

## **DRAFT London Electric Vehicle Partnership**

### **Terms of Reference**

#### **Purpose of the Partnership**

On 22 July 2008 the Mayor announced his intention to bring together stakeholders to form the London Vehicle Electric Partnership with the aim of encouraging the greater take up of electric vehicles in London.

The purpose of the Partnership will be to bring together key stakeholders and decision makers from within the vehicle manufacturing industry, the London Boroughs, the GLA Group, energy and infrastructure suppliers and electric vehicle users in order to identify the barriers, costs and benefits of the greater use of electric vehicles and to develop and implement an action plan to encourage the roll out and greater use.

The aims of the London Electric Vehicle Partnership will be to:

- Develop and implement an action plan for the greater use of electric vehicles in London;
- Develop, share and disseminate best practice;
- Develop, where practicable, common process and technical standards, particularly in partnership with the London boroughs;
- Increase the level of support to encourage the use of electric vehicles;
- Co-ordinate resources and achieve value for money.

#### **Proposed structure of Partnership**

The Steering Group of the Partnership will direct its activities. It is proposed that the Partnership operate through the Steering Group and that any actions agreed by that group be taken forwards by issue focused working groups.

It is proposed that the meetings will be chaired by Kulveer Ranger, Director of Transport Policy to the Mayor. It is also proposed that the Vice Chair be elected by the Partnership at the first meeting.

The positions of chair and vice chair will be elected annually by, and candidates chosen from within, the Steering Group.

#### **Secretariat support**

Secretariat support for the Partnership will be provided by the GLA. This will be reviewed after the first year.

#### **Proposed meeting date and frequency**

It is proposed that the GLA hosts the first meeting in mid November 2008. After that, and subject to attendee agreement, it is proposed to meet every four months.

The frequency of working group level meetings are to be agreed by the working group members.

### **Code of Conduct**

It is proposed that the LEVP adopt the following Seven Principles of Public Life code of conduct, as advised by the Department of Business Enterprise and Regulatory Reform (BERR).

1. **Selflessness**  
Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
2. **Integrity**  
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. **Objectivity**  
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
4. **Accountability**  
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. **Openness**  
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Honesty**  
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. **Leadership**  
Holders of public office should promote and support these principles by leadership and example.

### **Conflicts of Interest**

In any situation where a Partner organisation has been awarded a contract, is actively bidding for or being considered for a contract or it seems likely that they may or will express an interest in a contract the representative of the Partner must withdraw from the meeting for that item. The representative must not speak or vote about the matter.

To aid this process, Partners will be asked to declare any interest at the start of Partnership meetings.