

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

24 August 2023 – Revision 2

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 the Climate Emergency and our Climate Change Action Plan;
- b) make recommendations to the Executive for approval, where applicable;
- c) scrutinise and support the delivery of the Climate Change Action Plan;
- d) 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.

On 23 February 2023, the Executive adopted the Climate Change Action Plan, containing a revised definition of the Climate Emergency and outlining the Council’s future response.

The Climate Emergency requires the Council:

1. to collaborate 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 Scope 1 & 2 activities net-zero carbon by 2030.
3. to work towards reducing Scope 3 emissions despite the current limitations of calculation methodology.
4. 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.
5. to establish a borough-wide Climate Change Partnership consisting of representatives from all stakeholders across all sectors
6. 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.

7. to deliver a joint Member-Officer training programme to enable a shared understanding of how to deliver the above, starting in September 2019.
8. To recognise that biodiversity and air quality form part of the Climate Emergency
9. To integrate resilience and adaptation into the Climate Change Action Plan in response to current and future climate changes.

The response to the Climate Emergency will be implemented across the Council under the umbrella of the Climate Change Action Plan, with all Executive members having responsibility to ensure that the necessary actions are pursued within their individual portfolios. The CCB will monitor and scrutinise all these activities in order to ensure that there is a co-ordinated effort to implement strategies and that the Climate Change Action Plan is implemented. It will periodically review the Climate Change Action Plan and recommend or undertake supplemental activities where appropriate. Develop a Communications 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 consult with relevant authorities and stakeholders and will work with these organisations to assist with the implementation of the requirements of the Climate Change Action Plan.

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 four 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, Biodiversity and Business and Community.

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

Biodiversity

Focussing on improving and increasing the biodiversity across Guildford Borough, the priorities of the group will be:

- To understand the current condition of biodiversity loss
- Identify gaps and opportunities to increase the natural environment within Guildford.
- Work with stakeholders across the borough to inform and encourage the improvement in biodiversity.

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 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 will be published on the council website.

Membership

Councillor membership:

Name	Position	Role on Board
Cllr George Potter	Councillor	Portfolio Holder
Cllr Jo Shaw	Councillor	Co-Chair
Cllr Catherine Houston	Councillor	Co-Chair
Cllr James Jones	Councillor	Member
Cllr Richard Mills	Councillor	Member
Cllr Catherine Anne Young	Councillor	Member
Cllr James Brooker	Councillor	Member
Cllr Amanda Creese	Councillor	Member

Officer appointees (advisory capacity only)

Name	Position	Role on Board
Ian Doyle	Strategic Director – Transformation and Governance	Officer
Robin Taylor	Assistant Director - Strategy and Corporate Services	Officer
Vacancy	Local Economy Manager	Officer
Nat Prodger	Climate Change Officer	Officer
Marcus Harvey	Assistant Director - Environmental Services	Officer
Carrie Anderson	Democratic Services	Officer (Secretary)
Representative	Communications	Officer

External appointees (Co-optees, advisory capacity only)

Name	Position	Role on Board
Alastair Atkinson	GEF	Member
Martin Wiles	University of Surrey	Member
Ben McCallan	Surrey County Council	Member
Sam Peters	Zero Carbon Guildford	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 Board 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.

The Executive will annually review the continuation of the Board.