

Terms of Reference for Belfast Retrofit Delivery Hub

1. Name

The name of the partnership will be “Belfast Retrofit Delivery Hub”, referred to as “the Hub”.

2. Principal Purpose

The Hub brings together NIHE, business leaders, key organisations and the Council to catalyse retrofit activity relating to all domestic, public, commercial and private buildings in Belfast.

The Hub’s work is informed by the National Retrofit Strategy produced by the Construction Leadership Council (<https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2021/05/Construction-Leadership-Council-National-Retrofit-Strategy-Version-2.pdf>) and seeks to ensure that eight interlocking elements are advanced together:

- a) Leadership and communications
- b) Supporting learning and innovation culture focussed on just transition
- c) Performance standards
- d) Finance and grants
- e) Training and accreditation
- f) Materials and equipment
- g) Creating customer demand
- h) Compliance and quality regime

3. Principal Duties

- To identify opportunities for retrofit across the city and bring together the partners who can realise those opportunities.
- To identify and endorse the required standards of building performance that retrofit in Belfast needs to achieve.
- To identify ways of supporting the economic activity, skills and jobs that achieving those standards require
- To draw together partners to source and release funding
- To promote a collaborative, solutions approach sharing knowledge across ownership and tenure
- To ensure engagement with stakeholders across the city, and to support and promote complementary initiatives
- To ensure that retrofit work considers climate resilience
- To report on progress, initially to the Resilience and Sustainability Board

4. Membership

4.1. The Hub board shall consist of:

- a) An independent Chair and Deputy Chair
- b) A representative each element of the retrofit delivery system i.e.
 - i) Design

- ii) Construction
 - iii) Materials and equipment supply
 - iv) Finance
 - v) Social housing
 - vi) Private rented housing and owner occupied housing
 - vii) Vocational skills and training
 - viii) Building regulations and standards; building performance assessment
 - ix) Energy policy
- c) The Belfast Climate Commissioner
 - d) A member of the Resilience and Sustainability Board
- 4.2 The Hub will be able to co-opt further members as required e.g. representatives of voluntary bodies with relevant specialist expertise.
- 4.3 Named alternates can be provided for the members of the Hub by agreement with the Chair.
- 4.4 There will be an expectation that members of the Hub will be making substantial contribution in kind to the work of the Hub outside of the regular meetings, e.g. leading or participating in Task and Finish groups or sub-groups, secondment of experts, sharing of 'best practice'.

5. Meetings of the Hub

- 5.1 Meetings will take place four times a year.
- 5.2 Each Member of the Hub will have a vote though agreement on matters considered by the Hub will generally be by consensus. Further persons co-opted by The Board will be non-voting unless the terms of reference are amended.

6. Quorum

- 6.1 The Chair or Deputy Chair plus one third of Board members will form a quorum, with at least one representative from the Council, one business representative and one other business or organisation representative.

7. Governance

- 7.1 The work of the Board shall be reviewed by the Resilience and Sustainability Board.
- 7.2 Direct reporting Task and Finish or Sub-groups can be appointed, as needed, to progress the Hub's priorities.
- 7.3 Clear reporting arrangements shall be put in place for each sub-group or Task and Finish group that reports directly or indirectly to the Hub.
- 7.4 The Hub will be guided by the city's Climate Action Plan and Local Area Energy Plan.

8. Review

- 8.1 The Hub is recommended to review these Terms of Reference on a 12 monthly basis, reporting to the Resilience and Sustainability Board