

Appendix A - TERMS OF REFERENCE

Cambridgeshire Green Deal Partnership Project Steering Group

Vision

To develop and implement a Cambridgeshire wide 'Green Deal Offering' sanctioned by the district level authorities within the Government's framework for Green Deal whilst maximising the local economic and community benefits.

Aim

To develop a sound business case and procurement framework for partnering with an external green deal provider (or providers) and green deal assessors to deliver cost effective energy efficiency improvements to residents and building owners across Cambridgeshire.

Objectives

1. To consolidate and analyse the output from consultancy, Workshops and community engagement to develop a delivery model for green deal in Cambridgeshire
2. To undertake soft market testing and research to establish the likely costs, market appetite for cooperation, acceptable delivery and financial models, and revenue potential
3. To establish the wider local economic and community benefits required in the chosen delivery model
4. To produce a detailed proposed business case for a chosen 'Green Deal Model'
5. To identify and follow the correct procedure for political scrutiny and authority for taking the project forward to procurement
6. To establish the correct procedure, costs and implications for procurement of partners to implement the chosen green deal model

Principles

To achieve significant improvement to the energy efficiency of homes and commercial buildings across the county by promoting and enabling the flow of funds and finance through ECO and Green Deal to those residents and businesses who can benefit.

- Provide confidence to residents and businesses in the ECO and Green Deal processes
- Maximise through procurement the use of local assessors and installers to ensure a local economic benefit from the flow of ECO funds and Green Deal Finance
- Make best use of local authority reputation, information, staffing and other assets to ensure successful partnership delivery of the Green Deal
- Make the best use of established community connections with the public, parishes and third sector organisations to promote Green Deal to and engage with our populations.

Accountability

Immediate accountability will be to relevant service heads in the individual authority and then to relevant committees/ portfolio holders/executive Councillors as set out below

Partners	Reporting
South Cambridgeshire	

Huntingdonshire	
Cambridgeshire County	
Cambridge City	Jas Lally (Head of Refuse & Environment) Tim Ward (Executive Councillor Planning & Climate Change) Environment Scrutiny Committee
East Cambridgeshire	
Fenland	

Action notes and brief minutes will be taken at meetings and progress should be reported to service heads following fortnightly meetings

Membership

The following partner organisations will be represented:

- Cambridge City Council
- Huntingdonshire District Council
- South Cambridgeshire District Council
- Cambridgeshire County Council
- East Cambridgeshire District Council
- Fenland District Council

Frequency of Meetings

Meetings will be held fortnightly

Administration

Establish secretary & Chair

Review

These Terms of Reference were reviewed and agreed