

**Energy Efficiency Partnership for Homes**

**Constitution**

**CONTENTS**

	<b>Page</b>
1. Description	2
2. Mission	2
3. Objectives	2
4. Roles and responsibilities	3
4.1 Council	3
4.2 Chairman's Advisory Group	4
4.3 Working groups	4
4.4 Ad Hoc groups	4
4.5 Secretariat	5
4.6 Director	6
5. Funding	6
6. Officers	7
7. Chairing of meetings	8
8. Meetings	9
9. Travel expenses	9
10. EST services	9
11. Alterations to the constitution	10
12. Use of the Partnership logo	10
13. Evaluation	10
Appendix 1a - Membership of the Council	12
Appendix 1b – Structure of the Partnership	13
Appendix 2 – Terms of reference for groups	14
Appendix 3 – Agreed Note between DECC, EST and EEPH	15

## **1. Description**

The Energy Efficiency Partnership for Homes (EEPH) is a voluntary network of UK organisations with interest in the supply chain for the delivery of carbon and energy saving products and services in the household sector.

The Energy Efficiency Partnership for Homes was established in 1999 at the behest of government and with the support of the Energy Saving Trust (EST) and the British Energy Efficiency Federation (BEEF). EEPH is today widely recognised as a unique, independent stakeholder body with an overview of the whole supply chain. Its membership comprises companies and organisations involved in on-the-ground delivery, trade associations, third sector bodies, as well as relevant government departments.

EEPH currently comprises some 560+ organisations and some 1,000+ individual partners.

## **2. Mission**

The mission of the Partnership is “To enable a long-term framework for the implementation of carbon and energy saving measures in homes, so helping the UK to meet its climate change targets, eliminate fuel poverty caused by energy inefficient homes, and provide economic benefits.”

## **3. Objectives**

EEPH provides a neutral space or forum for key delivery players to work together with the aim of:

- Informing government of the practicalities of introducing and implementing policy and providing constructive challenge
- Identifying policy gaps and recommending solutions
- Identifying opportunities for stimulating energy saving take-up by consumers
- Coordinating action to overcome barriers to the delivery and effective implementation of government policies, regulations and schemes.

## **4. Roles and responsibilities**

The original concept of a co-ordinated approach to energy efficiency arose from post Kyoto discussions between the DETR<sup>1</sup>, BEEF and the EST. In order to ensure that the Partnership could work as a genuine partnership the various sectors with an interest in energy efficiency in existing homes and fuel poverty issues were invited to contribute their ideas at the design stage through a consultation process, which took two forms:

- Workshops bringing together a cross section of representatives of a particular sector and those with a relevant interest where no forum or working group existed.
- Sessions about the Partnership at regular meetings of working groups already established to liaise with EST generally on the Energy Efficiency initiative.

The Partnership consists of a number of Working Groups. In addition, cross sector links are established between these groups. The work on common themes between groups is proving to be the most proactive and beneficial area of work. In order to accommodate such cross sector work, new groups will be created for the life of the cross sector activity and it may be that some existing groups will no longer be required.

The Partnership is open to all UK organisations that are active in energy efficiency and can contribute to the achievement of the UK Government's climate change and fuel poverty commitments. All partners will make a commitment to the Partnership and its objectives.

The Partnership is fully supported by DECC and its Ministers. From time to time Ministers and their officials will wish to hold discussions on domestic energy efficiency and other policy matters with a bearing on the Partnership. Typically such discussions will be with a wide cross section of stakeholders from the sector and will include active partners.

An expedient decision at the time of the establishment of EEPH was that its operation would be funded as part of the government's annual grant to EST. This arrangement provides a legal entity for the operation of EEPH and the infrastructure for the operation of its secretariat.

An independent review of the operation of EEPH by KPMG in 2008 concluded that the governance of EEPH needed to be clarified. An Agreed Note (**Appendix 3**) has been negotiated and signed (April 2009) by officials for DECC, EST and EEPH. This sets out clearly the roles and responsibilities of DECC and EST in the governance of EEPH.

### **4.1 Council**

Formally referred to as the Steering Group, the EEPH Council is the body responsible for EEPH's workplan including the proposed resources expected to deliver it. The Council is responsible for the preparation and implementation of the workplan and management of the related resources.

---

<sup>1</sup> Department of the Environment Transport and the Regions

The Council comprises an elected representative from each of the Working Groups, a representative from BEEF, a nominated representative from DECC, Ofgem, the Devolved Administrations and EST as well as a number of other trade bodies (ERA, SBGI) and independents (NEA, EAGA). The Group provides overall guidance on the functioning of Working Groups, prioritises the Partnership's overall work programme, and is tasked with the delivery of the overall objectives. See **Appendix 1a and 1b** for the group membership and working group structure chart. See **Appendix 2** for the Council's Terms of Reference.

#### **4.2 Chairman's Advisory Group (CAG)**

Reports to the Council, and comprises:

- i. Three members of the Council (ie. the Chairman and the two Deputy Chairs) to ensure consistent representation of the Council's views
- ii. One person from EST
- iii. One person from DECC
- iv. Director of the Partnership.

Other members of the Council, the Trust and DECC are invited to attend meetings, as required. For continuity and consistency the Chairman of the Council chairs CAG. See Appendix 2 for CAG's Terms of Reference.

The Chairman's Advisory Group is responsible for keeping the grant funder informed of progress against its workplan and budget at its quarterly meetings.

#### **4.3 Working Groups**

The Working Groups represent the interests and input the views of the different sectors or groups of sectors that are active in household energy efficiency and who share the Partnership's objectives. The number of groups is flexible and will increase or decrease over time. These groups are responsible for agreeing targets and formulating work plans (for 1 and 3 year periods) to achieve them. See Appendix 2 for terms of reference for each working group.

Each Working Group Chair reviews the membership of their group on an annual basis (as part of the annual planning process). This annual review should ensure that members are continuing to play an active part in the group's work and that membership of the group continues to reflect suitably the interests of the sector. Every three years, membership and activities should be reviewed in depth.

In addition to the partners who are regular participants in working groups ('full' members) other partners may elect to be 'associate' members of any of the working groups. This entitles associate members to receive drafts of working group minutes before they are ratified and other specific communications addressed to these groups.

#### **4.4 Ad Hoc Groups**

These groups will be formed at the request of the partners when discussion is needed on a specific issue. The Council will approve all groups that require resourcing by the Partnership Secretariat. As the Partnership develops it is envisaged that such groups will play a key role in achieving the objectives of the Partnership. These groups may meet

over a time limited period, or on a single occasion. Generally these groups are either sub groups of a Working Group or a group set up to look at a cross sectoral activity.

No permanent group, with the exception of the Council, should exceed 25 members; if the membership exceeds this number then the group must be split into relevant different sub groups.

#### **4.5 Secretariat**

The facilitation of the Partnership is provided by the Secretariat. These services comprise the following:

##### Administration

- Managing the Partnership's budget for management, administration and project costs
- Making arrangements for all Council, Chairman's Advisory Group, working group and main sub-group meetings and providing appropriate minutes and notes of these meetings
- Organising and managing the Partnership's workshops, seminars and conferences
- Acting as first point of contact for organisations and members of the public interested in the work of the Partnership
- Providing information to the partners on the activities of the Partnership and working groups

##### Planning

- Setting up and managing the annual planning process with approval of the Chairman's Advisory Group and the Council
- Managing the business planning process, within EST's timetable, for the submission of workplans and the budget to DECC for funding approval
- Managing the preparation and submission of all working groups' 3-year business plans, annual work plans and project investment cases

##### Reporting

- Preparing and presenting to the Chairman's Advisory Group and Council a report of working groups' quarterly progress against workplan and budget expenditure

##### Coordination

- Ensuring that the Government's energy efficiency policy initiatives are brought to the attention of relevant groups and partners
- Identifying areas and means for potential collaboration between working groups
- Cross linking relevant DECC-funded EST programmes
- Cross linking relevant Defra-funded MTP programmes
- Cross linking to initiatives in other government departments, principally CLG and BIS

##### Communications

- Developing and maintaining effective communication processes with partners through the Partnership's website and regular eNews bulletins
- Promoting the work of the Partnership in relevant forums and media
- Producing the Partnership's Annual Review
- Staging an Annual Partnership Conference

##### Projects

- Commissioning projects, by issuing requests for quotation/tender, arranging for and participating in the evaluation of quotes/tenders and appointing contractors
- Managing contractors and ensuring projects are delivered on budget and on time and fit for purpose
- Adhering to EST's procurement policies

#### Technical expertise

- Coordinating the provision of technical/subject matter expertise for working groups and, if appropriate, providing this directly
- Chairing meetings in the absence of working group chairs or deputy chairs
- Providing technical/subject matter expertise directly
- Setting up and managing new working groups, when agreed by the CAG and Council
- Preparing and submitting responses on Government policy and scheme consultations, when necessary.

## **4.6 Director**

Appointed by the CAG and confirmed by the Council, the Director is the incumbent manager of the Secretariat, who is an EST employee. The specific tasks of the Director, in addition to managing the activities of the Secretariat, are:

#### Representation

- Representing the Partnership to partners and external audiences
- Participating in external bodies and committees as the representative of the Partnership
- Liaising with senior Government officials and ministers to further the Partnership's objectives

#### Leadership

- Proposing the agendas for the CAG and Council meetings
- Proposing policy and plans for the effective management of the Partnership to the CAG and Councils

#### Reporting

- Reporting on progress against the Partnership's work plan and budget to the CAG and Council
- Providing the Partnership's review of the year in the publication of the Annual Review
- Presenting a review of the year at the Annual Conference.

## **5. Funding**

The EEPH Council is the body responsible for EEPH's workplan including the proposed resources expected to deliver it. The Council is responsible for the preparation and implementation of the workplan and management of the related resources. The EEPH workplan is agreed separately between DECC and the Partnership with delivery being the responsibility of the Partnership. The Chairman's Advisory Group is responsible for keeping the grant funder informed of progress at its quarterly meetings.

During the preparation of the EEPH workplan EST will be consulted to identify potential synergies in relation to work funded by DECC.

The overall amount of resources available to support the EEPH is negotiated between EEPH and DECC and agreed with EST for inclusion in the EST/DECC grant offer letter. The budget agreed with DECC is then set out in DECC's grant offer letter to the EST and the amount of funding for the EEPH ring-fenced.

The EEPH will be responsible for the delivery and monitoring of its workplan and deployment of related resources and keeping DECC and EST informed of progress via the Chairman's Advisory Group, on which both DECC and EST representatives will sit as members.

## 6. Officers

### Chairman

Appointment of the Chair will be the responsibility of the Council. The Council will nominate a selection panel, including the two Deputy Chairs, to which appropriate powers will be delegated in order that the selection panel may carry out recruitment and appointment to the post.

### Deputy Chairs

The Council will elect two Deputy Chairs. Candidates will be from members of the Council and working groups. One Deputy Chair shall be nominated to represent the interests of the intermediary (socially-focused) working groups<sup>2</sup> and one Deputy Chair to represent the interests of the industry-focused working groups<sup>3</sup>.

The method of election provides for a separate vote for each Deputy Chair post. All Council members would be mandated to vote by their working groups, but industry working group representatives would not participate in the vote for the intermediary ('social') Deputy Chair post, and *vice versa*. Council members who are not working group representatives (those not listed as industry or intermediary group representatives) would be able to vote in elections for both Deputy Chair posts. The present Deputy Chair for the industry sector would not vote for the intermediary sector Deputy Chair (unless he is also a working group representative) and *visa versa*.

### Term of Office

The Chair or Deputy Chairs shall normally be appointed for a period of three years, unless a shorter period of time is agreed by the appointing committee or by the Council.

Any individual may serve additional terms of up to three years, but they will require to be re-elected by the Council for any additional period.

### Deputy Chair election process

The following Standing Orders will apply for the process of electing the deputy chairs:

- i. The Director of the Partnership is the nominated Returning Officer

---

<sup>2</sup> **Intermediary Groups:** Social Housing, Private Rented Sector, Fuel Poverty, Energy Advice Providers, Local Delivery Group,

<sup>3</sup> **Industry groups:** Insulation, Heating, Lighting, Consumer Electronics, White Goods, Glazing, New Build, Marketing

- ii. In instances when there is only a single candidate for either the industry or intermediary groups then this candidate is put forward to the Council for confirmation
- iii. Voting will be by secret ballot at the SG meeting - ballot forms will be posted to SG members prior to the meeting
- iv. Guidance for working groups on the process of choosing their candidate:
  - Only group members attending on the day of the meeting are entitled to vote
  - Subgroups are not included in the vote
  - Only one vote per member organisation
  - The chair of the group may have a casting vote
  - The Partnership Chairman would not vote
  - The group may vote by show of hands or a secret ballot.

### Working Group Chair

The appointment of the Chair will be dealt with on an individual group-by-group basis and each Working Group will decide which is the appropriate method. The two main approaches will be:

- Nomination of an EST staff member as Chair, for approval by the relevant Working Group. This may be appropriate in the early stages of a group's formation.
- Nomination of a Working Group Member, for approval by the relevant Working Group. This will be the preferred method in the longer term for all groups.

It will be for each Working Group to decide whether the Chair and the representative for the Council will be the same person. It would normally be the case that they will be. However, where, for example, a member of the Trust's staff chairs a Working Group, a separate representative would be needed.

## **7. Chairing of Meetings**

The Chair, or in that person's absence, a Deputy Chair will chair all meetings. In the event of the absence of Chair or Deputy Chair, the meeting will elect a Chair for that meeting.

### Roles and Responsibilities of the Chairs of the Steering and Working Groups

The Chair of the Council will be responsible for the following:

- The strategic direction of the Partnership.
- Co-ordination between the Partnership and the EST.
- Securing the commitment of partners and representing the interest of the Partnership to third parties, including at senior level within Government etc.
- Attending key meetings and supporting the development of the Partnership including:
  - Setting the agenda for Council meetings.
  - The smooth running of Council meetings.
  - Guiding the development of cross-sectoral activities.
  - Contribute to the development of the Partnership marketing activities.

- Involvement in the development and implementation of Working Group plans.
- The Chair of the Council is an *ex officio* member of all working groups and sub-groups.

The Chairs of the Working Groups will be responsible for the following:

- Setting the agenda for Working Group meetings.
- Smooth running of the meetings.
- Representing the views and activities of their Working Group to the Council, either themselves or by a Council representative elected by each Working Group.
- Guiding the strategic development of activities within the sector.
- Working with other sectors on cross-sectoral objectives.
- Reviewing the membership of the group annually.
- Together with the Secretariat ensuring that actions minuted are effectively handled between meetings, as necessary.

## **8. Meetings**

Applicable to Council and Working Groups:

- Members of the Council and working groups who do not attend meetings and fail to apologise for absence for 3 consecutive meetings will cease to be a group member.
- A quorum of all meetings will be 50% of the membership of the group.
- Meetings will take place as appropriate but not less than once a year.
- All matters shall be decided by consensus where possible, or if necessary by a majority of votes of the members present, together with any proxy votes received by the Chair in advance of the meeting.
- In the event of an equality of votes the Chair shall have a second or casting vote.

A meeting of the whole Partnership shall take place annually. This will allow all partners to participate in an overview of key Partnership activities, including future plans. It will also facilitate further development of strong cross sectoral links.

## **9. Travel Expenses**

The Partnership will pay members of the Council and working groups all reasonable travel expenses incurred in attending meetings upon completion of a Partnership expenses form and submission of relevant receipts. These must be based on using second-class rail travel or, if necessary, travel by car repaid at an agreed rate and must be submitted within one month of the expenses being incurred. Partners are encouraged to use public transport at all times.

## **10. EST Services**

EST hosts the operations of the Partnership, which is an independent organisation. The Partnership does not have its own legal identity. EST provides the infrastructure of the Partnership Secretariat.

- a) EST receives funding from DECC each year for activities defined in a Grant Offer Letter. This includes a ring-fenced amount for the Partnership.
- b) EST is legally accountable to DECC for the expenditure of funds by the Partnership secretariat, and for ensuring compliance with the terms of EST's Grant Offer Letter
- c) Although EEPH negotiates directly with DECC on the content of its workplan and budget submission, the formal submission is made as an appendix to EST's grant offer submission.
- d) EST employs staff to administer the secretariat function of the Partnership.
- e) Appointments of staff to the Secretariat are to be made by EST, in agreement with the Chairman's Advisory Group. EST human resources policy applies to the recruitment and retention of Partnership staff.
- f) EST is responsible for letting and managing all contracts concerning Partnership projects and activities. EST's procurement policies apply to the evaluation and appointment of particular contractors and EST has the power to require particular members of the Council or any working groups to abstain from involvement in any decision making process where EST considers this is necessary to ensure impartiality and the avoidance of any conflicts of interest.
- g) If at any time EST's role in relation to the Partnership (that is to say, acting as secretariat to the Partnership with legal accountability to DECC for the expenditure of funds by the Partnership and for ensuring compliance with the terms of the relevant grant offer letter from DECC) is transferred to a new legal entity, whether a successor organisation to EST or otherwise, then subject to any direction from DECC to the contrary EST will assign to that new legal entity all copyright and other intellectual property rights created or acquired by EST solely for the purposes of the Partnership.

## **11. Alterations to the Constitution**

The Council, on an annual basis, will normally review the constitution, unless specific issues require more urgent attention.

## **12. Use of the Partnership logo**

The registration of an individual and their organisation with the Partnership is for the purpose of enabling communication within the network and does not confer any approval of their products or services.

Registered partners may not use the Partnership (EEPH) logo in any commercial materials. Commercial materials include, but are not exclusively:

- Letterheads and business cards
- Sales collateral and leaflets
- Sales promotion material
- Vehicle markings.

## **13. Evaluation**

The Partnership will be independently evaluated every three years. Evaluations will consider the future development of the Partnership to meet expected changes in the external environment.

The performance of staff in the Secretariat will be evaluated by EST, in consultation with the Chair of the Partnership.

The role and performance of the Chair will be reviewed independently by the Chairman's Advisory Group 12 months prior to the end of each three-year term unless the Chairman has given notice not to stand for a further term.

## **Appendix 1a**

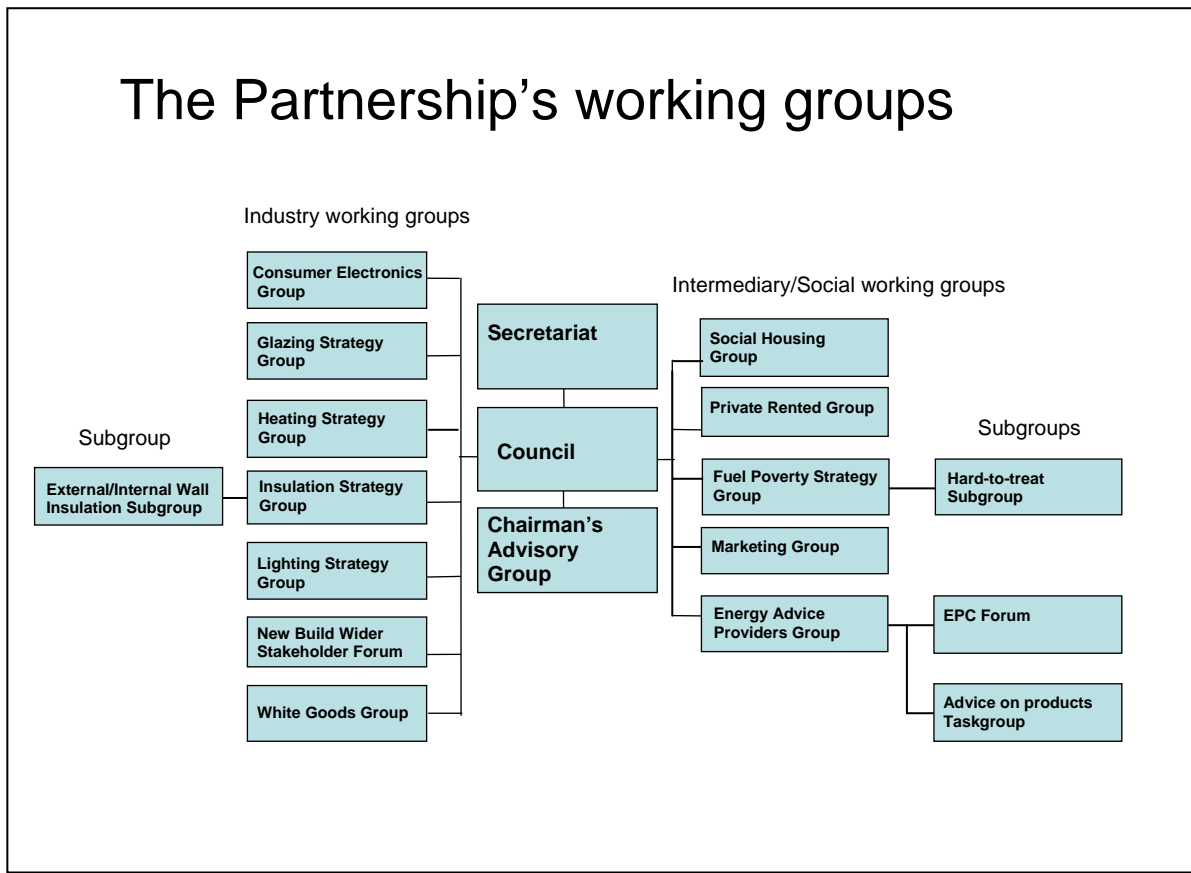
### **Membership of the Council**

<b>Name</b>	<b>Representing</b>
To be appointed	Chairman
Andrew Warren (Deputy Chair)	BEEF
William Gillis (Deputy Chair)	NEA
Marian Spain	EST
Garry Felgate	ERA
Hayley Peters	EAGA
Jeremy Parsons	SBGI
Fiona Tranter	DECC
TBC	Northern Ireland
Carole Barker-Munro	Scottish Government
Gwyn Lewis	Welsh Assembly Government
Charles Hargreaves	Ofgem
Peter Capener	Independent (for advice, education and community sector)
George Fullam	Consumer Electronics Group
Catrin Maby	Energy Advice Providers Group
William Baker	Fuel Poverty Strategy Group
Giles Willson	Glazing Strategy Group
Peter Thom	Heating Strategy Group
Neil Marshall	Insulation Strategy Group
Peter Hunt	Lighting Strategy Group
Peter Rickaby	Social Housing Group
TBC	Marketing Group
Kirk Archibald	New Build Group
Dave Princep	Private Rented Sector
TBC	White Goods Strategy Group

As at 22<sup>nd</sup> September 2009.

## Appendix 1b

### Working group structure



## **Appendix 2 - Terms of reference for groups**

### **Council**

The Partnership's Council is made up of nominated representatives from the different sectors of the Partnership, predominantly from working groups but in some cases from other relevant groupings or organisations, e.g. the British Energy Efficiency Federation (BEEF), DECC, Ofgem, the Devolved Administrations, and EST. It has agreed its terms of reference.

#### **Terms of Reference**

- Overseeing the development and successful establishment of the Partnership: to ensure it meets its objectives of climate change targets including CO<sub>2</sub> reduction and fuel poverty alleviation through the development of Partnership initiatives to promote the uptake of energy efficiency measures
- Reviewing reports from Partnership working groups, monitoring progress on work plans, representing their interests and feedback to them
- Facilitating co-ordination - across/between sectors
- Identifying issues of concern to partners/working groups, discussing problems raised by partners/working groups and proposing/recommending ways forward.
- Assisting government in selecting senior level representatives for ministerial advisory meetings
- Overseeing a communication strategy for the Partnership
- Making decisions collectively on behalf of the Partnership: to improve its working and achieve its objectives

### **Chairman's Advisory Group (CAG)**

#### **Terms of Reference**

- Helping fulfil the implementation and promotion of the Council's policies, decisions and guidance throughout the Partnership
- Assisting in the preparation and development of a clear plan (for 1 and 3 year periods), setting out key objectives for the Partnership, for approval by the Council, including advising on, and helping to identify, key Partnership activities and allocation of Partnership resources to these activities
- Providing guidance and advice to EST in its capacity as facilitator of the Partnership
- Ensuring that the cross sectoral issues identified by working groups are effectively addressed by the Partnership
- Making decisions collectively on behalf of the Partnership, to improve its working and achieve its objectives, but not to take strategic decisions without reference to the Council
- Prioritising the work of the Partnership to ensure that resources are focussed on key objectives
- Initiating the budget planning process for subsequent approval by the Council.
- Reporting to DECC on performance against budget and workplan at quarterly CAG meetings

## **Working Groups**

### **Consumer Electronics Group**

#### **Terms of Reference**

- Support Government in product policy development and implement for consumer electronics products;
- Share policy and market development information between supply chain stakeholders – manufacturers, retailers and Government
- Help increase the evidence base which informs policy and implementation strategies
- Provide stakeholder expertise and content into Defra funded activities which promote higher energy efficiency products - the Market Transformation Programme and Energy Saving Trust and the Act on CO2 communications campaign
- Develop specific input to communication strategies and initiatives to producers, partner sectors and the public.

### **Energy Advice Providers Group**

#### **Terms of Reference**

- Develop, deliver and review an agreed energy advice providers' strategy and workplan, within overall EEPH objectives
- Facilitate co-ordination between advice providers to:
  - Provide mutual support and sharing of information
  - Identify issues of concern and propose solutions
  - Feed back information to the constituencies members represent and seek their views
- Promote the integration of advice into the work of all other EEPH sector working groups; improve their understanding of the importance of energy advice.

### **Fuel Poverty Strategy Group**

#### **Terms of Reference**

- Monitor, advise and input into the development and implementation of national governments' fuel poverty policies and delivery plans
- Maintain and share an oversight of fuel poverty policies, programmes, activities and relevant best practice across the UK
- Maintain an overview of all fuel poverty activities and initiatives of other EEPH working groups and provide guidance as appropriate.

### **Glazing Strategy Group**

#### **Terms of Reference**

- Promote energy efficient windows through the use of BFRC Window Energy Ratings
- Promote the development, offer for sale and take-up of more energy efficient windows than the minimum prescribed by the Building Regulations and other schemes, such as the Code for Sustainable Homes (noting that any replacement window is likely to improve household energy efficiency).
- To encourage consumers to consider replacement glazing
- Represent the views of the glazing sector and gain its full participation in informing and energising Government policy, regulation and schemes

- Develop, implement, monitor and review the most effective strategies for achieving the Glazing Strategy Group's aims.

### **Heating Strategy Group**

#### **Terms of Reference**

- Bringing forward emerging renewable technologies within a long term sustainable market development framework (e.g. appropriate advice and capacity building);
- Influencing the exploitation potential of existing energy efficiency technology in the space heating and hot water;
- Participating in developing available skills capacity across all technology sets;
- Identifying potential for recoverables, renewables and energy efficient systems;
- Identifying issues of concern to the sector and propose/recommend ways forward;
- Developing sector specific input to the overall communication strategy, both to partner sectors and to the public, and;
- Contribution by group representatives of quarterly 'state of the market' updates to facilitate cross-sector information sharing.

### **Insulation Strategy Group**

#### **Terms of Reference**

- Develop, implement, monitor, and review the Partnership's Insulation group work plan in line with overall EEPH objectives and to ensure sufficient co-ordination across relevant EEPH groups to ensure Government targets are met
- Identify and address opportunities and issues of concern within the product sector, and give consideration to the future of the sector.
- Liaise with Government departments to ensure insulation issues are appropriately considered and enacted.

### **Lighting Strategy Group**

#### **Terms of Reference**

- Coordinate stakeholder actions that encourage the take up of energy efficient lighting in the home
- Participate in stakeholder consultation on Government's development of policies, regulations and schemes in relation to low energy lighting
- Oversee the development of lighting strategies and actions within the Partnership's overall objectives
- Identify barriers to the take up of energy efficient lighting and propose/recommend ways forward
- Recommend and promote strategies for improving householder communications.

### **Local Delivery Group**

Terms of reference to be agreed at first meeting of the group on 9<sup>th</sup> October 2009

### **Social Housing Group**

#### **Terms of Reference**

- To represent the social housing sector's views and ensure full participation for the sector in EEPH

- To identify issues of concern and propose solutions for the achievement of Partnership objectives within the social housing sector
- To oversee the development and implementation of a work plan for the social housing sectors within EEPH objectives.

### **Marketing Group**

#### **Terms of Reference**

- Identify the marketing requirements of the energy saving sectors that deliver on the government's climate change and fuel poverty policies
- Provide a forum to liaise on marketing priorities and synchronise initiatives in relation to for government funded marketing campaigns (DECC, CLG, and Defra)
- Provide input into DECC funded EST marketing plans by:
  - Sense-checking plans at a strategic level
  - Encouraging liaison between EST and working groups on detailed sector specific marketing plans
- Facilitate communication of marketing initiatives and plans across the Partnership membership, allowing for commercial sensitivities.

### **Private Rented Sector Group**

#### **Terms of Reference**

- Represent within EEPH private landlords and tenants and other stakeholders concerned with or working with the private rented sector
- Identify issues of concern and propose solutions for the achievement of overall Partnership objectives within the private rented sector
- Oversee, deliver, monitor and review a work plan for the private rented sector within the Partnership objectives
- Liaise with other Partnership groups in addressing energy efficiency in the private rented sector.

### **New Build Group**

#### **Terms of Reference**

- Bring together companies building new homes for the owner occupier and private rented markets, and their trade bodies, alongside government and organisations concerned with the promotion of energy efficiency, mitigation of climate change and alleviation of fuel poverty
- Link work with that of other EEPH working groups
- Develop and deliver an annual work plan.

### **White Goods Strategy Group**

#### **Terms of Reference**

- Inform and influence implementation of energy efficiency policies and activities in the UK
- Develop a genuine market for more efficient products and provide a stimulus to innovation in product development
- Identify and address opportunities and issues of concern within the product sector, and give consideration to the future of the sector
- Liaise with Government departments to ensure white goods' issues are appropriately considered and addressed

- Respond to wider issues within the Partnership, in particular issues highlighted by other sectors requiring input regarding white goods.

## **Appendix 3 – Agreed Note between DECC, EST and EEPH**

### **Governance of the Energy Efficiency Partnership for Homes** **Note Agreed at Meeting of DECC, EEPH and EST on 28 April 2009**

#### **1. Introduction**

The Energy Efficiency Partnership for Homes (EEPH) was established in 1999 at the behest of government and with the support of the Energy Saving Trust (EST) and the British Energy Efficiency Federation (BEEF). EEPH is today widely recognised as a unique, independent stakeholder body with an overview of the whole supply chain for the delivery of energy saving products and services to households.

EEPH currently comprises some 500+ organisations and some 800+ representatives of the main supply chain players and influencing bodies involved in the delivery of energy saving products and services to the household sector, as well as relevant government officials responsible for policy development and implementation.

EEPH provides a neutral space or forum for key delivery players to work together with the aim of:

- Informing government of the practicalities of introducing and implementing policy and providing constructive challenge
- Identifying policy gaps and recommending solutions
- Identifying opportunities for stimulating energy saving take-up by consumers
- Coordinating action to overcome barriers to the delivery and effective implementation of government policies, regulations and schemes.

An expedient decision at the time of the establishment of EEPH was that its operation would be funded as part of the government's annual grant to EST. This arrangement provides a legal entity for the operation of EEPH and the infrastructure for the operation of its secretariat.

An independent review of the operation of EEPH by KPMG in 2008 concluded that the governance of EEPH needs to be clarified. This agreed Note now sets out clearly the roles and responsibilities of DECC and EST in the governance of EEPH. This understanding follows a number of recent meetings and discussions between the parties. Codifying the detail of the relationship between EEPH, EST and DECC will help reduce the potential for any confusion in the future when key personnel change.

#### **2. Agreement between EEPH, DECC and EST**

##### **2.1 Workplan**

The EEPH Council is the body responsible for EEPH's workplan including the proposed resources expected to deliver it. The Council is responsible for the preparation and implementation of the workplan and management of the related resources. The Chairman's Advisory Group is responsible for keeping the grant funder informed of progress at its quarterly meetings.

As confirmed in the 2009/10 EST workplan submission to DECC, the EEPH workplan is agreed separately between DECC and the Partnership with delivery being the responsibility of the Partnership. During the preparation of the EEPH workplan, EST will be consulted to identify potential synergies in relation to work funded by DECC.

## **2.2 Funding**

The overall amount of resources available to support the EEPH will be negotiated between EEPH and DECC and agreed with EST for inclusion in EST/DECC grant offer letter. The budget agreed with DECC is then set out in DECC's grant offer letter to the EST. The EST and DECC agree that this portion of grant shall be ring-fenced for the purposes of supporting the EEPH.

## **2.3 Grant Offer Letter**

DECC's annual grant offer letter to the EST will specify the amount of funding available to support the EEPH. This will be managed by EST for the purposes of employing the staff of the EEPH secretariat and providing office accommodation, IT and accounting services. The grant offer letter will also specify that the EST will be responsible for reporting to DECC on delivery of its grant funded support to EEPH. The EEPH will be responsible for the delivery and monitoring of its workplan and deployment of related resources and keeping EST and DECC informed of progress, via the Chairman's Advisory Group on which both DECC and EST representatives will sit as members.

## **2.4 Legal status**

For accounting, procurement and HR statutory purposes, EST is accountable for the legal commitments of EEPH.

## **2.5 Constitution**

EEPH's Constitution defines the roles and responsibilities of all parties involved in its operation, particularly partners, officers, and services provided by EST. This document sets out the rules on how the EEPH operates and is reviewed and agreed once a year by the Council, including DECC and the EST. This agreed Note will be included in the next revision of the Constitution.

## **2.6 Summary**

In summary, DECC is responsible for offering grant to the EST to support the EEPH, following discussion between DECC and EEPH and agreed by EST on the level of grant for that financial year. The EST will be responsible for reporting to DECC on delivery of its grant funded support to the EEPH. The EEPH will be responsible for monitoring its workplan and related resources and keeping EST and DECC informed of progress. In addition to these particular roles DECC and the EST are also key partners and participants in most of EEPH's activities.