

# Warwickshire Energy Managers Forum

## Draft Terms of Reference

3<sup>rd</sup> Dec 08

### 1. The name of the forum will be:

Warwickshire & Coventry Energy Managers' Forum

### 2. Aim

The overarching aim of the forum is to promote and achieve more sustainable energy management within the property portfolio of its membership, in order to contribute to environmental objectives and to make financial savings where practicable.

### 3. Activities

It is envisaged that the forum's aim will be achieved largely (but not exclusively) through:

- 3.1 Sharing information, experiences and best practice in relation to energy management.
- 3.2 Focussing on energy efficiency issues in accordance with the energy hierarchy.
- 3.3 Sharing training and awareness raising opportunities.
- 3.4 Identifying and sharing energy management successes and challenges.
- 3.5 Consideration and discussion of relevant external factors, including legislation, performance indicators and the Warwickshire Local Area Agreement targets.
- 3.6 Trialling and sharing information on new technologies / approaches including renewable energy production.
- 3.7 Undertaking site visits where appropriate
- 3.8 Sharing information and documentation in respect of the procurement of fuel and energy related infrastructure, including consortium buying where appropriate.
- 3.9 Sharing information on external energy management initiatives and benchmarking schemes, such as those provided by the Carbon Trust.
- 3.10 Establishing working groups or sub groups to consider specific issues where this is beneficial.
- 3.11 Consideration of water management issues as well as energy.

### 4. Membership

The core membership of the forum will be energy managers within the public sector in Coventry & Warwickshire. Other individuals may be invited to meetings where this is deemed beneficial by the core membership.

## **5. Meetings**

### **5.1 Frequency of meetings**

It is envisaged that the forum will generally meet quarterly. Additional meetings or meetings of sub groups will be arranged if the forum members deem this to be appropriate / beneficial.

### **5.2 Arranging meetings**

xxxxx will be responsible for the administration associated with organising forum meetings. Unless explicitly agreed otherwise this will involve the production of an agenda, the circulation of notes / paperwork and the notification of meetings.

### **5.3 Chairing of meetings**

A Chairperson shall be nominated for one year and shall chair all forum meetings. In the absence of the Chairperson the meeting attendees will agree a temporary chairperson.

### **5.4 Attendance at meetings**

The organisations that have decided to participate in the forum will endeavour to ensure that they have a suitable representative who will attend the meetings, or send a suitable substitute.

### **5.5 Sub-group meetings**

Should any sub-groups be established, arrangements for managing their meetings would be the responsibility of the sub-group members to agree.

## **6. Decision making**

*Forum needs to consider if it will be making any 'decisions' and if so whether this is done on a simple majority basis of members at the meeting (and if everybody gets to vote).*

## **7. Amending / reviewing terms of reference.**

The forum will review / amend these terms of reference when required. **Terms of reference will be agreed by .....**