

South West Wales Energy Sub Group: Terms of Reference (DRAFT)

February 2023

Purpose:

- To plan and co-ordinate a joined up strategic approach to energy across South West Wales, including development of the Regional Energy Plan, with a specific focus on decarbonising the energy system across the region.
- To facilitate and support the delivery of strategic interventions, including relevant City Deal projects and Local Area Energy Planning regional interventions.
- To receive regular updates from the thematic Task & Finish Groups on delivery of the agreed actions.
- To report to the Regional Directors' group (from Carmarthenshire, Neath Port Talbot, Pembrokeshire and Swansea) on progress, performance, outcomes and funding issues.
- To act as the Regional Steering group for the Local Area Energy Planning work being undertaken in the region
- To provide 6 monthly updates to the SW Wales Corporate Joint Committee Energy Sub-Committee on progress with Regional Energy Planning and support of the sub-committees aims:
 - Monitor and review the delivery programme to include financial and risk management
 - Make Recommendations to the CJC on development and delivery of REP consistent with Sub-Committees objectives
 - Assist in development of regional response to WG energy consultation documents

Relationship with Regional Directors' Group:

- The Chair of the Energy Sub-Group will be invited to meetings of the Regional Directors to report on progress, performance and outcomes.
- The Energy Sub-Group will require relevant updates from Task & Finish Leads, Regional Project Manager and any other attendees in relation to regional and relevant Low Carbon Energy projects.
- The Regional Directors' Group will ensure sufficient resources are allocated to allow the Energy Sub Group to fulfil its purpose.

Membership:

The core membership of the Energy Sub-Group (Core Group) will comprise the individuals listed below. The Energy Sub-Group (Core Group) will meet on a bi-monthly frequency with meetings lasting one hour.

Agenda and minutes for the meetings will be circulated by the Secretariat Carmarthenshire at least 5 days in advance of the meeting. Meetings will be held virtually by MS Teams unless otherwise agreed.

The Lead Authority (Pembrokeshire) will be responsible for providing a Chair.

The Chair will rotate on an annual/bi-annual basis but remain from within the Lead Authority to maintain consistency.

Organisation	Name	Title
Carmarthenshire County Council	Rhodri Griffiths	Head of Place & Sustainability
	Kendal Davies	Sustainable Development Manager
Neath Port Talbot Council	Nicola Pearce	Director of Environment and Regeneration
	Simon Brennan	Head of Property and Regeneration
	Chris Jones	Energy Manager
Pembrokeshire County Council (Lead Authority)	Dr Steven Jones (Chair)	Director of Community Services
	Rachel Moxey	Head of Economic Development and Regeneration
	Steve Keating	Sustainable Development & Energy Manager
Swansea City Council	Geoff Bacon	Head of Property Services
	Antony Moss	Energy Manager
Secretariat	Rhian Phillips	Funding Manager
Welsh Government	Huw Lewis	Energy Delivery Manager
Welsh Government Energy Service	Victoria Camp	Strategic Lead
	James Moore	Development Manager
SW Wales Corporate Joint Committee	Owain Enoch	Corporate Joint Committee
Swansea Bay City Deal	Jonathan Burnes/Peter Austin	Swansea Bay City Deal
Carmarthenshire County Council	TBA	Regional LAEP Project Manager

Advisory Panel:

The Core Group will be supported by an Advisory Panel. The Advisory Panel will be constituted of the organisations listed below, and others from time to time as the Core Group sees fit. The Advisory Panel will attend a Core Group meeting once every 6 months to share information and learning about programmes of activity related to the Core Groups main function. The Core Group will also extend invitations to the Advisory Panel to take part in the Task & Finish Working Group Activity.

Organisation	Title
Community Energy Wales	Business Development Manager
Health sector	Assistant Director of Operations/Head of Property Performance
Higher Education sector	Head of Sustainability and Staff Wellbeing – Swansea University
Institute of Welsh Affairs (IWA) (Facilitating the Future/Active Building Centre)	Consultant (Director /Advocacy Manager)
Marine Energy Wales	Marine Energy Programme Manager
Natural Resources Wales (NRW)	Operations Manager
Pembrokeshire Coastal Forum	CEO

Pembrokeshire Coast NPA	Building Project Officer/Director of Countryside, Community and Visitor Services
Port of Milford Haven	Director of Energy Development/Estate Efficiency Manager
Renewable UK Cymru	Head of Renewable UK Cymru
South Wales Industrial Cluster (SWIC)	Tata/Costain
Swansea Bay City Deal	Programme Director
Wales & West Utilities	Future of Energy Manager
Welsh Government Housing	Consultant
Western Power Distribution	Primary System Design Team Manager
Transport for Wales	Sustainable Development Manager
Net Zero Industry Wales	Chief Executive
Pembrokeshire PSB	
Carmarthenshire PSB	
Swansea PSB	
Neath Port Talbot PSB	

Working Groups

The Regional Energy Strategy identified 4 themes:

1. Domestic Energy
2. Renewable Energy Generation
3. Transport & Active Travel
4. Commerce & Industry

Task and finish groups will be required under each of these headings to meet monthly, supported by the lead for each theme in support of delivery. The task and finish groups will be required to provide information on progress and any challenges to the bi-monthly Regional Energy Core Group, which will then onwards report progress to the CJC and Regional Directors Group on a bi-annual basis.

Task and finish groups may also require input from various other key internal and external stakeholders to be determined by the lead for each group. Additional stakeholders may include:

Substitutions

The lead member from each authority will be able to nominate representatives to attend in their place from time to time.

Other people may attend the meetings as observers with the agreement of the Chair of the Core Group.

Conflict of Interest:

To allow the Group to undertake all its functions, a clear distinction will be drawn between those involved in specific project development and those preparing recommendations on those projects to the Regional Directors Group. A robust system of declaration of conflict of interest will be put in place.

Secretariat:

Administrative support for the Sub-Group is provided by Carmarthenshire County Council. This includes:

- Ensuring the Sub-Group is established and meets regularly;
- Preparing the agenda and papers for meetings;
- Inviting participants and managing attendance.

Review:

Terms of reference will be reviewed annually.

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Appendix 1

Diagram showing interrelationship of the groups

