

## Partnership Council – Draft Terms of Reference

This paper provides draft TOR for the Partnership Council. PCWG members are asked to consider whether they wish to put themselves forward as representatives of the new Council

### Status

1. The LowCVP Council is a permanent sub-committee of the Board of Trustees established under the Articles of Association of the company

### Activities

2. The role and activities of the Council are defined by the Board along with delegated responsibilities. These activities may be revised or amended by the Board at any time. At its creation the Council will:
  - a. Oversee the content and delivery of the work programme including establishing appropriate Working Groups
  - b. Oversee LowCVP communications activities including the annual conference
  - c. Approve technical studies prior to their publication thereby ensuring that the outputs of individual Working Group activities reflect the broad range of opinions of LowCVP stakeholders
  - d. Direct multi-sectoral activities (that cut across the activities of several Working Groups)
  - e. Agree the appropriateness of members and in-kind contributions (where this is disputed)
3. The Board, through the Director, will also consult with the Council on:
  - a. The strategic plan of the Partnership
  - b. The annual level of membership contributions
  - c. Specific policy or technical matters on which it requires the opinion of the Council or any of its Working Groups
4. The Council will receive, through the Director, reports summarising the outcomes of Board meetings and other significant Partnership developments
5. The Council may establish any sub-committee it wishes in order to efficiently conduct its business. Working groups will be sub-committees of the Council.

### Composition

6. The Council will comprise the Chair plus up to **3** other members from each active working group (at the current time):
  - a. Passenger Cars (PCWG)
  - b. Fuels (FWG)
  - c. Innovation (IWG)
  - d. Buses (BWG)
7. Council members must be current owner-members (and therefore making an appropriate financial or in-kind contribution to LowCVP) and a member of the relevant working group. In addition:

- a. 2 positions on the Council are reserved for members of funding Central Government Departments
  - b. 1 position on the Council is reserved for a representative of the Chair of the Partnership
  - c. 5 positions on the Council are available for other owner-member companies
- 8. Only one representative may attend from each owner-member organisation.
- 9. The Director and members of the Secretariat will attend Council meetings as ex-officio members.
- 10. Where additional working groups are established their chair and members will be represented on the Council. The size of the Council is therefore fluid.
- 11. Working groups will nominate representatives to participate on the Council at their meetings to serve an annual term commencing from April. In nominating representatives each working group will seek to ensure there is a balance of representation from across its participants, optimally:
  - a. PCWG – Representatives include vehicle manufacturers, fleet operators, consumer / environmental organisations
  - b. FWG – Representatives include energy companies, alternative fuel suppliers, environmental organisations
  - c. IWG – Representatives include technology companies, automotive consultants, academics
  - d. BWG – Representatives include bus manufacturers, bus operators
- 12. Working group chairs will manage the appointment of representatives through any reasonable process that may, but need not necessarily, involve an election.
- 13. Where any members are unhappy with the nomination process conducted through the working group they may draw this to the attention of Council which will consider their complaint.
- 14. The Council will appoint a Chair and Vice-Chair from amongst its membership to be agreed by its members. The Chair of the Council will represent members on the Board of Trustees.

## **Operation**

- 15. The Council will seek to conduct its business through reaching a consensus or where necessary a compromise on the matters it considers. Where it is not possible to reach a consensus, the differing views of parties should be reflected in the outcomes of discussions.