

Climate Change Partnership

24 April 2009

2 – 3.30 pm, Government Officer for Yorkshire and the Humber

Draft agenda

	No.	Item	
1400	1	Apologies for absence	
	2	Minutes of the last meeting	
1410	3	Taking forward delivery	
		<ul style="list-style-type: none">• Leadership of climate change in the region [Intro paper by JC, leadership of key priorities, wider regional linkages, snr leadership, ToR]	JC + discussion
		<ul style="list-style-type: none">• Integration of Regional Adaptation Study recommendations and next steps [mapping of recs, further work req'd, next steps]	RAS group / JC
		<ul style="list-style-type: none">• Monitoring our progress [proposals for performance management]	JC
		<ul style="list-style-type: none">• Communications plan – project brief [proposals to raise our profile to highlight our work, where we add value, show progress, linkages, and further improve website]	JC
1525	4	Forward programme of meetings	PC / JC
	5	Any other business	All

Yorkshire & Humber Climate Change Partnership Meeting
Monday 26th January 2009

Brief Notes and Action Points

Present:	Apologies
Arthur Barker (Hambleton DC) (AB) (Chair)	Paul Bellotti (East Riding) (PB)
Tim Godson (GOYH) (TG)	Liz Edgington (BiTC) (LE)
Paul Cocks (GOYH) Secretariat (PC)	Laura Owen (Yorkshire Water) (LO)
Jon Clubb (LGYH) (JC)	
Jeremy Walker (Regional Flood Defence Committee) (JW)	Martyn Roberts (Y & H Assembly) (MR)
Simon Bowens (FoE) (SBs)	Anna Steynor (UKCIP) (AS)
Jatinder Singh-Mehmi (Y&H Assembly) (JSM)	
Stephen Brown (Yorkshire Forward) (SB)	
Les Newby (Yorkshire Futures) (LN)	
Gail Hammond (Environment Agency) (GH)	
Tina Penswick (GOYH) (TP)	

1. Chair's welcome, apologies & introductions

AB welcomed all present, introductions were made around the table and apologies were noted.

2. Points of accuracy and actions points from minutes of 18th Dec 08 meeting

The minutes were accepted as an accurate record. Any outstanding actions were to be considered within subsequent agenda items.

3. Climate Change and Regional Adaptation Study – joint launch.

A list of key stakeholders between YHA and GOYH needs to be established. This means encouraging high level buy-in from major organisations across the region. The launch needs to be sustainable, promote partnership and secure good media coverage.

Action points – PC to cross reference key stakeholder list with YHA to create an official delegate invitee list. Letter to be drafted inviting high level partners and stakeholders to sign up to the Climate Change Plan pledge (JC / PC).

AB suggested the design of a letter head. Also AB mentioned the attempt to get buy-in from MOD. Additionally, AB requested that we remove the requirement for organic produce being used at the launch.

Action point – PC to design Yorkshire and Humber Climate Change Partnership letter headed logo. JC to amend project brief.

4. Climate Change Plan amendments

SB (YF) said it would be a good idea to input into the CCP some projects as examples of work being carried out in the region.

Action point – JC to follow up.

JC commented on the challenge section (pg 5) saying the figures need to be right. An explanation was needed to say why the region's greenhouse gas emissions were high (ie power generation and industry)

Action point – JC to amend.

TG said we can also use figures from the regional adaptation study to add into the challenge. JC to contact Royal Haskoning / Amanda Crossfield from Yorkshire Futures to get data.

SB (FOE) spotted a few grammatical mistakes in the CCP. JC suggested the document be checked by a copywriter.

Action point – PC/JC to arrange for proof reading / copywriting prior to publication.

The partnership agreed the graph being used on pg 8 isn't clear enough and needs simplifying. AB suggested we ask Royal Haskoning for a better graph.

Action point – LN to find new improved graph to clearly reflect the difference in the target and current baseline figures.

TG asked how we are going to refer to the plan? He said once launched the CCP will be placed on the environment hub for everyone to view.

LN said the title should refer to Yorkshire and Humber rather than Yorkshire and the Humber. **Action point - the whole partnership agreed to change this. JC to action.**

Further amendments / points of clarification (JC to action unless stated):

- Vision to last until 2020
- Update strategy context – ie Climate Change Action 2008
- Okay to say we will promote faster long distance train travel
- Need to shorten water sections in line with the other priorities (GH to action)

5. Integrating climate change into the SNR

There was broad agreement with the analysis made in the paper that was presented.

JW suggested the formation of a high level non-technical group to champion the CCP and follow through actions once it has been launched. We would need to develop a specific proposal on future governance to put forward to the Leaders' Board.

LN said it would be good for the senior group to link into the Sustainable Development group.

TG said the RIEP Climate Change board is being setup.

Action point – JC to update paper for the Leader's Board on 6 March. The paper should put forward our holding position of maintaining the current format of the Climate Change Partnership in the short term and set out our current thinking on what governance arrangements will be effective in the future,

It was agreed that any formal proposal on governance arrangements would not be put forward until at least April '09 when the post SNR arrangements would become clearer.

6. Feedback from Adaptation Study workshop

The workshop went well but it was quite complex. AB added by saying there was too much to do in a short time.

Action point – JS to ask MR to circulate findings from the cross sectoral workshop to Climate Change Partnership.

7. AOB

AB questioned how much longer the adaptation study steering group will last and possibly the formation of a sub group maybe required? LN said the nature of the group may change depending on the outcomes of the study.

8. Dates of future meetings

Wed 18th Feb to follow adaptation steering group meeting at YHA, Wakefield.

Climate Change Partnership

24 April 2009

Title: **Leadership of Climate Change in the region**

Purpose: To set out a way forward to ensure regional leadership on delivery of the Climate Change Plan for Yorkshire and Humber.

Contact: Jon Clubb, Regional Climate Change Coordinator
07970 120827

Date: 27 March 2009

1. Recommendations

- 1.1 To agree the revised terms of reference, as set out in annex A, for the Climate Change Partnership to reflect a shift in emphasis to delivery of the Climate Change Plan for Yorkshire and Humber.
- 1.2 To agree that a named lead is identified for each key priority in the Climate Change Plan for Yorkshire and Humber each of whom should be a member (or invited to join) the Climate Change Partnership. The partnership may wish to make recommendations for these lead roles or to delegate this task to the Climate Change Coordinator in consultation with the Chair.
- 1.3 To agree the establishment of working groups or to identify appropriate existing forums to drive forward delivery of the key priorities for the Climate Change Plan for Yorkshire and Humber.
- 1.4 To agree the formation of a high level Climate Change Partnership Executive that meets annually to review progress and ensure buy-in across the region.
- 1.5 To recognise that proposals for the new regional arrangements including the role and make up of the Independent Sustainable Development Board are still under development, but that we need to ensure the partnership has a direct link to the Independent Board and has influence in the drafting of the Integrated Regional Strategy.

2. Background information

- 2.1 The Climate Change Plan for Yorkshire and Humber and the Regional Adaptation Study were both launched on 13 March at the Royal York Hotel. The Rt. Hon Hilary Benn MP, Secretary of State for the Environment, Food, and Rural Affairs, headlined the event which was attended by over 100 delegates from across the region representing a wide range of sectors.

2.2 The last 12 months has seen the Climate Change Partnership focussed on the revision to the regional Climate Change Plan including extensive consultation and planning for the launch event. We now need to re-align the board to be focussed on delivery, underpinned by strong regional leadership in a range of sectors and at a number of different levels.

3. The role and membership of the Climate Change Partnership Board

3.1 The terms of reference for the partnership were last updated in April 2007. Many of the objectives listed are still relevant, but require strengthening in terms of being clear who the partnership is and where it reports to. A revised terms of reference is included in this paper at annex A for discussion and approval. The revised terms of reference highlights a number of gaps in membership partly due to changing regional structures, but now also due to the proposal to establish a lead for each of the Climate Change Plan key priorities as set out in paragraph four below. It is recommended that the Regional Climate Change Coordinator be delegated authority in consultation with the Chair to ensure that membership of the Climate Change Partnership continues to be representative of the key regional bodies, organisations, and individuals who will be responsible for delivery and review of the Climate Change Plan.

4. Driving forward delivery – working groups

4.1 To ensure implementation of the Climate Change Plan each of the seven priorities will require appropriate leadership and resource to drive forward delivery. During the drafting process a number of key organisations came together to produce the plan. This is a useful starting point for considering who is best placed to lead delivery for each sector in the plan.

Key priority	Lead author	Support from
Strategy and monitoring	Yorkshire Forward	
The built environment	Yorkshire & Humber Assembly	Yorkshire and Humber Assembly
Transport	Yorkshire & Humber Assembly	Yorkshire and Humber Assembly
Health Services	Government Office	Strategic Health Authority
Business	Yorkshire Forward	Business in the Community
Land management	Environment Agency	
Citizen engagement	Government Office for Yorkshire and the Humber	

Cross cutting theme	Lead author	Support from
Energy	Yorkshire Forward	

Waste	GOYH	
Water	Environment Agency	

4.2 It is proposed that for each of the key priorities in the Climate Change Plan a named senior representative takes responsibility for delivery and that they establish an appropriate working group to drive forward day-to-day delivery. Where existing groups are already well placed to undertake this role, this should be encouraged to avoid duplication. Secretariat support required for these working groups would be expected to be provided by the leads' host organisation. Each working group will be free to set its own terms of reference and membership that will ensure delivery against the Climate Change Plan and the three cross cutting themes of waste, energy and water. They will be expected to feed back progress using a pre-agree highlight report on a quarterly basis to the partnership.

4.3 The Climate Change Partnership is requested to consider this proposal and may wish to make recommendations for these lead roles or to delegate this task to the Climate Change Coordinator in consultation with any relevant expert advisors and the Chair.

5 Securing high level buy-in and challenge

5.1 During development of the revised Climate Change Plan a special high level planning meeting was held with the Regional Minister to ensure buy-in across the region. This not only raised the profile of the partnership's work and the importance of taking action, but also illustrated the need to ensure that climate change is being fully considered at the highest levels in the region by stakeholders who had significant influence both within and outside their organisations.

5.2 To ensure this is continued it is proposed to establish a Climate Change Partnership Executive that meets annually to review progress, ensure the continued buy-in of key regional organisations, and to provide a high level strategic steer to the partnership's work. It is proposed that the meeting would be chaired by the Regional Minister and be attended by the key regional bodies at an executive level. Members of the Climate Change Partnership would also be expected to attend to report back on progress against the Climate Change Plan.

6 The single Integrated Regional Strategy

6.1 At the last meeting of the Climate Change Partnership we examined the regional arrangements that were emerging from the sub-national review. It was recognised that it will be critical that action on climate change was sufficiently visible in these new arrangements. The partnership submitted comments to the Joint Regional Board on 6 March highlighting our current concerns.

6.2 URSUS Consulting was commissioned by regional partners to assist in the development of proposals for how the broader issue of sustainable development would be integrated into the new regional structures. This covered the role of the Joint Regional Board, the four Thematic Boards,

and the Independent Sustainable Development Board. Directed by a dedicated steering group, the results of their work will be submitted to the meeting of the Joint Regional Board in July.

6.3 In order for the specific issue of climate change to be fully considered in the new regional arrangements the Climate Change Plan and Regional Adaptation Study will need to underpin work to agree priorities and performance measures. Additionally the partnership and its proposed Executive should ensure that it continues to use its influence to help challenge, support and join up work that will deliver our vision as set out in the Climate Change Plan for Yorkshire and Humber – possibly through representation on the Independent Sustainable Development Board.

Yorkshire and Humber Climate Change Partnership

DRAFT Terms of Reference

14 April 2009

Operational context

The Yorkshire and Humber Climate Change Partnership will facilitate a coordinated approach to tackle both the cause and effects of climate change throughout the region to add value to existing climate change mitigation and adaptation actions and to deliver new actions. It will do this by leading on the delivery and monitoring of the Climate Change Plan for Yorkshire and Humber 'Your Climate, Our Future', by engaging with a wide range of stakeholders and practitioners from all the key sectors across the region.

Aims of the partnership

- To take a twin-track approach: working to reduce emissions and planning for a changing climate;
- To support and monitor delivery of the Climate Change Plan through new and existing working groups;
- To prioritise development of new actions that will improve the regional response to climate change;
- To work closely with other fora, commissions or other regional bodies with a stake in climate change issues (e.g. RIEP) to integrate climate change actions whilst avoiding duplication of effort;
- To develop the climate change evidence base and facilitate the exchange of information;
- To improve engagement by key decision makers in climate change issues at regional and local levels and ensure key policies such as the Integrated Regional Strategy reflect the importance of climate change;
- To maintain, and where possible increase, resources available to implement the plan;
- To provide horizon scanning, intelligence gathering, and feedback to relevant consultations and communications;
- To communicate progress to a wider audience.

Meetings

The partnership will meet quarterly or more frequently where required.

Reporting

Progress will be reported to an annual 'Climate Change Partnership Executive', chaired by the Regional Minister.

Membership

- **Chair.** Cllr Arthur Barker, Leader of Hambleton District Council.
- **Membership.** Attendees to be drawn from the key regional bodies in the region that can also represent each of the sectors in the Climate Change Plan for Yorkshire and Humber, with additional specialist advisors (see membership list).

- **Co-opting.** The partnership, at the Chair's discretion, may co-opt additional members to assist with delivery and challenge of the partnership's work.

Membership of the Climate Change Partnership

As at 17 April 2009

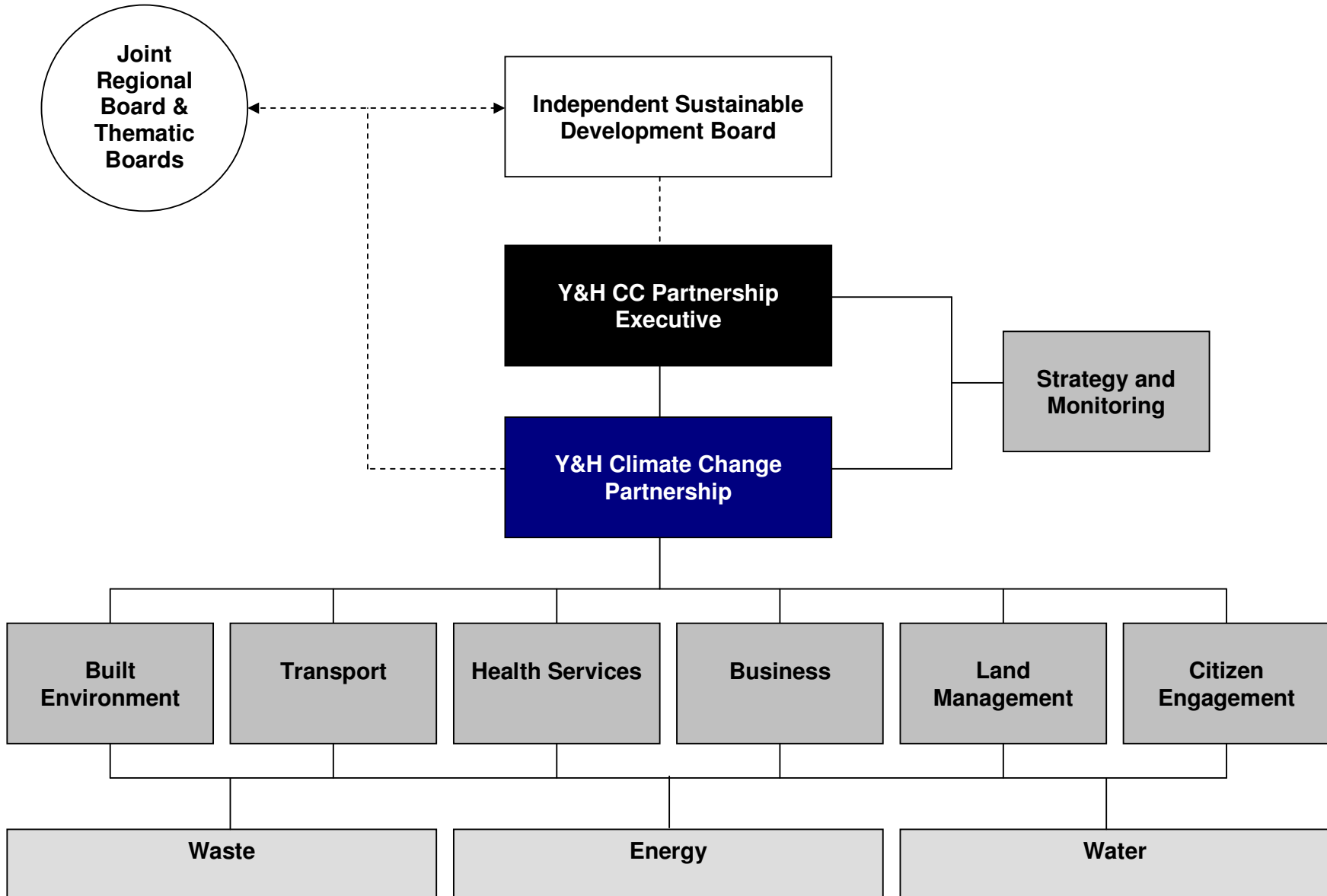
Name	Organisation	Representing
Cllr Arthur Barker (Chair)	Leader, Hambleton District Council	
Jeremy Walker	-	Regional Flood Defence Committee
Tim Godson	GOYH	GOYH
Stephen Brown*	Yorkshire Forward	Yorkshire Forward
Amanda Crossfield	Yorkshire Futures	Yorkshire Futures
Gail Hammond	Environment Agency	Environment Agency
Jon Clubb	LGYH	Climate Change Partnership / RIEP CC Bd
Paul Cocks (Secretariat)	GOYH	
Simon Bowens	Friends of the Earth	Voluntary Sector
Laura Owen	Yorkshire Water	Yorkshire Water
Anna Steynor	UK Climate Impacts Programme	UK Climate Impact Programme
Liz Edgington	Business in the Community	Business in the Community
Paul Bellotti	East Ridings of Yorkshire Council	Local Government

*Due to governance changes in the region, these positions are under review.

Possible gaps:

- Health
- Planning
- Housing
- Environment partners such as the Energy Savings Trust
- Transport
- LGYH

Climate Change Partnership – governance structures schematic



Climate Change Partnership

24 April 2009

Title: **Monitoring our progress – covering report**

Purpose: To agree how we will monitor progress against delivery of the Climate Change Plan for Yorkshire and Humber

Contact: Jon Clubb, Regional Climate Change Coordinator
07970 120827

Date: 18 April 2009

1. Rationale

1.1 Following the successful launch of the Climate Change Plan for Yorkshire and Humber it has been identified that it will be necessary to put in place robust arrangements to monitor our progress.

1.2 This paper and attachments puts forward recommendations regarding an appropriate progress monitoring framework that will allow the partnership to be confident in understanding progress and to highlight where resources need to be focussed to improve delivery.

1.3 Information from quarterly highlight reporting will also be used to inform and support communications activities and to collate overall progress reports for key stakeholders including the proposed Climate Change Partnership Executive.

2. Recommendations

2.1 To agree that the progress of each priority area in the Climate Change Plan for Yorkshire and Humber is monitored via quarterly highlight reporting to the Climate Change Partnership.

2.2 To agree the attached Quarterly Progress Report template and guidance is adopted by the Climate Change Partnership as our standard method of receiving monitoring information.

2.3 That the priority area leads are accountable for ensuring completion of Quarterly Progress Reports for submission to the Regional Climate Change Coordinator on pre-agreed dates to allow time for review and queries to be raised and answered.

2.4 That the Regional Climate Change Coordinator is responsible for monitoring overall progress of the Climate Change Plan, flagging issues and making recommendations to the partnership to address lack of progress in identified areas.

Attachments:

- Quarterly Progress Report template.
- 'RAG' Status Checklist.

QUARTERLY PROGRESS REPORT

'Your Climate, Our Future' - Climate Change Plan for Yorkshire & Humber

Priority area: e.g. Citizen Engagement.

Priority sponsor: Please name lead member from the Climate Change Partnership.

Reporting period: State financial quarter of the year.

Priority area outcomes:

Please list the outcomes for this priority as listed in the Climate Change Plan for Yorkshire & Humber. For example:

- Co-ordinated campaigns to help regional and local bodies bring about changes in behaviour that reduce emissions and improve resilience.
- Future generations aware of the need and informed on how to make pro-environmental behaviours.

1. Traffic light RAG status:

Supply reasons for amber or red traffic lights in the management summary below.

Refer to the 'RAG' Status Checklist for guidance on completing the traffic lights.

Overall RAG Status		Timescale	Issues	Risks	Budget
<i>This month</i>	<i>Last month</i>				
R / A / G*	R / A / G	R / A / G	R / A / G	R / A / G	R / A / G

*delete as appropriate

2. Management summary:

Detail a summary of:

- Progress in the reporting period, including significant changes to budget, timescales, and scope.
- Reasons for amber or red traffic lights and plans in place to make these green.
- Any issues or problems for escalation to the Climate Change Partnership.
- Project successes.

3. Key activities:

Activities in this reporting period:

- E.g. new regional and local leaflet produced on changing behaviours.

Activities in the next reporting period:

- E.g. regional newsletter circulated to everyone on contacts database.

4. Change control:

List changes e.g. additions / deletions to the work programme, if any, (i.e. scope, budget, time), what the impact was, and what was agreed.

5. Timescales / Milestones:

Include all key milestones from the Climate Change Plan for Yorkshire and Humber. Add more rows as required.

RAG status to be selected, with an explanation for variances and remedial action being taken.

No.	Milestone description	Original target date	Current target date	Actual completion date	RAG Status	Explanation for red / amber and target date variances
1					R / A / G	
2					R / A / G	
3					R / A / G	
4					R / A / G	
5					R / A / G	
6					R / A / G	
7					R / A / G	
8					R / A / G	

6. Issues:

Issues are events or actions that are already a reality and impact on the delivery programme in some way.

Issue	Issue owner	Resolution plan	Deadline

7. Key risks:

Risks are events or actions that have not yet happened. They could be an opportunity or may adversely affect the delivery of the work programme on time, within budget or to the agreed objectives.

Risk	Risk owner	Impact (H/M/L)*	Probability (H/M/L)*	Mitigation plan summary	Deadline

*Key: H = high, M = Medium, L = Low.

Appendix 1 – Budget information

Please completed where an identified budget is allocated to deliver this priority area.

PART A: Budget for current financial year: Please state year							
Item (e.g. consultant fee)	Original budget	Revised budget	Profiled to date	Actual to date	Variance to date	Projected spend for year	Projected variance for year
TOTAL							

Explanation for variances and remedial action being taken:

X

PART B: Budget position for the project if over more than one year				
£'000	Year 1	Year 2	Year 3	TOTAL
Original budget				
Revised budget				
Projected expenditure				
Projected variation				

Explanation for variances and remedial action being taken:

X

RAG Status Checklist

Use this checklist to help assess the red / amber / green 'RAG' status of the priority area.

Overall RAG status

R	There are serious barriers to progress or major elements of the priority area have stalled, risking reputational damage.
A	There are concerns with actual or potential delivery of the priority area, but which are expected to be recovered during the original timescales.
G	Overall, project area is running within time, budget and expected quality. Only 1-2 minor amber traffic lights from timescale, budget, resources, issues, and risks.

Timescale

R	Timescales have slipped sufficiently enough that the priority area cannot be delivered to the timescale originally planned.
A	Timescales have slipped, but can be recovered so priority area can be delivered to the original timescales expected.
G	Priority area is running to schedule.

Issues

R	A major issue is putting the priority area or major elements of it at risk of keeping within timescales, budget or outcomes, and may cause reputational damage.
A	Issues raised are significant and have not been resolved, but are likely to be managed to a satisfactory conclusion that does not impact on timescales, budget or outcomes.
G	There are no issues that are having an adverse impact on the priority area.

Risks

R	A risk is highly likely that will have a major impact on the likelihood of successful delivery of the priority area and / or cause reputational damage.
A	Risk level is raised, even with robust mitigation plan in place.
G	Risk levels are relatively low and are being managed effectively.

Budget (where applicable)

R	Priority area is overspending or under spending by 25% or more of planned budget profile. And / or the work cannot be completed with the available budget.
A	Project is overspending by 10% of planned budget profile, but is expected to stay within the budget profile by the end of the current project(s).
G	Priority area and major elements of it are progressing to a planned budget profile.

Climate Change Partnership

24 April 2009

Title: Partnership Communications Plan – project brief

Purpose: To put forward proposals on how to improve visibility and understanding of the work of the Yorkshire and Humber Climate Change Partnership.

Contact: Jon Clubb, Regional Climate Change Coordinator
07970 120827

Date: 27 March 2009

Project description

The Climate Change Partnership has a critical role to drive forward implementation of the Climate Change Plan. In order to be more effective at this, the partnership will need to be pro-active in ensuring the scope of its role is clearly defined and is widely understood. To be credible, the partnership will need to demonstrate how it adds value through effective communication and visibility in a range of sectors and at different levels.

Objectives and scope

1. To help stakeholders understand the role of the Climate Change Partnership.
 - Create an identity for the partnership for use on all communications materials e.g. the www.yourclimate.org website, correspondence, and newsletters.
 - Promote the role of the Climate Change Partnership through proactive communication activities e.g. newsletter, website, press releases.
2. To promote the Regional Climate Change Plan (CCP) and Regional Adaptation Study (RAS) widely in the region.
 - Utilise events and meetings that partners attend to promote the CCP and RAS to stakeholders.
 - Use the CCP and RAS as an evidence base for the Integrated Regional Strategy.
 - Provide editorial for sector specific newsletters and journals.
3. To raise the profile of the Climate Change Partnership regionally and nationally.
 - Activity participate in national initiatives and groups such the UK Inter-regional Climate Change Coordinators Group and share information, bringing back learning for the benefit of the partnership.
 - Issuing of targeted press releases and editorial content to the trade and wider press highlighting the Climate Change Partnership's work.
 - Responding to consultations and enquiries to support regional work to lower carbon emissions and prepare for a changing climate.

4. To promote activities which can support Local Strategic Partnerships deliver climate change related indicators in their Local Area Agreements.
 - Identify a lead officer for climate change activity in the region at Chief Officer level.
 - Actively supporting and engaging with the Local Authority Climate Change Officers' network – delivering workshops and information exchange to improve understanding and delivery.
 - Provide targeted support and advice to local areas that are developing their climate change plans and governance arrangements.

5. To communicate progress against delivery of the Climate Change Plan.
 - Utilising the proposed quarterly progress report to prepare newsletters, briefings and press releases on the Climate Change Partnership's progress.
 - Significantly developed www.yourclimate.org website to better communicate progress on delivery of the Climate Change Plan.
 - Supporting the proposed Climate Change Partnership Executive to be advocates for the partnership's work.

Initial High level milestones

Task	Owner	Start date	End date
Agree scope of work	JC	Mar 09	Apr 09
Full project detail, costings and milestones developed	JC	Apr 09	Jun 09
Delivery begins	JC + support	June 09	Mar 11
Review and project closure	JC	Mar 11	May 11

Outcomes

- The Climate Change Partnership is recognised as the lead regional body for climate change, covering both mitigation and adaptation.
- Stakeholders understand the role of the Climate Change Partnership and how it adds value.
- The Climate Change Plan and Regional Adaptation Study are used as a framework for action by regional and local stakeholders.
- There is national recognition of the Climate Change Partnership.
- Local Strategic Partnerships benefit from shared learning and collaboration to deliver their climate change objectives.

Budget

There is a budget of around £10-20k to support communications activity for the Climate Change Partnership. It is expected a significant element of this will be to continue development of the Your Climate website. A full budget profile for specific tasks is to be completed. Monies are held by Local Government Yorkshire and Humber (LGYH) as the responsible body for principal funding from DEFRA.

Next steps

- Comments back from partners and proposals amended.
- Detailed costings to be developed, particularly for web support and management.
- Additional support (e.g. press officer support) to be negotiated.
- Activities to be prioritised and full project milestone plan to be produced.