



TERMS OF REFERENCE (AUGUST 2019)

Purpose

The Heat Network is a forum to discuss and share good practice about district and communal heating within social housing. We aim to bring together our own communal heat experiences and share the lessons we've learnt with colleagues across the sector. We also act as a conduit for social housing input into national heat network policy.

Membership

Members of The Heat Network are officers from social housing providers, both housing associations and local authorities, with an interest in district and communal heating. In some social housing providers, district/communal heating may be a designated role; in others it may rest with the other departments. Members often have experience of district/communal heating and are able to contribute to the 'good practice' documents developed by the group.

Meetings

The Heat Network meets 3 or 4 times a year to discuss specific district/communal heat issues. Each meeting is focussed on a different topic or topics. External experts may attend specific meetings by invitation of group. The meetings are 'working meetings': the maximum size for this to be effective is about 12 people although more are welcome. Meetings are hosted by members on a revolving basis or by an external host (e.g. National Housing Federation).

Governance

The Heat Network was founded in 2018. It is not yet formally constituted but it has been agreed that SE² will act as a Secretariat in the first instance. A small oversight committee of 3 members provides both scrutiny of the Secretariat and also act as a sounding board to help plan the meetings, etc. The Heat Network will collectively annually review this arrangement and decide if a more formal structure is required.

Secretariat

The role of the Secretariat includes:

- Organising the meetings, including venue, catering and speakers
- Gathering information from members to inform the meetings
- Writing up our discussions so they can be shared with other social housing providers
- Establishing and then keeping the website up to date
- Collating consultation responses
- Attending external meetings to represent The Heat Network as required
- Invoicing members

The Secretariat will update members on activities at each meeting.

Finances

Members of The Heat Network pay an annual membership fee of £300+VAT to cover the secretariat and website costs: this money will be paid directly to SE². Any surplus income will be ring-fenced for future development or research work. The Secretariat will provide members with an annual account, including income, expenditure and time allocation.