Sleaford Renewable Energy Liaison Panel

A well-being agreement ("The Agreement") was signed by North Kesteven District Council ("The Council") and Eco2 Lincs Limited ("The Company") on 16th December 2009.

The Sleaford Renewable Energy Liaison Panel was established on 15 January 2013 under community wellbeing powers contained in the Local Government Act 2000.

Constitution

1. Membership of the Panel shall be comprised of:
    - (a) two representatives from Eco2 Lincs Ltd
    - (b) two representatives from North Kesteven District Council, comprising:
        - i. A nominated Executive Board Member
        - ii. The Local Ward Member for Kirkby-la-Thorpe & South Kyme;
    - (c) one representative from Sleaford Town Council;
    - (d) one representative from Kirby-la-Thorpe Parish Council; and
    - (e) The Chairman of the Sleaford Regeneration Group
2. The quorum of the Panel is 3 Members present and entitled to vote plus a representative of Eco2 Lincs Ltd must be present.
3. Named Substitute Members for North Kesteven District Council, Sleaford Town Council and Kirkby-la-Thorpe Parish Council will be permitted.
4. Both representatives of North Kesteven District Council shall be appointed by Full Council and shall serve for a 3 year term but shall be eligible to serve more than one term of office.
5. The offices of Chairman and Vice-Chairman shall be held on a rotating basis by the elected Members of North Kesteven District Council, Sleaford Town Council and Kirkby-la-Thorpe Parish Council.
6. The Chairman and Vice-Chairman shall be elected by the Panel in May of the appropriate year and each shall serve for a period of one year.

Objectives

1. To administer the distribution of £285,000 from the well-being agreement to community projects
2. To promote the benefits of the Sleaford Renewable Energy Plant
3. To ensure probity and ethics are adhered to in implementing the well-being agreement

Terms of Reference – Powers

1. To oversee the administration, promotion and implementation of the Sleaford Renewable Energy Plant community provisions funding, as outlined in the Agreement, including:-

a) The Community Fund

£40,000 per year for a three year period, £120,000 in total, has been committed to community projects within Sleaford & Kirby-la-Thorpe parishes. The Panel shall be responsible for:

(i) Determining eligibility criteria for applicants;
(ii) Promoting the availability of the funding;
(iii) Determine successful applications ;
(iv) Monitoring schemes receiving funding;
(v) Agree publicity for successful schemes; and
(vi) Monitoring the overall drawdown of the monies.

b) The Sustainability Fund

£20,000 has been committed to build a mobile exhibition that can be taken out to local schools to improve education and knowledge on the use of biomass for sustainable energy, energy efficiency and other associated sustainability issues. The Panel shall be responsible for:

(i) Agreeing who will lead on the delivery of the exhibition;
(ii) Agreeing the brief for the exhibition contract;
(iii) Approving the successful contractor;
(iv) Signing off the exhibition;
(v) Agreeing a programme for the exhibition; and
(vi) Publicise the exhibition.

c) Public Art Fund

£50,000 has been committed for ArtsNK to oversee the commissioning, construction and installation of a piece of public art on the entrance to the Sleaford REP that will depict the importance of sustainable energy. The Panel shall be responsible for:

(i) Signing off the brief for the commission;
(ii) Approving the successful artist;
(iii) Signing off the piece of artwork;
(iv) Agreeing the details of the unveiling ceremony; and
(v) Publicising the completed works.

d) Urban Walks Fund

£10,000 has been committed to the development of an urban walks scheme that will link pieces of public art around the town of Sleaford. This walk is intended to be interactive for both adults and children. The Panel shall be responsible for:

(i) Agreeing who will lead on the delivery of the scheme;
(ii) Agreeing the brief for the scheme;
(iii) Approving the successful contractor;
(iv) Signing off the scheme; and
(v) Promoting the urban walk.

e) Kirkby–la–Thorpe School Fund
£10,000 has been committed to support Kirby-la-Thorpe school. The Panel shall be responsible for:
(i) Approving the project for the school;
(ii) Monitoring the implementation of the scheme; and
(iii) Ensuring appropriate publicity for the completed scheme.

f) District Heating System

A district heating system will be installed from the Sleaford Renewable Energy Plant to 5 locations: Sleaford Football Club, Sleaford Bowls Club, Sleaford Leisure Centre, North Kesteven District Council Offices & William Alvey Primary School. The Panel shall be responsible for:
(i) Publicising the benefits of the district heating system; and
(ii) Monitoring energy and carbon reduction savings.

g) Apprenticeships

£75,000 will be contributed to the apprenticeship programme to be used by Grantham College to pay for apprenticeships. An additional £7,500 will be paid to cover the administration costs of Grantham College. This money will finance 7 apprenticeships, 5 in construction and 2 in the operation of the plant. The Panel shall be responsible for:
(i) Publicising the benefits of the apprenticeships; and
(ii) Monitoring the overall delivery of the apprenticeship.

h) Marketing & promotion
The costs of marketing and promotion will be met from committed funds and the Panel shall be responsible for:
(i) Agreeing a communication strategy for the development of the Sleaford Renewable Energy Plant & the benefits of the wellbeing agreement;
(ii) Overseeing the implementation of the communications strategy; and
(iii) Acting as advocates for the Sleaford Renewable Energy Plant.

Standing Orders

1) The quorum for meetings of the Panel is three members plus a representative of Eco2 Lincs Ltd. If the number of members present, either at the commencement of the meeting or at any time during the proceedings, is fewer than the quorum, the meeting shall stand adjourned. The consideration of any business not transacted at the time of the adjournment of the meeting shall be carried forward to the next ordinary meeting of the Panel.

2) The Panel is required to hold an annual meeting and a minimum of three other meetings each year, wherever possible to be fixed in advance for a twelve-month period.

3) All meetings of the Panel will be held in at the North Kesteven District Council offices in Sleaford unless otherwise agreed by the Panel.

4) The Democratic Services Officer will co-ordinate the Panel agenda and inform members of all appropriate details. Agendas and reports, together with the minutes of the previous meeting, will wherever possible, be circulated electronically to all members at least 5 clear days before each meeting.

5) Copies of minutes will be made available for inspection to any member of the public on request.

6) The Chairman will deal with business in the order in which it is set out on the agenda. With the consent of the Panel, the order of business can be changed at the meeting and any urgent items can be considered. Additional items can be raised at the discretion of the Chairman.

7) Each member of the Panel shall have one vote. Motions will be carried by a majority vote. In the event of a tied vote, the Chairman shall have a casting vote.

8) The Chairman may call a special meeting of the Panel in order to consider any matter which is considered to be urgent or of special importance, following discussion and consultation with the Economic Development Manager, provided that 5 days notice has been given.

9) Meetings can be open to observers at the discretion of the Chairman and with the consent of members present; who may decide to exclude observers for all or part of the meeting. Where observers are excluded, they shall receive reasons for the exclusion and a written report of decisions made during the period of exclusion shall be available at the next meeting.

10) Any member of the Panel, or Director or Head of Service may ask the Panel to consider any particular item and to put that item on the agenda.

11) The Panel may consider proposals to amend the constitution, objectives, terms of reference and standing orders, provided that notice of any such proposals has been circulated to all members with the agenda 5 days before the meeting, and the meeting is quorate. Any amendments agreed upon shall only be approved by a majority decision of the meeting.

12) Members of the North Kesteven District Council's staff shall attend Panel meetings in an advisory and non-voting capacity. These shall be officers from the Council's Economic Development department, the Corporate Director and one Democratic Services Officer from the Business Management Division. Other staff may be invited to attend from time to time, as considered

appropriate. The Meeting will only take place if a representative from Democratic Services is in attendance. Officers of Sleaford Town Council and Kirkby-la-Thorpe Parish Council will be permitted to attend the meetings in an advisory and non-voting capacity.

13) Additional organisations and individuals can be invited to attend meetings from time to time, as considered appropriate with the prior consent of the Chairman.