

GREATER SOUTH EAST NET ZERO HUB REGIONAL ADVISORY BOARD – MEMBER / CHAIR ROLE PROFILE

The Greater South East Net Zero Hub Board (the Hub Board) is responsible for setting the strategic direction and for overseeing the utilisation and delivery of the Department of Energy Security and Net Zero (DESNZ) Grant Funding programme in order to accelerate Net Zero across the region and support public sector decarbonisation on behalf of Cambridgeshire and Peterborough Combined Authority (CA).

It is supported in achieving its main aims and objectives through the establishment of (three) Regional Advisory Boards (RAB). The RABs have responsibility for leading on stakeholder engagement and provision of representative input to the Hub Board, reflecting their geographic catchment.

Each RAB consists of a group of individuals who can offer guidance and insight to the Hub Board. Members are invited on to the RAB because they can provide input, advice and feedback reflecting the experience, challenges, and opportunities of a geographic area and/or a Key Stakeholder Group relevant to the purpose of the Hub, as determined by its Memorandum of Understanding (MOU) with DESNZ.

Regional Advisory Board Purpose

The main purpose of each RAB is to:

- Provide representative advice to the Hub Board.
- Make recommendations to the Hub Board about the needs of the potential clients within the regional geographies to inform the functions of the Hub (alongside data analysis).
- Support the Hub delivery by horizon scanning; feeding into future strategy and identifying challenges and support required.
- To secure engagement with representative stakeholders.
- Maintain an up-to-date directory of relevant stakeholders.

Advisory Board Member Duties and Responsibilities

Advisory Board members typically have a wide range of responsibilities which can include:

- Providing strategic guidance on the Hub's goals and growth strategies.
- Maintain a representative stakeholder network.
- Maintain a relevant regional knowledge base to inform the Hub.
- Consult regional stakeholders on activities and interventions; to inform their development, support their delivery and secure participation as appropriate.
- Represent their organisation / sector / geographic area and offer feedback from their wider networks.
- Identify emerging policy, technical and financial challenges and opportunities, and propose Hub responses for the Hub Board's consideration.



- Serve as an ambassador for the Hub.
- Provide advice and support to other RAB members.

Advisory Board Member Role Requirements

Sectoral / Regional Representation

- Members are required to be capable of representing a geographic area within the RAB remit, and/or a sector identified as a Key Stakeholder Group.
- Members will be able to use their direct experience as well as knowledge and understanding of their area's / sector's experience to contribute toward the RABs work.

Knowledge & Experience

- Advisory board members will have extensive knowledge of the Net Zero policy landscape, as relevant to their organisation / sector. They will share their expertise with the RAB and the Hub Board to help make informed decisions. They can also provide insight into how the Hub can improve their outcomes to better meet its strategic objectives.
- They will have experience in the delivery of projects which contribute toward Net Zero goals.

Skills & Abilities

- RAB members will use their strong networking skills to help build connections with others to form beneficial relationships.
- They will have the ability to work and collaborate with a wide range of stakeholders.
- They will have well-developed interpersonal and communication skills.
- They will possess strong strategic-thinking skills that enable them to analyse a situation and propose solutions that can help the Hub Board achieve its goals. As an RAB member, you will offer guidance on how to develop new strategies and improve outcomes.

Personal Qualities & Attributes

- RAB members will have an understanding of accountability and probity in public life.
- They will possess a desire to want to serve the interests of the people of the Greater South East and uphold the effective use of public funds.
- They will be able to demonstrate that they are free from the influence of party politics when undertaking this role.
- Time management is another skill that will be beneficial for RAB members to have. This is because members will have many responsibilities, including their work responsibilities, their RAB duties and their personal responsibilities. Having strong time management skills can help an RAB member manage their time appropriately, so they can contribute effectively to the RAB.
- They will commit to attending all RAB meetings and participate actively in discussions.
- Ability to work collaboratively with other RAB members.



Additional responsibilities of the Regional Advisory Board Chair/Deputy-Chair

- To provide leadership for the RAB in the planning and coordination of its work, including producing forward business plans, agreeing on agendas, and overseeing and ensuring the smooth running of RAB meetings.
- To exercise skill in retaining the meeting's focus during discussions and maintain effective use of time.
- To involve all members in discussion and value diverse views, whilst aiming to reach a consensus wherever possible.
- To create effective, collaborative, constructive working relationships with executives and officers of the Hub Board and other key stakeholders to achieve key aims and objectives as set out in the ToR.
- To ensure all statutory and legal responsibilities are fulfilled.
- To liaise effectively with the other Chairs/Deputy Chairs of the RABs to help promote consistency across geographical areas.
- Attend an annual appraisal with the Chair of the Hub Board.

Guidelines for Members

- Members should be of sufficient seniority within their organisation, or have equivalent sectoral experience or understanding, to provide substantial contributions to the RABs purpose.
- Members will bring their professional experience, the challenges and opportunities of their organisation's activity and feedback from wider networks on Hub related activities with the aim of supporting the goals of the Hub.
- Whilst it is recognised that members will represent their own organisations they will also be expected to proactively contribute to discussions and offer feedback on all matters within the purview of the RAB and the benefits to the subregion.
- The RAB will operate in a spirit of free and open discussion; will act in good faith; be given the opportunity to share their views, as well as respect the view of others.
- In the event any personal or commercial conflict arises between a member and the proceedings of the RAB or the Hub then the Member will act with integrity and shall declare it and excuse themselves from any relevant discussions or decisions, subject to the Chair's (or Deputy Chair's) discretion.
- The Chair (and Deputy Chair) will be responsible for resolving any complaints or disputes within the RAB by seeking consensus with the parties, where resolution cannot be achieved the Hub Board Chair will act as the final arbiter.
- The Chair (and Deputy Chair) will be responsible for ensuring the above guidelines are observed and will act to ensure all members comply with the guidelines.
- The Chair will meet annually with the Hub Board Chair as part of the Hub Board/RAB performance review process.

Standards in public life and handling conflicts

All public appointees must uphold the standards of conduct set out in the Committee on Standards in Public Life's Seven Principles of Public Life and are expected to adhere to the Code of Conduct for board members of public bodies¹. Candidates for appointment must ensure they can meet these standards and have no conflicts of interest that would call into question their ability to perform the role. Candidates will be asked to declare potential conflicts of interest in their application. All potential conflicts of interest and how they might be managed will be discussed at interview. A potential conflict will not preclude a candidate from being shortlisted/appointed provided that appropriate arrangements are made.

Key principles of public life

The key principles upon which the Standards in Public Life Code of Conduct are based are the Seven Principles of Public Life, these are:

- ❖ **Selflessness**
Holders of public office should act solely in terms of the public interest.
- ❖ **Integrity**
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- ❖ **Objectivity**
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- ❖ **Accountability**
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- ❖ **Openness**
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.
- ❖ **Honesty**
Holders of public office should be truthful.
- ❖ **Leadership**
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

These principles should inform your choices and decisions as a board member.

¹ [Code of conduct for board members of public bodies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/code-of-conduct-for-board-members-of-public-bodies.pdf)



Terms of appointment

- The initial term of appointment will be for up to 3 years, which may be extended by agreement.
- There will be 4 scheduled meetings of the RAB each year and members are expected to make all reasonable efforts to attend these. Continued absence from meetings may lead to membership being terminated.

Key Stakeholder Groups

- The groups of key stakeholders which RAB membership is intended to include are identified below. Please note this may be updated from time to time.
 - Local Authorities in the region (excluding Parish and Town Councils).
 - Relevant Third Sector organisations (i.e. where their activity aligns to Hub KPIs / MOU).
 - National Health Service (NHS) organisations, in particular Integrated Care Boards.
 - Academia*, where the specialism relates to the Hub's MOU.
- *N.B. this is not intended to cover estate / property functions of Higher / Further Education institute
- Climate Change Partnerships – where formally constituted and relevant to the Hub's MOU.
- Open / Unallocated spaces are available where an individual is considered not to clearly represent one of the identified stakeholder groups but due to their knowledge and experience is deemed to have a particular ability to contribute to the RABs aims.
- For clarity, any Guest speakers / attendees at RAB meetings will not be a RAB Member and are not covered by this Role Profile.