



UK Pellet Council Terms of Reference

Introduction

The UK Pellet Council was set up following an industry meeting on 17 November 2011. On 30th January 2014 it was incorporated as a company limited by guarantee.

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 public with regard to pelletised biomass

Membership of the Council

- Any UK based ENplus[®] Licence Holder will automatically be registered without additional charge unless they request otherwise.
- The Council may invite other businesses involved in the heating or pellet industry to become members, with approval from the Board of Directors.
- The UKPC executive will provide meeting rooms and refreshments and act as secretariat.

Governance - general

- The UKPC 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 the UKPC 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 board of directors.
- 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 respond¹.
- The UKPC will establish its own bank account, and be responsible to members for controlling and accounting for its funds.

¹ A period of 5 complete working days will usually be regarded as a reasonable notice period

Chairman of the Council

- The Chairman will represent the interests of the Council and its members to third parties, as agreed by the Council.
- The Chairman will serve for a one-year term, starting from 1 February each year. There is no restriction of multiple terms of office for either individuals or member companies.
- The board of directors will invite nominations for the Chairmanship. Any Council member may serve. Candidates can be nominated by their own organisation.
- If there are multiple candidates, the board 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 chairman has the casting vote, if not a candidate. Failing that, the matter will be remitted to the board of directors.
- The Council may choose to seek nominations for a vice-chairman, which members of the board will elect.

Council Board of Directors

Selection of the board of directors

- The board is made up of the chairman, and up to 10 other Council members²
- Directors will serve for one-year terms, starting from 1st February. There is no restriction of multiple terms of office for individuals or Council members
- The UKPC will invite nominations for membership of the board. Any representative of a Council member may serve. Candidates can be nominated by their own organisation
- If there are more than ten candidates, an election will be held electronically. There will be one vote per Council member. Council members can vote for their own representative
- The candidates with the most votes will be elected. In the event of a tie, lots will be drawn
- The Board of Directors may co-opt up to two additional non-voting individuals to assist in the promotion of the Council's objectives

Operation and role

- The board 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 board may also decide on any other matter remitted to it by the full Council

² And the vice-chairman, if such a role is created



- The board will endeavour to reach consensus on decisions whenever possible. If this is not possible, decisions will be taken by majority vote. The Chairman does not vote, except to exercise a casting vote if a matter is tied
- The UKPC will circulate notes of board meetings to Council members, including any decisions taken

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