB Members, LEP Energy Council Chair, with the endorsement by the Greater Lincolnshire LEP Directors Board.

### **3 ROLES AND RESPONSIBILITIES**

- 3.1 SAB Members will be advocates to the issues that Greater Lincolnshire faces and start to seek out and articulate the grand challenges that will be faced by Greater Lincolnshire.
- 3.2 The Energy Council, will provide high level strategic guidance to:
  - 3.2.1 Foster implementation of the Enabling Framework for Greater Lincolnshire;
  - 3.2.2 Make recommendations through consensus to all Members in a transparent manner, including by sharing minutes of all Energy Council discussions;
  - 3.2.3 Facilitate implementation of outreach and communication strategies that help achieve progress on projects and events;
  - 3.2.4 Support the active engagement of business, with appropriate translation into business/investor opportunities;
  - 3.2.5 Potentially suggest funding opportunities as needed to implement the Enabling Framework;
  - 3.2.6 Create Task & Finish groups to carry out specific tasks, as needed.
- 3.3 The Chair shall act as the spokesperson for the SAB, be a sector champion for the GLLEP and will work closely with the Chairs of the GLLEP's other Strategic Advisory Boards and with the chairs of other senior groups within the LEP area in pursuance of the GLLEP's accelerated economic growth objectives.
- 3.4 The Chair of the SAB is responsible for advising the GLLEP Directors Board and reporting to it on all matters within the remit of the Energy Council.

### **4. MEMBERSHIP**

- 4.1 The Energy Council will be one of the GLLEP's Strategic Advisory Boards. It will have a whole systems remit that has sub-sector and place based representation across the

GLLEP region and will be predominately private sector, with no less than 10 and no more than 20 members.

## 5. RECRUITMENT

- 5.1 The SAB members will be recruited through an open recruitment process, and member appointments will be approved by the GLLEP's Chief Executive or GLLEP's Operations & Delivery Executive Manager.
- 5.2 The SAB Chair and Vice-Chair will be appointed by the GLLEP Director's Board, following recommendation from the Appointments Committee.
- 5.3 Members will consist of qualified individuals in the energy field, and national/regional economic integration organisations. Each member will undertake the following responsibilities to:
  - 5.3.1 Endorse the Enabling Framework proposed for Greater Lincolnshire;
  - 5.3.2 Document whole-system and clean energy research and development baselines;
  - 5.3.3 Actively show how they are advocates for the issues that Greater Lincolnshire faces;
  - 5.3.4 Represent the Greater Lincolnshire LEP on relevant national forums for energy, and can signpost relevant case studies, as to what has worked elsewhere;
  - 5.3.5 Evidence efforts, activities, and capacity to help accelerate whole-system and clean energy innovation, which contribute to Greater Lincolnshire's overall energy transformation efforts.
- 5.4 Ideally, all SAB members shall live or work in Greater Lincolnshire.
- 5.5 Energy Council members will have a term of office for three years, with a view to renewal for a further three years in order to provide continuity.
- 5.6 The Energy Council will approve an annual work plan, and make recommendations to the GLLEP board for endorsement, whilst also reporting on a regular progress to the GLLEP board on its delivery.
- 5.7 As members of the SAB resign or reach term of office, the Energy Council will make recommendations to the Energy Council Chair for replacement.
- 5.8 A Code of Conduct and Register of Interest is in place and all Council members and observers are required to complete a declaration.

## 6. MEETINGS

- 6.1 The SAB will meet quarterly. Members are expected to provide apologies if they cannot attend, and no substitutes will be allowed.
- 6.2 An annual calendar of meetings and venues rotating between Energy Council members will be agreed at the outset.
- 6.3 A Secretariat is to consist of a small, flexible team with an initial focus on carrying out core administrative functions (e.g., logistics support for meetings and calls, gathering, sharing, and publishing agenda and minutes in a timely manner to all SAB Members and on the Greater Lincolnshire LEP website). Typically, agenda and papers will be sent out to all SAB members one week before the meeting is due to take place
- 6.4 The need for additional support functions will be considered as the Energy Council work programme develops.
- 6.5 SAB members shall be entitled to invite relevant third parties to attend any meeting of the SAB as observers providing that such third parties agree to be bound by the Observer Code of Conduct and shall be entitled to speak at meeting of the SAB with the prior permission of the Chair but shall not be entitled to vote.
- 6.6 The SAB shall give due consideration to all laws and regulations as appropriate.
- 6.7 The SAB will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature. All Board Members and Observers will observe the need for confidentiality in this respect.

## 7. QUORUM

- 7.1 A quorum shall be 30% of overall membership in person or via virtual meeting including at least one Private Sector Member and one Non-Private Sector Member.