

# **AFFORDABLE WARMTH ACTION GROUP**

## **TERMS OF REFERENCE FOR THE PARTNERSHIP GROUP**

**OBJECTIVE:** The Affordable Warmth Action Group (AWAG) is recognised by the partners involved as the delivery vehicle for Wolverhampton's' Affordable Warmth Strategy. Within its objectives the group will establish and deliver the 5 key aims highlighted within the strategy.

- Raise energy efficiency awareness and provide advice to Council staff, partner organisations, and the general public.
- Improve energy efficiency in Social Housing
- Encourage and assist private sector residents to achieve affordable warmth
- Continued development of the Energy Services Company ( ESCO) to benefit all residents
- Access funding to ensure strategy delivery, development and evaluation

### **REPRESENTATION**

**The AWAG membership shall, as a minimum, include representatives from the following organisations:**

- Wolverhampton City Council
- Eaga Partnership
- npower
- NEA
- Wolverhampton PCT
- Hestia services

**The group should ideally include representatives from the following:**

- Registered Social Landlords
- Voluntary Sector groups
- Other Fuel Suppliers
- Residents/Community groups

### **MEMBERSHIP**

Each partner member of AWAG will nominate a responsible individual with specialist knowledge or a keen interest in energy awareness and/or fuel poverty issues. Members will be expected to attend scheduled meetings of the AWAG group plus any ad-hoc meetings. If a group member cannot attend they should arrange for a suitable deputy to attend in their absence

Each organisation listed above may nominate more than one representative if the AWAG agrees that it is appropriate.

The names of all representatives, deputies and their contact details will be notified to the chair of AWAG who will maintain a list of current members.

AWAG, through its chair, can invite representatives or experts from any related field to attend meetings in order to further enhance the delivery of the strategy.

The list of partner organisations, together with their nominated representatives, will be reviewed annually at AWAG's AGM.

### **ROLE OF MEMBERS**

Members will be expected to be actively involved in all meetings, offering their expertise and the support of their organisations to help achieve the overall objectives of the group. AWAG may from time to time nominate individual members to assume responsibility for certain aspects of the Affordable Warmth Strategy, thereby ensuring its successful delivery.

Members will be proactive in response to new initiatives developed from either within or external to the group. In fulfilling this they will be expected to share information with all members of AWAG subject to recognised legal or contractual constraints.

Members will be expected to contribute to changes to the existing Affordable Warmth Strategy as a result of any changes in local or national policies.

Each member representative will be involved in the administration of the group (see below)

### **MEETINGS**

The group will schedule meetings on a bi-monthly basis.

The chair may call ad Hoc meetings to progress urgent business.

The group may convene sub group meetings to discuss and report back on topics that require detailed consideration.

All members will act in a professional manner during meetings and failure to do so could result in expulsion from the meeting and consideration of their continued membership.

A representative duly elected at the groups AGM will chair meetings.

### **DECISION MAKING**

The group, will in the first instance, seek to make decisions by consensus. Should contentious decisions require a vote then each member organisation will be allowed one vote. Only one representative per organisation may vote and this person will be nominated for this duty by their organisation.

In the event of a tied vote the Chair will exercise the right to cast a deciding vote.

All decisions made by way of a voting method will be minuted.

**ANNUAL GENERAL MEETINGS**

The AWAG will hold its AGM in March or within a twelve-week period following the expiry of that date.

The AGM will elect a Chair who will serve the group as such until the next AGM.

Chairs may serve for more than one year – subject to re-election - but may not serve for more than three years in succession.

The AGM will monitor and record progress against each strategy aim and will produce an annual report for circulation to relevant agencies and member organisations.

**ADMINISTRATION**

The representative elected as chair will assume responsibility for the administration of the group and its meetings. This will involve responsibility for the general organisation of meetings to include provision of venues, catering, sending out invites production of agendas and minutes. The representative’s organisation will offer this service on an “in kind” basis

The Chair will be responsible for organising the groups AGM and the production and distribution of its annual report.

It is expected that all members of the group will be proactive in sharing the burden of the administration of the group’s activities, but overall responsibility will rest with the Chair.

**OTHER ROLES**

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 strategy.

The group will be responsible for revising, updating, and publishing the strategy document on a four yearly basis.

**SIGNATURE**

By signing these terms of reference it is agreed that my employing organisation and I will abide by the AWAG terms of reference. I accept that these terms of reference are for guidance purposes and do not supersede any contractual or other legislative measures that apply to my employing organisation

**SIGNED**----- (print name)-----

(Employing organisation)-----

