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## The MHHS constituency model – guidance for Constituency Representatives and their constituents

This guidance note is intended to provide information on the role and interactions of MHHS Programme Constituency Representatives and their constituents under the MHHS Programme's constituency model.

### What is the constituency model and why is it being used?

The MHHS Programme is industry-led with a governance structure set up to ensure decision-making is appropriately balanced between the Senior Responsible Officer (SRO), the MHHS Implementation Manager and Programme Participants. This means all parties should have access to relevant Programme information and the opportunity to participate in and influence Programme decision-making.

To deliver this, the Programme is using a constituency-based model to ensure views from across industry are represented in Programme decision-making forums. The energy industry has been split into 10 constituencies. Each constituency can nominate a representative to each of the Programme's Level 2 and 3 decision-making governance groups. The Programme aims to have all constituency representative seats filled. Representatives are empowered to represent views and influence decision-making on behalf of their constituency at these groups.

Representatives are nominated via the Programme's nomination process. Multiple nominations require an election. This process and the current constituency representatives for each governance group can be found on the MHHS website.

There are Level 4 working groups that sit below the Level 2-3 groups. These are not constituency based and welcome experts in the relevant field from all Programme Participants. Level 4 groups do not have decision-making powers – their outputs are approved by the relevant Level 3 parent group.

### What is the role of a Constituency Representative?

The MHHS Governance Framework gives the following roles and responsibilities for constituency representatives:

- a) *Provide group meeting input to deliver against the scope and objectives of the groups and the Programme*
- b) *Gather the view of constituency members in advance of meetings and represent these views in any meeting items, approvals, and decisions, including consensus views, majority views and minority views*
- c) *Provide a constituent perspective to discussions in meetings*
- d) *Take actions from meetings and collate information from constituent members or direct constituent members to provide information directly to the Programme to support actions*
- e) *Facilitate engagement between constituent members, the Programme and central parties, ensuring that issues and concerns are clearly communicated*

In addition, we would expect constituency representatives to:

- Be knowledgeable of wider-Programme activity and engage with relevant elements of the Programme outside of their governance group. This may be by keeping up to date with news via the website and Collaboration Base, reviewing wider meeting papers/outputs, or attending webinars or Open Days
- Be aware of activity at the working groups that sit below their governance group, This may be by attending working groups, reviewing meeting papers, or engaging with working group attendees
- Engage with constituency representatives for their constituency that sit on other Level 2-3 governance groups

### What does good practice look like for communications between constituents and representatives?

Ensuring constituent views are represented at governance forums is a two-way responsibility. Constituency representatives should be actively engaging their constituents and providing an open channel for communication, and constituents should be proactively informing and influencing their representative. This may be done by:

- A regular (e.g. monthly) constituency meeting led by constituency representatives and open to all constituents where Programme activity and meeting content (previous and upcoming) is discussed
- Regular email communications from constituency representatives to their constituents providing information on relevant topics and asking for views
- Constituents engaging with Programme activities and meeting papers, and proactively providing views to their representatives

### **What about the role of the Programme Party Coordinator (PPC)?**

The PPC provides another route for Programme Participants to engage with and provide their views to the Programme. The PPC may be used if a participant has confidential information that they do not wish to share with their constituency representative or in open forums.

Programme Participants should not use the PPC to represent their views in decision making forums. This should be done via your constituency representative.

### **Useful links**

The following documents are all available via the [MHHS Programme website](#)

- [MHHS Governance Framework](#)
- [Governance group decision-making hierarchy and group overviews](#)
- [Constituency Representative Nomination, Election and Appointment Process](#)
- [Current Level 2 and 3 Constituency Representatives](#)