



## SPF UK CLEAN AIR STEERING COMMITTEE

### TERMS OF REFERENCE

#### Remit of Committee

The Steering Committee provides strategic advice to the Programme Board to support the programme objectives. In particular the Steering Committee should provide **advice** and **recommendations** to the Programme Board on:

- Alignment with cross-Departmental and Devolved Administration priorities
- User engagement and programme impact
- Opportunities for complementarity with other initiatives, both nationally and internationally
- Effective ways of research co-ordination and coherence
- Proposed scope and scientific content of calls and directly commissioned research and innovation
- Appropriate ways to monitor and evaluate the progress of the programme towards its purpose and goal

#### Membership

The membership of the SPF Clean Air Steering Committee is:

- Independent Chair
- Clean Air Champion
- Defra Chief Scientific Advisor or their representative
- DHSC Chief Scientific Advisor or their representative
- DfT Chief Scientific Advisor or their representative
- Welsh Government Chief Scientific Advisor or their representative
- Scottish Government Chief Scientific Advisor or their representative
- Senior academic/business leaders selected to achieve a balance across the Steering Committee membership between policy/business and research and innovation across the breadth of the programme (including one member from the Met Office research community).

NERC will provide the secretariat for the Committee.

Membership will be reviewed periodically by the Programme Board to fit the changing needs and themes of the programme.

#### Appointment

Members will be asked to sign a letter of appointment upon accepting their invitation to join the Committee. Steering Committee members will be required to uphold the Seven Principles of Public Life.

Members, or those in attendance, must, at the outset of the meeting, declare any interest that they may have in a matter and withdraw from the discussion on that item. Please note that Steering Committee members (with the exception of the Chair and the Champion) will be eligible to apply for funding from the programme.

### **Attendance at meetings**

Committee members should attend all meetings, where possible. Members should consider their availability before accepting the invitation. If they have reservations about attendance, they should discuss options with the Steering Committee Secretariat.

Delegates may be nominated by the standing committee member from a pre-approved list of nominees from the member's organisation. Members who accept the invitation to join the Steering Committee will be asked to supply the names of up to two delegates.

Programme Board representatives will attend on a regular basis. Additional attendees will be invited according to the issues being discussed.

### **Accountability**

The Committee acts in an advisory capacity and is accountable to the Programme Board, which makes all decisions regarding the delivery of the programme. The Chair of the Committee and Champion will regularly attend the Programme Board.

### **Eligibility**

The Chair and Champion are not eligible to apply for funding from the programme calls whilst undertaking these roles.

### **Meetings**

To meet on a quarterly basis for the first years of the programme, or by exception as needed, then as required.

### **Confidentiality**

In order to provide input and expertise to the programme the Steering Committee will need access to confidential information. The Secretariat (and lead delivery partners NERC and Met Office) are responsible for marking all sensitive information as CONFIDENTIAL.

Discussions between members of the Steering Committee should be undertaken on a free, open and transparent basis. However, it is recognised that some material may be of a sensitive or confidential nature and thus require special protection. This material is referred to as "Confidential Information".

The Committee understands that the loss or inadvertent disclosure of Confidential Information might harm the interests of the person to whom it belongs and/or the SPF Clean Air Programme as a whole.

In line with the principles outlined above, the Steering Committee may review Confidential Information. Members may be granted access to Confidential Information in advance of a Steering Committee meeting.

“Confidential Information” includes:

- Documents that are marked “Confidential”; and
- Anything that a member of the Committee identifies as confidential before introducing into a discussion.

Each member of the Steering Committee agrees not to disclose Confidential Information to any person outside of the Committee unless:

- The person to whom it belongs tells the Committee that it is no longer confidential;
- It has previously become public knowledge (without any fault of any member);
- They are legally required to disclose it; or
- The person to whom it belongs agrees that it can be shared with another named person (this agreement should be given in writing)

Steering Committee members should also take care to avoid any inadvertent or accidental disclosure of Confidential Information. Confidential Information must not be used for any purpose other than providing advice to the Programme Board within the Remit of the Committee or in ways which might lead to a Conflict of Interest.

### **Conflicts of Interest**

A “Conflict of Interest” may occur in any situation where a Steering Committee member’s private interests, or the interests of any organisation or institution which employs that member, or to which they have any affiliation, would be likely to give an outside observer the impression that the member’s professional judgment may have been compromised, or that they or some organisation or institution with which they are affiliated may have gained some unfair advantage through participating in discussions on a particular topic.

Steering Committee members each agree to uphold the highest values of ethical behaviour and to declare any potential conflict of interest known at that time to the rest of the Committee at the earliest opportunity.

A member should not participate in any discussions regarding SPF Clean Air Programme opportunities for which they might wish to bid for. Such a member should also refrain from reviewing Confidential Information if this might be perceived to give them an unfair advantage in any such bid.