HOME ENERGY CONSERVATION ASSOCIATION EAST

MEMORANDUM OF UNDERSTANDING

Date: 1st May 2013

1. **PARTIES**

The parties to this Memorandum of Understanding (hereinafter referred to as the Members) are as set out in the Appendix to this document.

1. INTRODUCTION

This agreement sets out the understanding between the Local Authority Members of Home Energy Conservation Association East (HECA East). HECA East is the Eastern region of the United Kingdom and is formally recognised as a branch of the UK Home Energy Conservation Association. Under the Home Energy Conservation Act 1995, local authorities are required to consider measures to improve the energy efficiency of all residential accommodation in their areas.

1. **AIMS and OBJECTIVES**

3.1 To provide a support network for all members of HECA East when working on fuel poverty, climate change, energy, environmental issues by:

1. facilitating the exchange of best practice in the Eastern region; and
2. providing a platform in which to share views and learn of relevant technical, political, social developments.

c) identifying and sharing information relating to funding opportunities.

3.2 Holding events to promote energy efficiency in accordance with clause 7 of this agreement.

1. **STRUCTURE and MEETINGS**

4.1 Each Local Authority Member will select a single representative duly authorised on its behalf to attend meetings of HECA East and to cast a vote on its behalf (hereinafter referred to as the Authorised Representative).

* 1. At the Annual General Meeting of HECA East the Authorised Representatives will each cast their vote to elect a Chair, Vice Chair and Secretary in accordance with Clauses 6 and 9 of this agreement or any variation to this Agreement in accordance with Clause 8.
	2. The Chair will be responsible for calling and chairing meetings of HECA East, an Annual General Meeting and an Extraordinary General Meeting where required.
	3. The Vice Chair will provide support to the Chair and deputise at meetings in the Chair’s absence.
	4. The Secretary will:
1. Keep and maintain a register of all Local Authorities and their Authorised Representatives
2. Organise quarterly regional meetings of HECA East including the Annual General Meeting
3. Produce and send to all members of HECA East a copy of the agendas for and minutes of previous meetings and circulate any relevant information to all members such as any information received from CAN
4. send out to all Local Authority Members any information received from the national Carbon Action Network (hereinafter referred to as CAN)
5. Be responsible for maintaining records of all documentation relating to HECA East and ensuring the Chair and Vice Chair have copies
6. Together with the Chair and Vice Chair provide to all members of HECA East 4 weeks written notice for the Annual General Meeting and 2 weeks written notice for an Extraordinary General Meeting
	1. The Chair, Vice Chair or Secretary will attend CAN executive meetings as a representative of HECA East.
	2. The Chair, Vice Chair or Secretary will not receive any remuneration or be able to claim any expenses from HECA East in undertaking these roles.
7. **MEMBERSHIP**
	1. Any local authority located within the Eastern region of the United Kingdom may become a Member in accordance with this clause 5.
	2. Third Party organisations including but not limited to other local authorities, community groups, educational organisations, housing associations, installers, providers and other individuals may be invited, from time to time to participate in HECA East and to attend meetings but not vote under the terms of this Agreement.
	3. If any member decides to leave the Group they may do so by notifying the Secretary in writing or electronic mail.
	4. HECA may be disbanded by majority vote of the members at a meeting arranged in accordance with relevant clauses contained in Sections 4 and 8.
8. **ELECTIONS**
	1. Elections for the Chair, Vice Chair and Secretary will be held once a year at the Annual General Meeting or at an Extraordinary General Meeting should one be called for that purpose.
	2. All members of HECA East will receive at least four weeks’ notice of the elections.
	3. Only Authorised Representatives of Local Authority Members may cast a vote at the election.
	4. Nominations for elections can either be invited in writing prior to the Annual General Meeting (to the Secretary) or at the meeting.
	5. Voting will either be by show of hands or ballot. This will be determined by the Chair in post prior to the election.
	6. Each role of Chair, Vice Chair and Secretary may only be held by one person at any time.
	7. Any member may stand for election.
	8. No member is allowed to have two or more post bearers at a time.
	9. Candidates will be elected by a majority of votes.
9. **EVENTS**
	1. Local Authority Members may facilitate and hold events to promote energy efficiency as part of HECA East but the host Local Authority will be responsible for any expenditure incurred by such event.

* 1. Any event held by a Local Authority Member as a representative of HECA East must be a non-profit making event.
	2. When a Member wishes to facilitate and/or host as a representative of HECA East the details of the event should be made available to all members of HECA East at the next available meeting prior to the event.
1. **VARIATIONS**
	1. Any variation to this agreement will be considered at the Annual General Meeting or an Extraordinary General Meeting

* 1. Any proposal variation referred to in clause 8.1 above must be circulated to all members of HECA East in writing at least four weeks prior to the Annual General Meeting or two weeks prior to an Extraordinary General Meeting.
	2. Any variation to this agreement must be proposed and seconded by 2 different Members.
	3. Any variation to this agreement which has been proposed and seconded in accordance with clause 8.3 above will then be voted on by the Authorised Representatives and passed by a simple majority.
1. **VOTING and QUORUM**
	1. Only Authorised Representatives have a right to vote at any meeting of HECA East.
	2. There must be a quorum of 50% Authorised Representatives present for the Annual General Meeting.
	3. Voting may be by show of hands or ballot as determined by the Chair in post upon commencement of the vote.
	4. Authorised Representatives may vote by proxy provided written authority is sent to the Secretary no later than one day before the Annual General Meeting or Extraordinary General Meeting.
	5. Authorised Representatives may vote by electronic mail to the Secretary if they are unable to attend the meeting. The electronic mail must reach the Secretary no later than one day before the meeting.
2. **STATUS**
	1. This agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this agreement. The parties do, however, enter into this agreement with the intention of honouring all their commitments under it.
	2. Nothing in this agreement is intended, or shall be deemed to, establish any partnership, joint venture or relationship of employment between the parties, constitute any of the parties as an agent for the other parties, nor authorise the parties to make or enter into any commitments for or on behalf of the other parties.

**Appendix – List of Members**

Forest Heath District Council

St Edmundsbury Borough Council