

## Notes and actions of the meeting

### 1. Introductions and running order

Jon McGinty introduced the meeting and offered to chair this first session in advance of agreeing the mechanics for chairing future sessions.

The following partners were in attendance:

Partner organisation	Attendees	Apologies
Cheltenham Borough Council	Cllr Max Wilkinson Mike Redman	Darren Knight
Cotswold District Council	Cllr Rachel Coxcoon Rob Weaver	
Forest of Dean District Council	Cllr Chris McFarling Peter Williams	
Gloucester City Council	Cllr Richard Cooke Jon McGinty	
Gloucestershire County Council	Cllr Mark Hawthorne Philip Williams	Colin Chick
Stroud District Council	Cllr Chloe Turner Brendan Cleere	
Tewkesbury Borough Council	Cllr Jim Mason Simon Dix	
Hospitals Trusts	Deborah Lee Jen Cleary	
Clinical Commissioning Group		Mary Hutton
Gloucestershire Police and Crime Commissioner and Gloucestershire Constabulary	Gary Thompson Mandy Gibbs	
Gfirst Local Enterprise Partnership	Sarah Danson	David Owen Board member (tbc once portfolios confirmed)
Gloucestershire Local Nature Partnership	Doug Hulyer Roger Mortlock	
Countywide resource and Secretariat	Afriqmun Lovejoy	

### 1. Draft terms of reference (Paper 1)

Mark Hawthorne asked for clarification on whether this new group makes recommendations which are fed back to Leadership Gloucestershire. It was agreed that that was the intention.

**Action: Secretariat to clarify this in the next version of the ToR.**

The first question posed of the new group was around the future name for the group. Discussions focused on what would engage the public but also what would most clearly present the intentions of the group. The majority of participants preferred 'Climate Leadership Gloucestershire' over the alternative 'Greener Gloucestershire'.

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Therefore, 'Climate Leadership Gloucestershire' was agreed as the name for the new group and it was recognised that this also allowed a clear reference line to its relationship to Leadership Gloucestershire. Cllr Rachel Coxcoon noted that whilst Climate Leadership Gloucestershire was right for the name of the group, it was important that Greener Gloucestershire be retained as clear brand and an important component of the work of the group.

**Action: Secretariat to re-brand group as Climate Leadership Gloucestershire and to come back with proposals of how the brand of 'Greener Gloucestershire' could still be integrated into the work planning and delivery of engagement on climate change more broadly.**

### Chairing of meetings

A number of proposals for selecting a Chair and Vice Chair were considered including:

*Option 1. A vote on nominations from elected members.*

*Option 2. Rotation on an individual meeting OR annual basis between elected members.*

*Option 3. An independent/non council Chair, either from the existing group or externally.*

The group discussed the options presented for selecting a Chair, there was much debate regarding the benefits of rotation vs election and the term of the re-election or rotation.

Participants agreed that that the rotation of a Chair on a meeting by meeting basis felt too frequent and didn't allow for sufficient continuity to the role.

The role of the Chair was also debated, due the difference in commitment from a Chair if the role required simply attending and managing future meetings, or if the proposal was wider and might include leadership or advocacy externally.

There was also some variance of views on whether Chairs should only be sought from the political representatives within the group or whether all partners represented should be included as potential future Chairs. It was generally felt that the elected mandate of the council members may be a useful contribution to the chair role but that this must be carefully balanced to ensure that the group is not used for political purposes.

It was also noted by a number of participants that this new group is not intended as a decision making body but an opportunity to come together and work via consensus on key climate issues and therefore the role of the Chair is pivotal in helping to build this consensus.

Overall participants agreed the benefit of rotating the Chair between participants, but the frequency of the rotation (of between 6 months and 1 year) and the mechanism for selection of the chair (either by a vote at or by passing in turn to ensure rotation reaches all partner organisations at some point).

A complete resolution was not agreed, and the decision was delayed until the next meeting of the group.

Regarding the next question on frequency it was noted that there will be a tension between getting so many senior people in the room and being able to plan ahead effectively.

**Action: Secretariat to provide more detailed options around frequency and method of rotation of the Chair and Vice Chair roles.**

### Meeting frequency and agenda

Meeting frequency was discussed, including initial options of 6 weekly and quarterly. 6 weekly was deemed to frequent to make sufficient progress between meetings. The group then discussed the pros and cons of more frequent meetings (to maintain momentum) compared to fewer meetings (most likely to ensure fullest possible attendance).

Deborah Lee suggested a frequency of 2 monthly as a middle option, to both keep momentum but also recognising the need for progress to be able to be made between meetings.

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Cllr Mark Hawthorne flagged that quarterly aligns with the current Leadership Gloucestershire frequency and raised the inclusion of face to face meetings and the benefits that this offers for relationship building.

Most participants agreed that 2 to 3 monthly would be appropriate. Cllr Mark Hawthorne requested a forward look of meeting dates and possible agenda items be presented to the next meeting of the group to assist in agreeing the appropriate frequency.

**Action: Secretariat to provide a draft forward look of meeting dates and thematic topics at the next meeting aiming for approximately 5 meetings annually with two themes per meeting and perhaps an annual face to face session.**

The group agreed that a next meeting date of end of January would be acceptable.

**Action: Secretariat to work with attendees to identify an appropriate date at the end of January for the next meeting of this group.**

On the question of the minimum number of attendees to allow the meeting to progress, the Chair, Jon McGinty outlined the need to create a balance between ensuring all representatives are able to join sessions but also keeping attendance to a sufficient level within organisations. Participants discussed the pros and cons of needing full attendance to allow a meeting to progress alongside the balance of ensuring that not all participants would be substituted for more junior officers.

It was agreed that strategic senior level engagement was needed by this group and therefore that if deputies were allowed for all representatives this could quickly dilute the value of the group. It was also recognised that if substitutes are not allowed then we would find it very difficult to find acceptable meeting dates at all participants.

Therefore it was agreed that all organisations should be represented where possible (allowing deputies where absolutely necessary) but that if a minimum of 4 of 7 elected members and 3 of 5 strategic partners were not present then an alternative date should be found.

### **2. Draft priority themes (Paper 2)**

Attendees discussed the 8 proposed priority themes presented in the paper.

Cllr Chris McFarling agreed that broadly speaking the themes cover most of the priorities for the county and sought clarity from the chair that the list was not in priority order. He also raised the need for caution around explaining what adaptation is and need to clarify this works alongside mitigation and not instead of.

Cllr Rachel Coxcoon agreed regarding the need for clarification around the use of terms such as 'adaptation' but also terms such as 'net zero' and 'offset'. She also agreed regarding the importance of procurement including as a key opportunity to influence the wider market but perhaps for inclusion within an existing theme rather than as a new one. She also flagged behaviour change as another critical area and that this would need to be significantly expanded as the workplan is developed.

Deborah Lee flagged that some of the greatest gains to be made on this agenda are through procurement and it would be important to develop a strong focus on this within the workplan.

Cllr Mark Hawthorne flagged the need for the group to focus on additionality. Identifying what this group can provide above the existing remit of the individual organisations.

Roger Mortlock raised the importance of considering interdependencies between themes. He identified that it is possible to look at water both in terms of risk but also than opportunity, such as when considering the benefits of catchment scale management of water for carbon storage. He also asked to separate out farming as its own theme due to the fact that 70% of the county is farmed warranting a detailed conversation of its own. This was agreed by other participants.

Cllr Rachel Coxcoon added subsidence as another potential sub-theme under Adaptation

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Philip Williams flagged that skills felt too narrow and that he would like to see innovation included somewhere within the workplan.

Cllr Rachel Coxcoon, came back on the need for recognition of co-benefits between themes which could help with business case development and prioritisation of action under specific themes.

Cllr Chris McFarling, flagged the importance of targets. Recognising the breadth of targets which currently exist across the county it was agreed by participants that alignment would be particularly challenging but that a common method for measurement of our baseline and how to assess progress against this would could be a possible area of collaboration.

Rob Weaver asked for consideration of how this group operate as a facilitator for countywide opportunities, whether as a new theme or as a principal for how we operate under all themes. For example, to encourage business, communities and others to invest in large scale action such as the installation of low carbon energy schemes countywide coordination will be key.

Doug Hulyer re-iterated the plea to ensure that themes aren't silos and to maintain a strong focus on the relationships between themes. He also identified the need for expansion of the behaviour change theme to include learning, communications and equity. Focusing on the need to work with the grain of action already being taken by institutions in the county for example on education and the growth of interest in climate action by young people.

**Action: Secretariat to review and update the priority theme list and re-circulate with the meeting notes.**

Afrim Lovejoy outlined the proposed approach to developing the action plan under each theme and asked for nominations to Chair the workshops to develop these. She also flagged the need to identify the themes for most urgent consideration and which could be discussed at the next meeting of this group.

Cllr Rachel Coxcoon identified the importance of identification of barriers to delivery of preferred actions under each theme, identifying in each case how these might be managed e.g. on planning policy this group could be used to attempt to influence national policy roll out and ensure it is fit for purpose for Gloucestershire's needs.

Cllr Mark Hawthorne raised the need for thematic chairs to have clear responsibility and leadership potential to ensure convening power and ability to lead the conversation under that theme and to be a credible sponsor in driving action forward.

Philip Williams identified that in taking forward the transport theme there will be a strong need to link to work on spatial planning.

Roger Mortlock agreed that each theme chair and workplan should deliberately look at interdependences with other themes so that work did not progress in silos.

**Action: Secretariat to follow up outside of the meeting for volunteers from this group willing to chair thematic discussion and support development of the actions under each theme.**