



## CFP Framework Document (2019)

This framework document has been drawn up by the Department for Business, Energy & Industrial Strategy (BEIS) in consultation with the Committee on Fuel Poverty (CFP). It sets out the broad framework within which the CFP will operate. The document does not convey any legal powers or responsibilities. It is signed and dated by BEIS and the CFP, and is published on the [CFP's web pages](#).

### Purpose of the CFP

In the 2001 UK Fuel Poverty Strategy, the government established, on a non-statutory basis, an Advisory Non-Departmental Public Body (ANDPB) to advise Ministers on policies designed to tackle fuel poverty, providing support and challenge. The body was named the Fuel Poverty Advisory Group (FPAG).

In 2012, FPAG was the subject of a Triennial Review. The [report on the review](#), published in 2014, concluded that FPAG performed an important function as an expert advisory group, holding the government to account, and that such a group should continue. The report recommended ways in which FPAG could improve its operation and ability to provide independent, expert advice. Most significantly, the report recommended a change from membership being composed of *ex officio* representatives of the energy industry, charities and consumer bodies to a smaller group of independent, paid, expert members, appointed through open competition. The report also recommended reconsidering the body's name.

During 2015, the former Department of Energy & Climate Change implemented the reforms and the Committee on Fuel Poverty (CFP) was launched in January 2016, with independent members appointed through open competition. Members have a time commitment of an average of 2 days per month and the Chair 2 to 3 days per month.

The CFP's remit is drawn from the government's [fuel poverty strategy](#) published in 2015 (Cutting the cost of keeping warm: a fuel poverty strategy for England). The Committee's Terms of Reference are published on its [web pages](#) on GOV.UK and are as follows:

The role of the Committee is to:

- monitor and report on progress towards the interim milestones and 2030 fuel poverty target;
- support and challenge the government on its delivery approach to underpin successful implementation of the strategy, including considering and reporting on:
  - the effectiveness and efficiency of policies and schemes which contribute to meeting the milestones and 2030 target;
  - the impact of other policies and schemes on fuel poverty; as well as

- modifications to existing policies and any additional policies and schemes needed to meet the milestones and 2030 target;
- encourage and foster a partnership approach between and within government and stakeholders, including at local level, to make progress against the milestones and target, including the identification of barriers to effective joint working; and
- work where appropriate with the Committee on Climate Change, which has a statutory duty to consider fuel poverty when advising on carbon budgets, to help underpin efforts to ensure that the decarbonisation and fuel poverty agendas work together.

## **Governance and accountability**

### *Legal origins*

The CFP does not have a statutory basis, but its predecessor was established pursuant to the 2001 UK Fuel Poverty Strategy. Following the Triennial Review report published in 2014 the new Committee on Fuel Poverty was established.

### *Overall aims*

The aims of the CFP are as set out in its [Terms of Reference](#) above.

### *Ministerial responsibility*

The Secretary of State for Business, Energy and Industrial Strategy has overall responsibility for a policy to tackle fuel poverty, supported by the Minister of State for Energy and Clean Growth and the Parliamentary Under-Secretary of State, who is the Lords lead on all BEIS issues, Industrial Strategy and local growth<sup>1</sup>.

### *Accounting Officer Responsibilities*

The CFP holds no budget or responsibility for spending public money, and no designated Accounting Officer. The Chair is responsible for reporting and governance.

The CFP can propose research projects for funding to BEIS, to help the Committee deliver its remit. For funding to be approved by BEIS, projects need to meet the Department's criteria for support and be approved under the Department's normal research project procedures. Accounting Officer responsibility for the use of such funds remains with the BEIS Accounting Officer.

## **CFP Chair and Member responsibilities**

### *Committee responsibilities*

The Committee should ensure that effective arrangements are in place to provide assurance on risk management, governance and internal control.

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<sup>1</sup> Department for Business, Energy and Industrial Strategy – Ministers  
[www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy#people](http://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy#people)

The Committee is specifically responsible for:

- establishing and taking forward the strategic aims and objectives of this advisory non-departmental public body consistent with its overall strategic direction and within the policy and resources framework determined by the Secretary of State;
- ensuring that the responsible minister is kept informed of any changes which are likely to impact on the strategic direction of the CFP or on its ability to deliver on its remit attainability of its targets, and determining the steps needed to deal with such changes;
- ensuring that, in reaching decisions, the Committee takes into account guidance issued by the sponsor department and input from key stakeholders;
- demonstrating high standards of corporate governance at all times.

#### *Chair responsibilities*

In addition, the Chair has the following leadership responsibilities:

- ensuring that the Committee, in reaching decisions, takes proper account of guidance provided by the responsible minister or the department;
- delivering high standards of regularity and propriety; and
- representing the views of the CFP to the general public.

The Chair also has an obligation to ensure that:

- the work of the Committee and its members are reviewed and are working effectively;
- the Committee has a balance of skills and diversity appropriate to directing the CFP's business;
- members are fully briefed on terms of appointment, duties, rights and responsibilities;
- he or she assesses the performance of individual board members when being considered for re-appointment.

#### *Individual members' responsibilities*

Individual members should:

- not misuse information gained in the course of their public service for personal gain or for political profit, nor seek to use the opportunity of public service to promote their private interests or those of connected persons or organisations;
- comply with rules on the acceptance of gifts and hospitality, and of business appointments;
- act in good faith and in the best interests of the CFP;

- declare any actual or potential conflicts of interest at CFP meetings that relate to the activities of the CFP.

### *Annual report*

The CFP will publish an annual report which supports its remit by:

- reporting on government's progress towards the fuel poverty target and interim milestones;
- summarising the CFP's findings on approaches to tackle fuel poverty;
- making recommendations which support the achievement of the target, milestones and fuel poverty strategy;
- reporting on how the CFP has, and will continue to, encourage and foster a partnership approach to the achievement of the target, milestones and fuel poverty strategy.

The report must be submitted to the [BEIS Secretary of State](#) and [BEIS Committee](#) (the House of Commons Select Committee whose role is to check and report on the work of BEIS, including its partner organisations).

## **Corporate governance**

### *Appointments*

The CFP Chair and members are appointed for a period of up to three years by the responsible minister. Such appointments will comply with the Governance [Code on Public Appointments](#).

### *Composition of the Committee*

The Committee consists of a Chair, together with up to six members that have a balance of skills and experience appropriate to directing the CFP's business. BEIS provides the CFP with secretarial support.

## **Risk management**

The CFP shall ensure that the risks that it faces are dealt with in an appropriate manner, in accordance with relevant aspects of best practice in corporate governance, and develop a risk management strategy, in accordance with the Treasury guidance, [Management of Risk: Principles and Concepts](#).

## **Reporting performance to BEIS**

The CFP shall report on its performance in fulfilling its remit to its lead Sponsor, the Deputy Director for the Warm Homes Team (in the Department's Energy Efficiency and Local Directorate), who has lead policy responsibility for fuel poverty, once per year and shall maintain systems so as to enable any further reviews by the Sponsor.

The CFP shall inform the Sponsor of any changes that make achievement of its remit more or less difficult.

It is envisaged that the responsible minister will meet the Chairman or the full Committee at least once a year. Officials in the Sponsor team will liaise regularly with the CFP and explain any wider policy developments that might have an impact on the CFP or its remit.



Signed:  
**David Blakemore,**  
**Chair,**  
**Committee on Fuel Poverty**

Date: 30 May 2019

On behalf of the CFP



Signed:  
**Olivia Haslam, Deputy Director,**  
**Energy Efficiency and Local**  
**Department for Business, Energy and**  
**Industrial Strategy**

Date: 3 June 2019

On behalf of BEIS