

Terms of Reference for Climate Change Board (“CCB”)

15 October 2020 – Revision 1

The CCB is an Executive Working Group that operates within the procedures set out in the Constitution and has overall responsibility to:

- a) monitor outcomes and strategies relating to our Climate Emergency;
- b) make recommendations to the Executive for approval, where applicable
- c) develop partnerships with the community, businesses and other local authorities in order to co-ordinate implementation of climate change policies and projects.

Declaration of a Climate Emergency

On 23 July 2019, the Council passed a resolution declaring a Climate Emergency that requires urgent action.

The resolution requires the Council:

1. to work with partners across the Borough to evaluate and determine how and when Guildford Borough can become carbon neutral
2. to work towards making the Council’s activities net-zero carbon by 2030
3. to establish the necessary governance structures, investment plans and officer resources in order for the Council to build a strong foundation to deliver progressively ambitious carbon reductions across its operations
4. to establish a borough-wide Climate Change Partnership consisting of representatives from all stakeholders across all sectors
5. to develop, within 12 months, a clear action plan and timescale for being net-zero carbon across the Council’s operations, starting with a review of what has already been achieved and plans that already been instigated
6. to deliver a joint Member-Officer training programme to enable a shared understanding of how to deliver the above, starting in September 2019.

This resolution will be implemented across the Council with all Executive members having responsibility to ensure that the necessary actions are identified and pursued within their individual portfolios. The CCB will monitor all these activities in order to ensure that there is a co-ordinated effort to implement strategies and an action plan to address the Climate Emergency. It will develop an action plan that puts the Council at the forefront of promoting measures that will facilitate and encourage Guildford Borough to be carbon neutral, reduce levels of carbon emissions, and to respond to the declared Climate Emergency

The CCB will identify and liaise with relevant authorities and stakeholders and will work with these organisations to implement the requirements of the resolution.

Given the breadth of the work required, where necessary the CCB will, with the agreement of the Leader of the Council, create sub-working groups that will report to the CCB. Such

working groups may include councillors, officers and external representatives whom the Leader and the CCB consider may provide appropriate advice and assistance to the Council.

Key Priorities

Considering the mounting scientific evidence indicating the urgency with which action is required on reducing our impact on the climate, the board will commit to a top down approach. Specifically, the board will target three key sectors where the Council can take initiative and influence actions to address the declared Climate Emergency and tackle climate change in partnership with others; Energy, Infrastructure and Business and Community.

The CCB will consider, prioritise and recommend practical measures that can be achieved in connection with each of these three sectors:

Energy

Focussing on energy supply and performance, the priorities of the group will be:

- Decarbonising the energy supply
- Supporting environmentally sustainable energy supply to meet increase in demand
- Unlocking scalable clean energy supply as an enabler for addressing climate change
- Taking measures to ensure energy supply remains resilient and secure
- Enabling opportunities to retrofit buildings to improve energy performance

Infrastructure

Focussing on planning and low carbon infrastructure, the priorities of the group will be:

- Supporting and enabling infrastructure projects that are compatible with future sustainable transport and which encourage easy modal shift for borough residents, businesses and visitors
- Planning for low carbon building and infrastructure through planning policy and development management
- Enabling waste operations that reduce and recycle waste in ways that are carbon reducing and compatible with the sustainable future of the borough
- Monitor flooding and water infrastructure works to ensure that solutions ensure scalable infrastructure is put in place or developed to keep up with the pace of growth in the borough
- Foster partnerships that enable infrastructure projects to come forward

Businesses and communities

Focussing on engagement and education, the priorities of the group will be:

- Engaging with stakeholders across the community to encourage and facilitate initiatives to address the climate emergency locally
- Educating the board and fellow councillors in carbon literacy; to understand and be able to explain the basic science of climate change and how climate change will affect us both globally and locally, how to assess our climate change objectives; and how to construct our own strategies to take action on climate change
- Ensuring scientifically accurate information is disseminated to the wider community
- Fostering conversation and discussion around the topic of climate change, where possible and relevant
- Creating and nurturing partnerships to educate the wider public as to the challenges we face ahead.
- Recommending most effective methods for stakeholder engagement (e.g. Citizens Panel, Business engagement etc)
- Working in partnership to identify and deliver local carbon reduction projects
- Supporting via low carbon incentives and carbon literacy campaigns

Roles and responsibilities

Chairman

- Chair and facilitate Board meetings, ensuring the agenda is covered and all views actively sought and considered
- Ensure the Board remains focused on achieving its objectives and realising the expected benefits
- Promote partnership working to engender trust amongst board members and encourage creative and collaborative relationships to develop
- Commit to effective and efficient programme governance

Board Members

- Assist with the development, implementation and review of the strategies and champion the programme to internal/external stakeholders
- Review papers, attend meetings and complete actions as agreed
- Seek to reach consensus opinions within the Board wherever practicable and consider matters from other perspectives, including the public and staff
- Agree on recommendations to go forward to the Executive for approval

Senior Responsible Officers

- Responsible for the development of strategies and action plan
- Facilitate meetings with outside stakeholders, whose input will be necessary to develop and implement the strategies
- Assist with necessary research to develop strategies and action plan
- Provide stability in the development, adoption and monitoring of the strategies
- Ensure that appropriate minutes are taken and that Board papers are delivered within the required timescale

Programme Manager

- Track progress and monitor the delivery plan for the programme
- Develop a programme risk register to align with the Corporate Risk Register

Meetings

The board will meet approximately every two months.

Agenda and papers will be circulated at least five working days in advance of the meeting.

Minutes and actions will be circulated within five working days after the meeting.

A standing agenda will be provided that will include an update from the previous meeting, key decisions and new actions and the plan for taking this forward.

Copies of the minutes will be submitted to the Corporate Management Team (and Executive Liaison Group?).

Membership

Councillor membership:

Name	Position	Role on Board
Jan Harwood	Councillor	Chairman
Caroline Reeves	Councillor	Member
Deborah Seabrook	Councillor	Member
Diana Jones	Councillor	Member
Catherine Young	Councillor	Member
Paul Spooner	Councillor	Member

Officer appointees (advisory capacity only)

Name	Position	Role on Board
VACANT (James to cover)	Director of Strategic Services	Officer
Marieke van der Reijden	Head of Asset Management (Climate Change Lead)	Officer
Alex Swainson	Energy Strategy Manager	Officer
Paul Taylor-Armstrong	Climate Change Officer	Officer
Chris Wheeler	Waste, Parking and Fleet Services Manager	Officer
Chris Burchell	Local Economy Manager	Officer
Carrie Anderson	Democratic Services Officer	Officer (Secretary)
Emma McBriarty	Senior Communications Officer	Officer

External appointees (advisory capacity only)

Name	Position	Role on Board
Alastair Atkinson	GEF Co-optee	Member
Prof Graham Miller	University of Surrey Co-optee	Member

Other key officers from across the Council and representatives of external bodies may be invited to attend meetings in an advisory capacity only, as required, at the discretion of the Chairman and/or the Committee acting by majority.

Reporting

The Board shall, periodically, report back the results of their work, including recommendations where appropriate, to the Executive.

Annual Review

The terms of reference and membership of the Climate Change Board will be reviewed on an annual basis, or as required.

Continuation of the Board will be reviewed annually by the Executive.