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**ACCOUNTABLE BODY AGREEMENT**

Between

- 1) **CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**
  - 2) **BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP**
  - 3) **COAST TO CAPITAL LOCAL ENTERPRISE PARTNERSHIP**
  - 4) **ENTERPRISE M3 LOCAL ENTERPRISE PARTNERSHIP**
  - 5) **HERTFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP**
  - 6) **NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP**
  - 7) **OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP**
  - 8) **LONDON ECONOMIC ACTION PARTNERSHIP**
  - 9) **ESSEX COUNTY COUNCIL, as Accountable Body for the South East Local Enterprise Partnership**
  - 10) **SOUTH EAST MIDLANDS LOCAL ENTERPRISE PARTNERSHIP**
- and
- 11) **THAMES VALLEY BERKSHIRE LOCAL ENTERPRISE PARTNERHIP**
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## ACCOUNTABLE BODY AGREEMENT

THIS ACCOUNTABLE BODY AGREEMENT (this “Agreement”) dated [xxxxxxxx] (“Effective Date”) is by and between:

- 1) **CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**, having a principal place of business at The Incubator, Alconbury Weald Enterprise Campus, Huntingdon PE26 4WX (“CPCA”);
- 2) **BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP**, having a principal place of business at Wycombe Rd, High Wycombe HP14 4BF (“BTVLEP”);
- 3) **COAST TO CAPITAL LOCAL ENTERPRISE PARTNERSHIP**, having a principal place of business at Arun House (Horsham Training Centre), Hurst Road Horsham, West Sussex, RH12 2DN (“C2CLEP”);
- 4) **ENTERPRISE M3 LIMITED**, having a principal place of business at The Castle, Winchester, Hampshire SO23 8UJ (“EM3LEP”);
- 5) **HERTFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP**, having a principal place of business at Broadwater Road, Welwyn Garden City AL7 3AF (“HLEP”);
- 6) **NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP**, having a principal place of business at Centrum, Norwich Research Park, Colney Lane, Norwich NR4 7UG (“NALEP”);
- 7) **OXFORDSHIRE LOCAL ENTERPSIRE PARTNERSHIP**, having a principal place of business at First Floor, Jericho Building, City of Oxford College Campus, Oxpens Road, Oxford, OX1 1SA (“OXLEP”);
- 8) **LONDON ECONOMIC ACTION PARTNERSHIP**, having a principal place of business at City Hall, The Queen’s Walk, London SE1 2AA (“LEAP”);
- 9) **ESSEX COUNTY COUNCIL, as Accountable Body for the South East local Enterprise Partnership**, having a principal place of business at Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH (“ECC”);
- 10) **SOUTH EAST MIDLANDS LOCAL ENTERPRISE PARTNERSHIP**, having a principal place of business at Cranfield Innovation Centre University Way Cranfield Bedfordshire MK43 0BT (“SEMLEP”); and
- 11) **THAMES VALLY BERKSHIRE LOCAL ENTERPRISE PARTNERHIP**, having a principal place of business at 100 Longwater Avenue, Reading RG2 6GP (“TVBLEP”)

each individually a “Party” and collectively the “Parties”

## BACKGROUND

- A.** The Greater South East Energy Hub is a collaboration of eleven (11) Local Enterprise Partnerships (“LEPs”) who will work together to increase the number, quality and scale of local energy projects being delivered over time.
- B.** The Department for Business, Energy and Industrial Strategy (“BEIS”) has identified that there are a number of local energy projects within LEP areas that are not developing to the point of delivery; either because they do not meet mainstream investor criteria or there is lack of human resource and technical expertise to deliver them. BEIS has concluded that Local Energy Hubs can help to resolve this issue and has provided local energy capacity support to develop and resource the creation of a programme of existing and future investment ready local energy projects (the “Projects”) at a regional scale that will increase the number, quality and scale of local energy projects being delivered.
- C.** BEIS and the CPCA entered into the following Memorandums of Understanding:
- i. the first dated **9 September 2018**, was subsequently amended on **26 March 2019** (together “the **MoU**”) and appended hereto at Schedule 5, for the Local Energy Capacity Support funding for which the CPCA is the Accountable Body and under which it was agreed that (i) BEIS would provide funding of **£2,021,000** subject to the terms of the MOU, for the operational delivery of the Local Energy Hub, as detailed herein (the “**Energy Hub**”); (ii) the CPCA would use the Funds to establish a Local Energy Hub Team including a consultancy budget to commission feasibility studies; (iii) the CPCA would form and lead a consortium of Local Enterprise Partnerships (the “**Consortium**”) to deliver the Projects, the objectives and scope of which are as detailed in annex 3 of the MoU ; (iv) the Consortium would establish a Hub Board to oversee the activities of the Energy Hub and be involved in decision-making; and (v) the Funds would be used solely for the development of the Projects; and
  - ii. the second dated **26 March 2019**, (the “**RCEF-MoU**”) and appended hereto at Schedule 5, for Rural Community Energy Fund (“**RCEF**”) for which the CPCA is the Accountable Body and under which it was agreed that: (i) BEIS would provide funding of **£2,900,000** subject to the terms and conditions of the RCEF-MoU for the operational delivery of the Local Energy Hub; and (ii) the CPCA would use the funds solely for the purpose of RCEF as detailed in the RCEF-MoU.

The funds received under both MoUs are together the “**Grant**”.

- D.** The Energy Hub will operate via a new team of nine (9) experts, who will help to consolidate and up-scale local energy projects. Individual and multi-LEP energy strategies will provide the

initial evidence base for the Energy Hub to begin its work in late 2018, and the new team will provide resources and knowledge to determine how such projects can be developed.

**THE PARTIES HEREBY AGREE AS FOLLOWS:**

**1. LEGAL AFFECT OF AGREEMENT**

- 1.1. Save as expressly indicated below, this Agreement is not intended to be legally binding on the Parties but an expression of the intentions of each of the Parties in relation to the Energy Hub
- 1.2. Nothing in this Agreement is intended to, or shall be deemed to, establish any formal partnership or joint venture between the Parties, nor constitute any Party as the agent of another Party, nor authorise any of the Parties to make or enter into any commitments for or on behalf of another Party.

**2. DEFINITIONS**

- 2.1. The following words and phrases have the following meanings:

**Accountable Body** the CPCA will ensure compliance with the Section 31 Agreement as the Accountable Body for the Grant;

**Chairman** an individual who is independent of the Parties, and voted for by the Hub Board;

**Confidential Information** all information of a confidential nature (however recorded or preserved) concerning the Consortium, a Party (or former Party) or their respective businesses (including details of customers, clients, suppliers, plans, intentions, market opportunities, operations, processes, product information, know-how, designs, trade secrets or software) and the terms of this Agreement;

**Data Protection Legislation** (i) the General Data Protection Regulation ((EU) 2016/679) ("GDPR") unless and until it is no longer directly applicable in the UK, and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK; (ii) any successor legislation to the GDPR and/or the Data Protection Act 2018; and (iii) the Market Research Society Code regarding the collection and use of personal data for research and statistical purposes and all other applicable laws.

**Exit Date** The current contract with BEIS will expire on the **31 March 2021**;

**Assurance Framework** the CPCA Assurance framework appended hereto as Schedule 6

<b>Grant</b>	<b>£4,921,000</b> to be used solely in accordance with the section 31 grant agreements between BEIS and the Accountable Body;
<b>Hub Board</b>	The decision-making body for the Energy Hub and its activity, made up of Representatives of the Parties;
<b>Representative</b>	The individual nominated by each Party to represent them on the Hub Board; For the avoidance of doubt, each Party has the right to change the nominated individual, at any time, provided that prior notice is given to the other Parties

### **3. FORMATION**

- 3.1. The Consortium will operate in accordance with the activities and objectives outlined in the MoU, the Assurance Framework and the ToR, so as to enable the Local Energy Hub to achieve its agreed objectives.
- 3.2. The Energy Hub has agreed, with BEIS, to the following objectives:
  - 3.2.1. Increase number, quality and scale of local energy projects being delivered;
  - 3.2.2. Raise local awareness of opportunity for and benefits of local energy investment;
  - 3.2.3. Enable local areas to attract private and/or public finance for energy projects;
  - 3.2.4. Identify working model for teams to be financially self-sustaining after the funding period

### **4. COMMENCEMENT DATE AND DURATION**

- 4.1. This Agreement shall commence on 1 April 2018 and shall continue until the Exit Date unless extended by the mutual written agreement of the Parties and BEIS.

### **5. GOVERNANCE STRUCTURE**

- 5.1. The organisational structure of the Energy Hub, which is detailed in Schedule 1 appended hereto, shall comprise the following Energy Hub bodies:
  - 5.1.1. The Hub Board, which shall be
    - 5.1.1.1. comprised of the Representatives as detailed in Schedule 2 appended hereto;
    - 5.1.1.2. the decision-making body of the Energy Hub; and
    - 5.1.1.3. governed by the Hub Board Terms of Reference (the “**ToR**”) appended hereto as Schedule 3.
  - 5.1.2. The Hub Team, as detailed in Schedule 4 appended hereto, shall:

- 5.1.2.1 comprise the employees to be employed by the CPCA (the “**Hub Employees**”); and
- 5.1.2.2. perform the tasks assigned to it by the Hub as per the Hub Team job descriptions and as agreed by the Hub Board.

## **5.2. General Operational Procedures:**

### 5.2.1 Appointment of Chairman:

- (a) The Chairperson shall be appointed following an open, transparent and non-discriminatory recruitment process. This will include a public advertisement and an interview process conducted by a Hub Board’s appointments panel. The Hub Board will consult widely and transparently before appointing a new Chair Each Party shall, should they so wish, nominate an individual for the position of Chairman and provide the Hub Board with details of said individual for consideration, within ten (10) days of the last date of signature of this Agreement;
- (b) Nominated individuals must have:
  - (i) previously held a similar position;
  - (ii) significant energy sector experience; and
  - (iii) an understanding of how authorities operate.
- (c) The Hub Board shall convene a meeting to deliberate and prepare a shortlist of three (3) nominees to interview, no less than ten (10) days after the close of the public advert.
- (d) The Hub Board shall then select a panel of no less than five (5) Representatives (the “**Interview Panel**”) to interview the shortlisted nominees
- (e) The appointment of the Chairman shall be made by the unanimous decision of the Interview Panel.
- (f) The position of Chairman shall be reviewed annually.
- (g) The Chair will be a non-voting member of the Hub Board, other than in the event of a tied vote.
- (h) The Hub Board shall appoint a vice chair from amongst its membership.

### 5.2.2. Representation in meetings:

- (a) A Representative of each Party should be present at meetings of the Hub Board;
- (b) Each Representative may appoint a substitute or proxy to attend and vote

at any meeting;

- (c) Each LEP Board, or CEO if there is appropriate delegated authority, is required to approve its representative and substitute, and acknowledge that they both have the authority to make decisions on behalf of their LEP;
- (d) Each Representative shall participate in a cooperative manner in the meetings;
- (e) BEIS shall be invited to attend Hub Board meetings.

#### 5.2.3. Convening meetings:

- (a) The Chairman of the Hub Board shall:
  - (i) authorise and approve a relevant schedule of business for the Hub Board;
  - (ii) convene meetings of the Hub Board on a frequency no more than six (6) weeks apart;
  - (iii) give notice in writing to each Representative no later than ten (10) working days prior to any such meeting; and
  - (iv) prepare and send each Representative a written agenda no later than five (5) working days prior to any meeting.
- (b) Meetings of the Hub Board may be held:
  - (i) face to face in various locations that are geographically accessible to the Parties; or
  - (ii) by teleconference or another telecommunication means where it is not possible to meet face to face.

#### 5.2.4. Minutes of Meetings:

- (a) The Chairman of the Hub Board shall ensure written minutes of each meeting produced, which shall be the formal record of all decisions taken.
- (b) The Chairman of the Hub Board shall ensure that the draft minutes of each meeting are sent to all Representatives within five (5) working days of each meeting;
- (c) Draft minutes will be accepted as final at the subsequent Board meeting.
- (d) Objections lodged with the Chairman should be considered and actioned at the following Board meeting.
- (e) Provided that (a) no objection has been raised; and (b) no information contained in the minutes would be deemed exempt information under

Schedule 12A of the Local Government Act 1972, the minutes of each Hub Board meeting shall be published on the Hub's website, [www.energyhub.org.uk](http://www.energyhub.org.uk) within five (5) working days of them being accepted.

#### 5.2.5. Decisions:

- (a) The Hub Board shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein.

#### 5.2.6. Voting:

- (a) The Hub Board shall not deliberate and decide validly unless at least seven (7) Representatives are present or represented ("**Quorum**");
- (b) Each LEP Representative present or represented in a meeting shall have one (1) vote.
- (c) Decisions taken shall require a majority of the votes cast of those attending;
- (d) In the event of a tied vote, the Chairman shall have the deciding vote

## **6. RESPONSIBILITIES OF THE HUB BOARD**

6.1. The Hub Board shall have the authority to make decisions in relation to the proposed deployment of the Grant.

6.2. The Hub Board shall:

- (a) provide overall strategic direction for the allocation of Grant and leverage of Funds;
- (b) provide direction and support in relation to the development, delivery and implementation of Energy Hub funded activities;
- (c) promote the Energy Hub and the available support within the Greater South-East LEPs and their constituent local authorities, businesses and higher education research base;
- (d) provide recommendations to CPCA with regard to the staffing structure of the Operational Team in consultation with the Regional Hub Manager and Section 73 officer of CPCA;
- (e) approve the criteria for selection/prioritisation of pipeline projects;
- (f) make decisions based on the scrutiny of individual project support proposals (approve allocation of technical/consultancy project support);
- (g) approve bids to BEIS for tools to support capability building; and
- (h) utilise existing CPCA governance structures to deliver the RCEF scheme;
- (i) make final decisions for allocations of the RCEF scheme (through the Hub

Board or subordinate group thereof);

(j) comply with the Assurance Framework.

6.3. The Hub Board shall ensure that the Energy Hub has:

- (a) a suitable financial model;
- (b) appropriate delegated authority and agreed financial thresholds;
- (c) the appropriate strategic direction in accordance with the MOU;
- (d) robust frameworks for the operation of the Hub;
- (e) monitor and evaluate progress against the objectives defined in the MOU;
- (f) an agreed communication strategy; and
- (g) clear plans for self-sustainability by the Exit Date.

6.4. The Hub Board shall act in an advisory capacity to the Accountable Body in relation to the Section 31 funding agreement requirements. All decisions concerning financial models or that have a financial impact will be undertaken by the Hub Board with approval from the Section 73 officer.

6.5. The Hub Board shall be required to approve:

- 6.5.1. the allocation of financial resources by the CPCA, for project feasibility studies and the Hub Team;
- 6.5.2. the allocation of RCEF Grants;
- 6.5.3. decisions made regarding the allocation of any future funding delegated to the Hub.

## **7. LIMITATIONS OF LIABILITY**

7.1. The Parties acknowledge and agree that the Hub Board shall not be liable for any decisions made under this Agreement.

## **8. FINANCIAL PROVISIONS**

8.1. The CPCA Section 73 officer shall be solely responsible for the Energy Hub Grant with respect to compliance with the Section 31 grant agreements.

8.2. The CPCA shall be solely responsible for the decisions taken by the Hub Board in respect of the allocation of the RCEF grants and allocation of financial resources by CPCA.

8.3. ***Distribution of Funds*** - the financial contribution of BEIS shall be distributed by the Accountable Body, with the approval of the Hub Board. For the avoidance of doubt, the expectation is that the Accountable Body shall have made commitments to spend the Grant by no later than **31 March 2020**.

8.4. ***Justifying Costs*** – In accordance with its own usual accounting and management principles

and practices, each project shall be solely responsible for justifying its costs with respect to the feasibility studies prepared for consideration by the Hub Board. No Party shall be in any way liable or responsible for such justification of costs towards the CPCA.

Notwithstanding the foregoing, the Consortium, local authorities and other organisations shall be permitted to make financial contributions to Accountable Body to augment or extend the duration of the services offered by the Energy Hub provided always that the Accountable Body does not profit in any way whatsoever from the use of the Grant

- 8.5. In the event the Funds are not used in their entirety to achieve the objectives set out in the MOU between BEIS and the CPCA - the CPCA shall enter into discussions with BEIS to reach agreement on how best to utilise the underspend in line with the objectives agreed under the MOU, and if agreement cannot be reached, the CPCA shall repay the unspent Funds to BEIS
- 8.6. **Record Keeping** – the Accountable Body shall, in accordance with the MOU, keep all records relating to any spend funded by the Funds for a period of ten (10) years from the Effective Date
- 8.7. **State Aid** - the Accountable Body shall ensure that use of the Funds is in compliance with all State aid rules
- 8.8. **Procurement** - the Hub Board shall ensure that in delivering the Projects, the Energy Hub is compliant with all relevant requirements of law relating to public procurement

## 9. OBLIGATIONS OF PARTIES

- 9.1. Each Party agrees:
  - 9.1.1. to use all reasonable efforts towards the successful operating of the Consortium and at all times to conduct itself in a fair and proper manner in all transactions of any nature effecting the Consortium;
  - 9.1.2. to use all reasonable efforts to comply with the commitments and principles set out in the MOU, thereby enabling the Accountable Body to fulfil its obligations under the MOU;
  - 9.1.3. not to disclose Confidential Information to any third party without the prior written consent of all the other Parties; for the avoidance of doubt and for the purposes of this Agreement, consultants shall not be deemed as third parties but must be bound by obligations of confidentiality at least as restrictive as the ones contained herein;
  - 9.1.4. that no other members will be added to the Consortium without the express prior written approval of all of the Parties;
  - 9.1.5. to keep proper records of all business transacted by or on behalf of the Consortium;
  - 9.1.6. to comply with all regulations, professional standards and other provisions about the conduct of the Consortium's business generally, including any directions made from time to time by the Hub Board.

## **10. ENTIRE AGREEMENT**

- 10.1. This Agreement contains the whole agreement between the Parties relating to its subject matter and supersedes all prior discussions, arrangements or agreements that might have taken place in relation to this Agreement. Nothing in this clause limits or excludes any liability for fraud or fraudulent misrepresentation.
- 10.2. Each Party acknowledges that in entering into this Agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Agreement.

## **11. VARIATION**

- 11.1. No variation to this Agreement will be valid or binding unless it is recorded in writing and signed by or on behalf of each of the Parties.

## **12. NOTICES**

- 12.1. Any notice given to a Party under or in connection with this Agreement shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at that Party's address as set out at the beginning of this Agreement. The notice must be addressed to the Party's most senior official.
- 12.2. Any notice shall be deemed to have been received:
  - 12.2.1. if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address; and
  - 12.2.2. if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second (2<sup>nd</sup>) working day after posting or at the time recorded by the delivery service.
- 12.3. A notice given under this Agreement is not valid if sent by e-mail or fax.

## **13. THIRD PARTY RIGHTS**

- 13.1. The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement and no third party will have any right to enforce or rely on any provision of this Agreement.

## **14. MISCELLANEOUS**

- 14.1. **Data Sharing** - the Parties must comply with all applicable requirements of Data Protection Legislation, when sharing data about the Energy Hub internally, with each other or BEIS.
- 14.2. **Redundancy Liability** – in the event of any Hub Employees being made redundant for whatever reason, the CPCA as the Accountable Body and as the employer of the Hub Team shall be liable to make redundancy payments from the Grant, where such Hub employees fulfil all the criteria required by the Statutory Redundancy Payments scheme.

## **15. GOVERNING LAW AND JURISDICTION**

- 15.1. This Agreement shall be governed by and interpreted in accordance with the laws of England

and Wales.

15.2. All disputes arising under or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of England and Wales.

**16. COUNTERPARTS**

16.1. This Agreement may be executed in several counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the Effective Date.

**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**

Signature:

Date:

Name:

Title:

**BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP**

Signature:

Date:

Name:

Title:

**COAST TO CAPITAL LOCAL ENTERPRISE PARTNERSHIP**

Signature:

Date:

Name:

Title:

**ENTERPRISE M3 LIMITED**

Signature:

Date:

Name:

Title:

**HERTFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP**

Signature:

Date:

Name:

Title:

**NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP**

Signature:

Date:

Name:

Title:

**OXFORDSHIRE LOCAL ENTERPSIRE PARTNERSHIP**

Signature:

Date:

Name:

Title:

**LONDON ECONOMIC ACTION PARTNERSHIP**

Signature:

Date:

Name:

Title:

**ESSEX COUNTY COUNCIL**

Signature:

Date:

Name:

Title:

**SOUTH EAST MIDLANDS LOCAL ENTERPRISE PARTNERSHIP**

Signature:

Date:

Name:

Title:

**THAMES VALLEY BERKSHIRE LOCAL ENTERPRISE PARTNERHIP**

Signature:

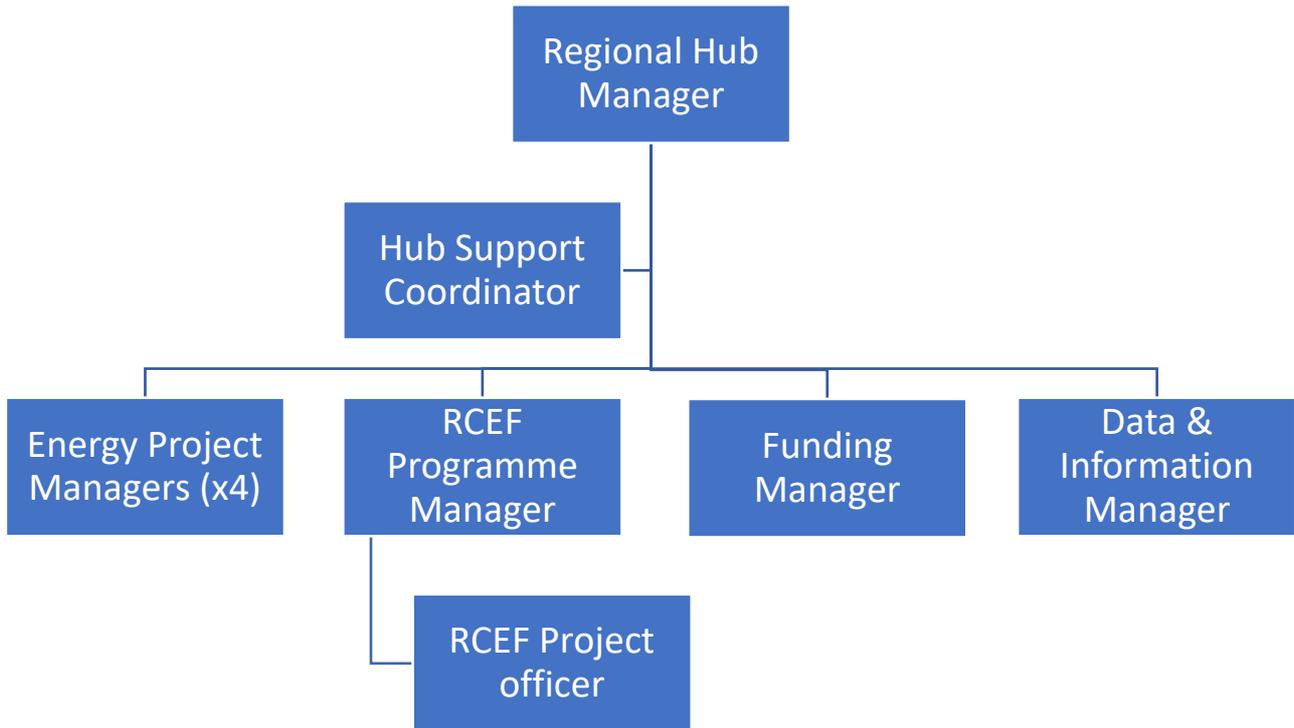
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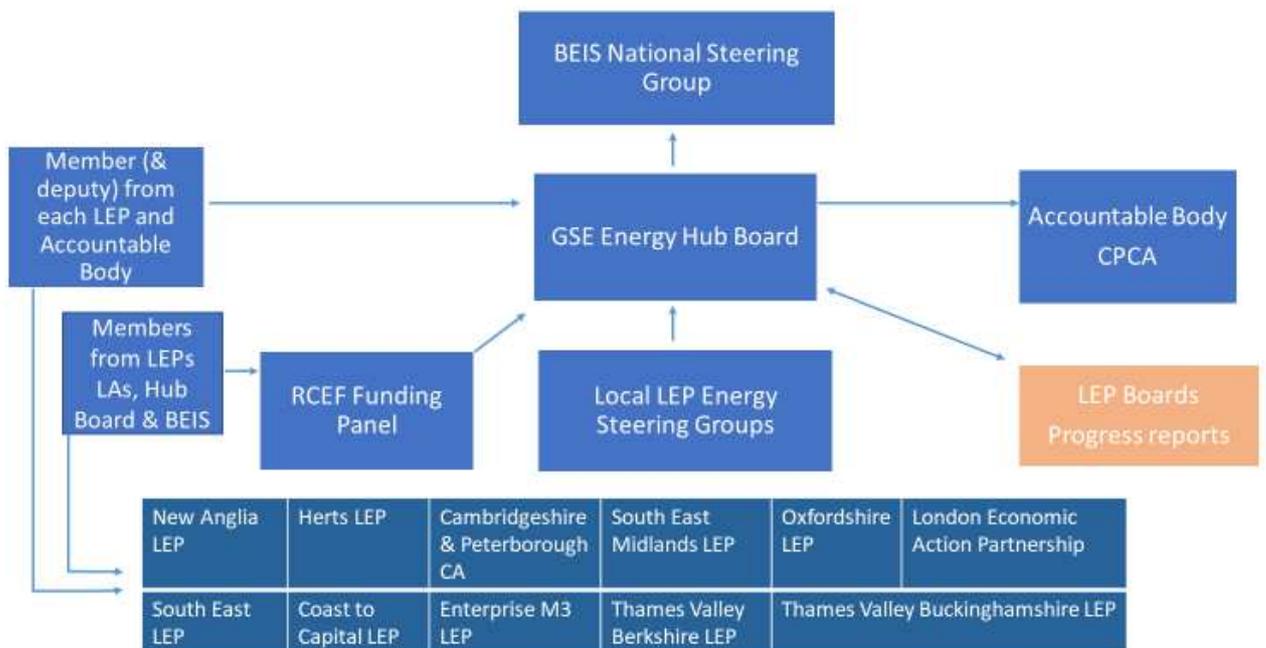
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## SCHEDULE 1

### ENERGY HUB ORGANISATIONAL STRUCTURE



### ENERGY HUB GOVERNANCE STRUCTURE



## SCHEDULE 2

### HUB BOARD MEMBERS

<b>LEP Area</b>	<b>Primary</b>	<b>Deputy</b>
Buckinghamshire Thames Valley	Ed Barlow	Ian Barham
Coast to Capital	Matthew Wragg	t.b.c.
Enterprise M3	Jennie Pell	Rachel Barker
Cambridgeshire & Peterborough	Domenico Cirillo	Sheryl French
Hertfordshire	Andy Lee	Paul Witcombe
New Anglia	Lisa Roberts	Ellen Goodwin
Oxfordshire	Victoria Fletcher	Sarah Gilbert
Greater London	Rachel Cary	Jon Buick
South East	Adam Bryan	Carolyn McKenzie
South East Midlands	Claire Ackroyd	Arthur Le Geyt
Thames Valley Berkshire	Ben Burfoot	t.b.c.
Cambridgeshire & Peterborough (Accountable Body - non-voting)	Robert Emery	

## **SCHEDULE 3**

### **HUB BOARD TERMS OF REFERENCE**

*To be added in final version*

## SCHEDULE 4

### HUB EMPLOYEES & ROLES

- **Regional Hub Manager** - principal Energy Hub ambassador, operational lead and line manager for the other seven staff.
- **Four (4) Energy Projects Managers** - project identification, stakeholder engagement and project delivery readiness key account managers who will each cover an approximate area equivalent to four counties plus all will cover Greater London.
- **Data and Information Manager** - principal responsibility for setting up, maintaining and providing analysis on systems that contain energy data, stakeholder information, related project summaries, funding options and key sector specific organisations. Key technical researcher for the Hub; responsible for GDPR.
- **Hub Support Co-ordinator** – administrative/operational manager for the Energy Hub; first point of contact via telephone, email and website for new contacts; responsible for the communications plan, meetings, events, workshops and seminars.
- **Funding Manager** - assessor of potential projects for funding viability, securer of funding streams, researcher of innovative funding solutions for projects and groups thereof.
- **Rural Community Energy Fund Programme Manager** – principal responsible for the administration and management of the RCEF fund, grant governance, grant assessment and secretariat to the funding panel.
- **Rural Community Energy Fund Project Officer** - providing the community engagement function, project development support and feasibility study management.

## **SCHEDULE 5**

- 1) MEMORANDUM OF UNDERSTANDING BETWEEN BEIS & THE CPCA**
  
- 2) VARIATION TO MEMORANDUM OF UNDERSTANDING BETWEEN BEIS & THE CPCA**
  
- 3) MEMORANDUM OF UNDERSTANDING BETWEEN BEIS & THE CPCA (REF)**

*To be added in final draft*

**SCHEDULE 6**

**CPCA ASSURANCE FRAMEWORK**

*To be added in final draft*