

## TERMS OF REFERENCE – CDC GROUP

The CDC Group is a group of the Council of SPP

### 1. Composition and Tenure

- 1.1 Membership of the CDC Group (the Group) is corporate, with an exception noted in 1.3. The member-firm is technically the Group member, and that firm nominates an individual (or by exception, individuals) to represent it. Individual members are subject to approval by Council. Council may amend Group 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 Group.
- 1.4 The SPP Policy Officer will attend Group meetings.
- 1.5 The Group may ask other individuals to attend, as required for the business of the meeting.
- 1.6 The Chair of the Group is a personal appointment from SPP. If the Chair is not present in person, then the Group will select an acting chair for the meeting.
- 1.7 The initial Chair of the Group is Edd Collins (term beginning February 2023). The Deputy Chair is Keith McNally.
- 1.8 The Chair will serve a term of c.2 years, as agreed with the CEO.

### 2. Objectives

The Group 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 Group's business complements, without undue duplication, business undertaken by other SPP committees.

### 3. Role of membership/review

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

- 3.1 Group members are asked to engage with the topics under discussion, bringing their and their organisation's expertise to bear.
- 3.2 Group 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 Group 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 Group.
- 3.3 Group members agree to abide by relevant statutory obligations, by not sharing information through their work on the Group that would breach anti-competition regulations. In addition, members are asked to use their judgement and exercise discretion when sharing information shared by the Group 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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18.04.24.