



Appointment to the Interim Board of the NW Regional Energy Agency Company Ltd – Information Booklet.

1. Appointment:

Title:	Company Director, 'North West Energy Agency'.
Location:	c/o County House, Lifford, Co. Donegal.
No of Vacancies:	One (1).
Remuneration:	This is an unpaid position. Travel and subsistence will be payable at appropriate Local Authority rates.
Time Requirement:	The total time commitment, including preparation and attendance at Board meetings, participation in committees of the Board is estimated to be not more than 15 – 20 hours per annum across four / five meetings per year.

2. Background:

The North West Regional Energy Agency Company was established by Donegal County Council in May 2022 as a first step in the delivery of the North-West Regional Energy Strategy.

This is part of a joint initiative by Donegal County Council and Derry City and Strabane District Council, who have committed to work together, as detailed within the North-West Regional Energy Strategy, with the ambition of decarbonising energy systems and aiming for net zero carbon emissions by 2045.

The Regional Energy Agency will act as a 'one stop shop' for citizens; businesses and communities who want to transition to a low carbon economy and avail of supports which are available, including through SEAI.

The 'NW Energy Agency' will focus efforts in the areas of **domestic retrofits, electrifying transport and retrofits of non-domestic buildings, including renewable technologies.**

Domestic retrofits will be the initial focus for the 'NW Energy Agency' which will act as a local social enterprise providing "integrated home renovation services" in the North West of Ireland.

The challenges for home renovation or retrofit specific to the NW Region include:

- More dispersed population living in older homes with poor energy performance.
- High reliance on oil & solid fuel heating, especially peat in rural areas and coal in low-income homes.
- Fragmented supply chain.

- Higher delivery costs due to dispersed homes in peripheral areas

3. Aims - the North-West Energy Agency aims to:

- To accelerate the **North West City Region's** (*Donegal County Council and Derry City and Strabane District Council*) transition to a smart, low carbon region through innovative and inclusive local-level energy and climate mitigation research, planning and projects, to mitigate and adapt to the effects of climate change and improve the health and well-being of all the regions citizens.
- To work in partnership with the two local authorities (namely Donegal County Council and Derry City and Strabane District Council) to meet local, national, and international energy performance and greenhouse gas emission targets.
- To bring innovation to the North West City Region by engaging with publicly funded programmes in Ireland, Northern Ireland and through the EU to identify, develop and implement a range of innovative smart low carbon energy and greenhouse gas reduction projects at a local level with wide-scale impact.
- To increase public awareness through promotion and engagement of the need and benefits of sustainable energy, climate mitigation and climate adaptation amongst citizens and stakeholders.
- To develop and support networks of stakeholders and communities, including 'sustainable energy communities' (SEC) to identify and implement low-carbon energy reduction, climate mitigation and climate adaptation solutions.
- Develop a plan for the implementation of the Regional Energy Strategy with 5-year milestones to ensure a net zero carbon Region is achieved by 2045.
- To conduct business in a non-profit making manner, to provide services such as advisors, managers, consultants, agents, providers of financial advice, assistance, and other services to the energy industry.

4. Configuration of the Interim Board (*Interim No 1 – DONEGAL*):

The company currently has two Directors, who are a Senior Engineer and a Directors of Service with Donegal County Council. A proposal to increase the number of Directors on the **Interim (No 1) Board** of the 'North West Energy Agency' was presented to the November 2023 Plenary Council meeting, summarised as follows:

In addition to existing Board members representing the Executive of Donegal County Council **(2)**, it is proposed to expand the Interim Board to six Directors **(6)** in total as follows:

- Two Senior Managers representing Donegal County Council **(2)**

- Two elected members of Donegal County Council **(2)**
- Two independent voluntary representatives, as follows:
 - One representative from the NW Tertiary Education Cluster **(1)**
 - One voluntary expert in their field from the public / private sectors e.g., Construction, Energy/Sustainability, Business/Finance/Legal or Stakeholder Engagement **(1)**

Expressions of interest are now sought for this post.

[NOTE – Interim Board (Interim No 2 – DONEGAL + DERRY/STRABANE) will follow with representatives added in due course from Derry City and Strabane District Council]

5. Term of Service for the Interim Board:

The following terms of service shall apply and reflected in the Company Constitution.

- The nominated **Elected Members** will serve for the Term of Council and may be re-appointed at the AGM following the Local Elections.
- The nominated **DCC Executive representatives** are regarded as nominees of the Chief Executive of Donegal County Council onto the Board and their Term of Service is at the discretion of the Chief Executive.
- The **Independent Voluntary Directors**, will be appointed on the following basis:
 - (i) Initial appointment is for a period of 3 years.
 - (ii) At the end of the 3 Year period, each Independent Director will be required to resign from the Board and, subject to Board approval, may be re-appointed for a further 3 Year period.
 - (iii) No Independent Director may serve more than 2 consecutive 3 year terms.

6. Functions of the Board:

The role of the Board of the 'North West Energy Agency' is to undertake effective governance and oversight of the NW Energy Agency's activities and to promote the company's long-term success. In doing this, the Board will provide leadership, set strategy, ensure that the human and financial resources are utilised to achieve objectives, review management performance, set the 'North West Energy Agency' values and standards, and ensure that the company's obligations to its stakeholders, including the Council, are understood and met. Board members are appointed to bring specific knowledge, skills, experiences, and expertise to the deliberations of the Board and any committees.

7. Person specification:

Candidates should be able to demonstrate significant expertise in a number of the following areas:

- Climate Action – specifically, decarbonisation of buildings and transport, including renewable technologies.
- Commercial property development;
- High potential business start-up;
- Business investment;
- Social/Community enterprise;

It is desirable that candidates possess a range of the blended skills from the following:

- Previous Board experience;
- An understanding of corporate governance;
- An ability to take a broad, future focussed perspective on issues;
- An ability to work effectively with others as part of a team;
- A strong commitment to adding value and impacting positively;
- The ability to ask relevant and pertinent questions;
- An ability to understand high-level financial data.

The 'North West Energy Agency' encourages applications from diverse, qualified candidates to ensure the Board is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on the Board.

8. Submitting your Expression of Interest:

Having considered the person specification criteria outlined above, you should consider carefully how your background and experience fits with this appointment criteria.

Expressions of interest (**Cover Letter & Expression of Interest Form**) to be submitted by email to: info@nw-ea.com by 4pm, on 26th January 2024.

(i) The cover letter should outline the following:

- How you meet the stated criteria by specifying your primary expertise (and where applicable, secondary and tertiary expertise) as it relates to the individual requirements;
- Why the appointment is of interest; and
- What you believe you can bring to the role.

(ii) The Expression of Interest Form should detail the following:

- Other relevant experience and/or achievements; and
- Evidence of how you meet the stated criteria, including the range of blended skills suggested.

9. Assessment & Appointment process:

- (i) An Assessment panel will be put in place by the Company Secretary in consultation with the Board of Directors.
- (ii) Expressions of Interest will be reviewed against the specified appointment criteria for the role as advertised.
- (iii) Potential candidates who meet the specified appointment criteria will be assessed further by undertaking any/all of the following steps:
 - a. Consideration of the written applications, and/or;
 - b. Meeting/conference call, and/or;
 - c. Referee checks, and/or;
 - d. Any other selection or verification method deemed appropriate (this may include requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- (iv) The Assessment Panel will sign off on an 'Order of Merit' for consideration by the Board.
- (v) Appointment – the Company Board will review the 'Order of Merit' recommendation and approve the appointment of one (1) external Board Member.

10. Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence. All enquiries, applications, and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.