

UK Pellet Council Terms of Reference

Introduction

The UK Pellet Council was set up following an industry meeting on 17 November 2011 and is hosted by the REA.

Objectives

- To provide a single body to represent the best interests of all parties directly involved in the UK pellet trade from biomass of any source
- To oversee UK implementation of the European Pellet Council's ENplus scheme, as UK licence holder
- To publicise biomass heating to the general public via marketing and PR
- To evaluate and provide educational material for members and to the general public with regard to best practice for installations, supply arrangements, and fuel quality
- To be a forum for dispute resolution between members or groups of members
- To monitor Government policy and liaise with Government departments, interested parties, focus groups, and the wider REA with regard to pelletised biomass

Membership of the Council

- Open to any REA corporate¹ member without additional charge. Members of the REA's Biomass Heat group will automatically be registered unless they request otherwise
- The Council may invite non-REA members to participate in its business relating to the ENplus scheme, upon payment of a fee. This would not give access to any of the other services provided by the REA
- The REA executive will provide meeting rooms and refreshments and act as secretariat. The REA may provide other services on request, at charges to be agreed

Governance - general

- The REA will maintain a record of Council members. Relevant documents, including notice of meetings, will generally be circulated electronically. It is the responsibility of Council members to inform REA of changes to their contact details
- The Council will endeavour to reach consensus on decisions whenever possible. If this is not possible, it may remit the matter to the steering group

¹This excludes REA members in the 'corresponding', 'NFU corresponding' and 'associate' categories. (NFU) corresponding members are not entitled to membership of REA sector groups. 'Associate' status is offered to academic institutions, regional bodies and NGOs

- There will be opportunities for input on decisions from those unable to attend meetings. This may include providing facilities to dial in, putting specific questions to members in advance of the meeting or by detailing decisions in minutes and giving a reasonable period to respond²
- The Council may undertake activities to further its objectives that incur additional expense. The REA will pay such expenses up to the value of ENplus licence fees received, in accordance with decisions taken by the Steering Group. No other expenses may be incurred for which the REA could be held liable without prior agreement with the REA
- The Council will work with the REA's biomass heat group to avoid unnecessary duplication of effort

Chair of the Council

- The Chair will represent the interests of the Council and its members to third parties, as agreed by the Council. The initial Chair will serve until end July 2012
- Subsequently, the Chair will serve for a one-year term, starting from 1 August 2012. There is no restriction of multiple terms of office for either individuals or REA members
- REA will invite nominations for the Chair. Any representative of an REA corporate member may serve. Candidates can be nominated by their own organisation
- If there are multiple candidates, the REA will organise an election, to be held electronically. There will be one vote per Council member. Council members can vote for their own representative
- The candidate with the most votes will be elected. In the event of a tie, the outgoing chair has the casting vote, if not a candidate. Failing that, the matter will be remitted to the Steering Group
- There is currently no vice-chair, but the Council may choose to seek nominations for such a role in future

Council Steering Group

Selection of the Steering Group

- The Steering Group is made up of the chair, and up to 10 other Council members³
- Members of the Steering Group will initially serve until the end of September 2012
- Subsequently, members of the Steering Group will serve for a one-year term, starting from 1 October 2012. There is no restriction of multiple terms of office for individuals or Council members
- The REA will invite nominations for membership of the Steering Group. Any representative of a Council member may serve. Candidates can be nominated by their own organisation
- If there are more than ten candidates, the REA will organise an election, to be held electronically. There will be one vote per Council member. Council members can vote for their own representative

² A period of 5 complete working days will usually be regarded as a reasonable notice period

³ And the vice-chair, if such a role is created

- The candidates with the most votes will be elected. In the event of a tie, lots will be drawn
- The Steering Group may co-opt up to two additional non-voting individuals to assist in the promotion of the Council's objectives

Operation and role

- The Steering Group is to decide on any matters relating to the spending of funds raised through the ENplus licence fee. It will also decide on any other matters relating to the ENplus scheme where there is not consensus in the full Council
- The Steering Group may also decide on any other matter remitted to it by the full Council
- The Steering Group will endeavour to reach consensus on decisions whenever possible. If this is not possible, decisions will be taken by majority vote. The Chair does not vote, except to exercise a casting vote if a matter is tied
- REA will circulate notes of Steering Group meetings to Council members, including any decisions taken

Last revised: May 2012