

# NextGeneration Executive Committee

## Terms of Reference

*The Executive Committee oversees the NextGeneration initiative to ensure the integrity and transparency of the initiative.*

### Purpose

The purpose of the Executive Committee is to:

- Ensure that the activities of the initiative promote best practice in sustainability
- Oversee the correct governance of the initiative and ensure that it is run transparently and fairly
- Agree the benchmarking criteria and set the benchmarks for performance
- Promote the work of the initiative to key stakeholders including Government, Industry Bodies, the media and the general public
- Act as a referral Committee for any complaints from Member and Non-Member home builders

### Responsibilities

**Upstream Sustainability Services at Jones Lang LaSalle (“Upstream”) has ultimate responsibility for delivery of the initiative, including:**

- Membership of the initiative
- Sales, marketing and promotion of the initiative
- Sponsorship of the initiative
- Maintenance and content of the initiative website ([www.nextgeneration-initiative.co.uk](http://www.nextgeneration-initiative.co.uk))
- Production of initiative outputs, including all reports
- Use of the initiative outputs, including use by third parties
- Running of events, including annual launch event
- Membership services, including webinars and other services

**In order to ensure the initiative is governed effectively and transparently, the Executive Committee commits to:**

- Meeting at least four times a year as a Committee to ensure the effective governance of the initiative
- Provide responses to draft annual plan and benchmarking criteria
- Provide comments on the benchmarking criteria
- Work with Upstream to produce a final public report, providing comments
- Provide responses to queries from Upstream in relation to the Governance of the initiative within 5 working days

**In order to allow the Executive Committee to fulfil its role, Upstream commits to:**

- Provide an annual business plan for the initiative to the Executive Committee. The annual plan will contain: criteria update, proposed timescales and the benchmarking process to be undertaken.
- Consult the Executive Committee on any proposed changes to benchmarking criteria
- Provide responses to queries from the Executive Committee in relation to the Governance of the initiative within 5 working days
- Refer all complaints from Member and Non-Member home builders to the Executive Committee within 5 working days

## **Membership**

Membership of the Executive Committee is as follows:

- Paul McGivern, Homes England
- John Alker, UKGBC
- David Willock, Lloyds Bank (with David Cleary as an alternate)

The committee chair will be rotated between the members on an annual basis.

New members to the committee must be approved by majority vote.

## **Decision-making**

Decisions will be made by majority vote.

A minimum of two members are required for a quorum.

If a decision is required and it is not possible to convene the members, then a written resolution can be reviewed via email. A unanimous vote is required for a written resolution to be agreed.

## **Meetings**

Quarterly Updates:

- The members of the committee will convene on a quarterly basis
- Meetings will be organised by Upstream, the Secretariat to the Executive Committee
- If a named Executive Committee member cannot be present, a substitute of similar seniority may be provided by the organisation
- Upstream will circulate a draft agenda 5 working days in advance of all committee meetings giving the Executive Committee the opportunity to add items for discussion
- Upstream is responsible for providing a progress update at the meeting
- Upstream will be responsible for recording minutes and circulating them within 5 working days of the meeting
- Members of the Executive Committee will be responsible for raising any issues in the minutes within 5 working days of receiving the minutes

Ad Hoc Meetings:

- Any member of the Executive Committee or the Secretariat may call an ad hoc meeting
- Members of the Executive Committee must respond within two working days
- If a named Executive Committee member cannot be present, a substitute of similar seniority may be provided by the organisation
- If the quorum cannot be met, another time for the meeting must be found
- If the quorum is met, the meeting may proceed
- Upstream will be responsible for recording minutes and circulating them within 5 working days of the meeting
- Members of the Executive Committee will be responsible for raising any issues in the minutes within 5 working days of receiving the minutes