

Terms of Reference

V1.0 Updated: 22/10/19

1. Name**Zero Carbon New Build Working Group****2. Purpose**

The Working Group will support the development of actions and proposals towards developing zero carbon homes. The group will support the implementation of these proposal and monitor progress towards the zero carbon homes ambition.

2. Status

The Working Group is an advisory group to the Housing Committee and the Housing Supply Members Board. The Group will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

3. Areas of focus

The Working Group will oversee, research and advise on carbon reduction measures in the delivery of new council homes. This will include, but not be limited to:

- Research and present new options for carbon reduction measures
- Develop links and collaborate with other organisations to share knowledge and data, becoming part of a network sharing group
- Create opportunities for the council's Housing, Planning and Building Control services to learn more about sustainable building design, techniques, and materials
- Scrutinise client briefs and specifications to identify improvements.
- Support the development of a Whole Life Carbon Assessment process for new build housing projects
- Identify a suitable scheme from the new homes pipeline to act as a net zero carbon pilot project and exploring the risks and opportunities of undertaking the project

4. Reporting

The Working Group will report to the Housing Supply Member Board and Housing Committee with progress and recommendations at the end of three months, six months, and with additional reports if required.

6. Membership

Membership of the Working Group shall consist of three elected Members, following nominations by their Group Leaders to reflect the political composition of the Council; other interested elected members are welcome to attend meetings to participate in the Working Group

The Working Group shall also include a range of council officers including from the Regeneration, Property & Design, Housing, Planning and Building Control teams.

It is the responsibility of all members of the Working Group to develop the below proposals, support their implementation, and monitor progress towards developing zero carbon homes.

The group may also invite experts from outside the council to provide advice.

7. Duration, meetings and ways of working

The Working Group will form for a period of six months and will meet four times over that period.

It will be informal in nature focusing on research, collaboration, tasks and actions.

A number of principles should underpin the working of the Working Group:

- Operate in the spirit of partnership and attempt to build consensus
- Administered by the council with agenda and papers circulated at least 3 days ahead of meetings
- Schedule of future meeting dates to be agreed by the Working Group

The nature of the business discussed by the board may mean that some issues are of a confidential or commercially sensitive nature:

- Members should treat relevant information and that of a commercially sensitive nature as confidential
- Guidance should be given to Working Group members on briefing political groups and wider stakeholders on an ongoing basis

Before the end of the six month period, the Working Group will consider whether an extension of up to six months is required to adequately complete its tasks. The decision to extend this period would be made by the Housing Supply Members Board.