

The Norfolk and Suffolk All Energy Industry Council

Terms of Reference

Sept 2019

Purpose & Principles

To provide strong and clear leadership for the industry to drive forward the aspiration to be recognised as the UK's All Energy Region, the Energy Council will provide:

- **Clear Leadership** – demonstrating strong and clear leadership for the industry
- **Communication** – enhance strong and clear communication to speak with one voice
- **Collaboration** – instilling a spirit of cooperation and collaboration to strengthen industry-government-education strategic partnerships for the benefit of the whole industry sector
- **Coordination** – improving the coordination of activity and initiatives to add value, enhance service delivery and knowledge transfer
- **Capability** – building knowledge, intelligence and expertise to help strengthen capability and capacity within the cluster
- **Competitiveness** – driving innovation and productivity improvements to help drive down costs, enhance efficiencies and boost global competitiveness for export and investment

Strategic Objectives

Ensuring all partners play a part in delivering the ambitions of the cluster and the Economic Strategy for Norfolk and Suffolk, the Council will drive forward a set of strategic objectives:

1. **Profile and Promotion** Branding and marketing the area and cluster to national and global audiences. Proactively promoting the offer to attract global investment and boost exports across the energy sector.
2. **Lobbying and Regulation** – strengthening links with Government and other organisations as identified by the council to attract support and investment and improve regulations.
3. **Supply chain development** – strengthening the cluster, helping businesses work with each other, including tier one corporates, and maximising export and investment opportunities.
4. **Innovation support** - helping businesses improve their performance and enabling them to enter new markets, develop new products, enhance processes and improve productivity.
5. **Skills development** – overseeing the skills sector plan, connecting employers with providers and responding to industry demands in developing the skilled workforce of tomorrow.

- 6. Infrastructure** – attracting investment to enhance and build the infrastructure required to support the growth of the industry and improve connectivity and business productivity.

Responsibilities

- Act as the LEP sector group for energy, considering the bigger picture and providing strategic direction in delivering the aspiration to recognised as the UK's All Energy Region.
- In collaboration with other strategic partners to drive and coordinate activity which delivers the ambitions to develop the cluster
- Act as clear and coherent reference point for dialogue with Government, being a single point of contact, which brings together all partners. Utilising EEEGR events and activities (including an annual House of Commons reception) to assist in achieve such dialogue
- Support the development of the Local Industrial Strategy, identifying actions and interventions and best practice for energy transition and the move towards a clean energy focus area and clean growth grand challenge that could be scaled up to achieve bigger impact.
- Engage with relevant national Sector Deals to ensure our 'place' is appropriately mapped, such as the published Nuclear deal and Offshore Wind deals, and collaborate with key strategic bodies, such as BEIS, Catapults, Innovate UK and relevant industry councils (such as OWIC and NIC) to deliver the Sector Deals and other related programmes of activity.
- Commission task and finish groups where appropriate and where no other sub-board or committee can fulfil the task.
- Connect to and collaborate with regional boards and committees that play a role in delivering the ambitions for developing the energy cluster, continuing to identify gaps and opportunities.
- Influence stakeholders and government – to coordinate resources and investment to the deliver the objectives.

Membership and Appointment

The committee will comprise a total of around 25 members – the Chair, up to 13 private sector Theme Champions, four Place champions, three educational representatives (HE/FE), New Anglia LEP and East of England Energy Group representatives. The Board will include the LEP Chief Executive and at least one LEP Board member, providing the link back to the LEP Board and as ambassadors for the Economic Strategy. One seat will be reserved for a Government official.

Board membership will be for a period of three years initially, with an option to be re-appointed. No more than a third of the board will stand down on an annual basis. Board members will be responsible for attending at least three meetings a year. Members failing to take part in at least three successive meetings will have their membership revoked. In line with LEP policy, Board members are not able to nominate a substitute if unavailable to attend the meeting.

Board members, including co-opted members, or additional observers, are selected by nomination; at least two Board members and the Chair are required to nominate a Board

member or observer and final decisions will be made by a majority vote of the Board. Decisions will be based on how well nominated individuals can represent their sector and on ensuring a balance of representation across the Board by geography, size of businesses and sector. Decisions on co-opted members, observers and working party membership will be based on the specialist advice, knowledge and networks required.

The Board may co-opt up to three specialist advisors to support specific project development and delivery.

The Board may invite observers from other LEP groups or interested parties, on a reciprocal basis and for a fixed period of time.

Private sector Theme Champions will have a responsibility to represent the views of their appointed thematic area. For place champions, we will seek four representatives, 2 for each county.

The further education representatives will be nominated by the New Anglia Colleges Group and will have a responsibility to represent the FE sector at Energy Council meetings, feeding back to the colleges group on the outcome of meetings. One seat will be allocated for the HE sector, and the incumbent will have the responsibility to report back to the other HE providers in the region.

Attendance of non-members at meetings

Members of the LEP executive team, sub-boards and committees and EEEGR board, executive, members and Special Interest Group participants may also be invited to attend meetings where appropriate.

Meeting Frequency

Meetings will be held bi-monthly and scheduled to coincide with the dates of the LEP Board meetings. The frequency of meetings could change to quarterly if the Board decide it is more appropriate once it is established.

Delegated Authority

Can hold other groups including Task and Finish groups, to account. It has the authority to task a sub-board, group or committee to deliver action within the deliver plan.

Reporting procedures

The minutes of meetings will be circulated to all members of the Board and published on the LEP website. The Energy Council will be required to report annually to the main LEP Board on progress.

Secretariat

Secretariat will be provided by EEEGR under the terms of an SLA with the LEP and endorsed by the Energy Council.