

TERMS OF REFERENCE – CDC COMMITTEE

The CDC Committee is a committee of the Council of SPP

1. Composition and Tenure

- 1.1 Membership of the committees is corporate, with an exception noted in 1.3. The member-firm is technically the committee member, and that firm nominates an individual (or, in exceptional circumstances, two individuals) to represent it. Individual members are subject to approval by Council. Council may amend committee membership at any time.
- 1.2 There is no specific limit on length of tenure for members.
- 1.3 The SPP CEO is an ex-officio member of the Committee.
- 1.4 SPP's Head of Policy & PR will attend Committee meetings.
- 1.5 The Committee may ask other individuals to attend, as required for the business of the meeting.
- 1.6 The Chair of the Committee is a personal appointment from amongst the members. If the Chair is not present in person (even though a substitute is sent by their firm), then a Deputy Chair shall preside in their absence. If neither is personally present, then the Committee shall select an acting chair for that meeting or the SPP CEO shall preside.
- 1.7 The Chair of the Committee is Keith McNally (term beginning February 2025). The Deputy Chair is Iain McLellan.
- 1.8 The Chair will serve a term of c.2 years, as agreed with the CEO.

2. Objectives

The Committee has the following objectives:

- 2.1 To lead SPP's output on matters related to CDC, including but not limited to event topics, press work and thought pieces for the wider SPP membership.
- 2.2 To draft, on behalf of Council, formal SPP responses to consultations, calls for evidence or other material relating to CDC, reflecting Council's written guidance on consultation responses.
- 2.3 To alert Council to relevant matters requiring its attention with appropriate suggestions.
- 2.4 To work with and advise other SPP committees on related objectives, including consultation responses, where the subject matter requires cross-expertise and to ensure that Committee's business complements, without undue duplication, business undertaken by other SPP committees.

3. Role of membership/review

Membership of the Committee is an active role, with the following expectations:

- 3.1 Committee members are asked to engage with the topics under discussion, bringing their and their organisation's expertise to bear.
- 3.2 Committee members will be asked to lead, or contribute to, formal consultation

responses and to develop thought pieces for SPP. This work is essential to maintain SPP's positive impact on the sector and there is an expectation that these activities will be shared amongst all of the Committee members

- 3.2 A rota of members for minute-taking operates, with each of the members firms asked to take their turn in noting meetings. Should a member be unable to attend a meeting at which they are due to take the minutes, they are asked to ensure that an alternative secretary is scheduled, either from their firm or from within the Committee.
- 3.3 Committee members agree to abide by relevant statutory obligations, by not sharing information through their work on the Committee that would breach anti-competition regulations. In addition, members are asked to use their judgement and exercise discretion when sharing information shared by the Committee that may be reasonably expected to be kept confidential.

4. Meeting arrangements

- 4.1 A quorum shall be the Chair or CEO or President and a total of 4 members.
- 4.2 Meetings shall be scheduled every 2-3 months as business requires.

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17.06.25.