

Climate Change & Carbon Reduction Stakeholder Board Terms of Reference

Date of Issue: 2 August 2022

Portfolio Holder: Cllr Ian Nellins

Strategic Links: Corporate Climate Strategy & Action Plan 2020

*Shropshire Council Corporate Plan 2022/23+**

Commercial Strategy 2020/21-2023/24

MTFS Financial Strategy 2021/22-2025/26

*Economic Growth Strategy 2022/23+**

(ICS) Joint 'Green Plan' 2022

*In draft or Strategy review underway**

Stakeholder Board Sponsor: Mark Barrow

Version No: 0.2

1. Aims of the Programme Board

- 1.1 The Board has been set up to act as a 'critical friend' to assist the Portfolio Holder and the Climate Task Force which was established in 2019 to prepare and implement the Council's response to the challenge of climate change. The Board will engage with internal and external stakeholders and seek feedback to assist the implementation and review of the Council's Corporate Climate Strategy & Action Plan 2020. The adopted Climate Strategy sets out a strategy to achieve the objective of achieving net-zero carbon performance for Shropshire Council by 2030. The associated corporate Action Plan identifies a range of projects which will allow the Council to lead by example' by reducing its own carbon footprint whilst also making a demonstrable contribution to reducing the carbon footprint of the wider county by supporting the development of strategic infrastructure and local action by businesses and communities.
- 1.2 The Board will discuss, suggest and review projects and initiatives to improve the carbon performance and climate resilience of Council assets and services, as well as supporting wider community and business efforts to decarbonise Shropshire. The Board will ensure that a structured and corporate-led approach supports the successful delivery of the adopted climate strategy, striking an appropriate balance between managing climate risks and financial costs, exploring positive opportunities for growth and operational service delivery.
- 1.3 The Board will also review co-ordination with and support for climate and carbon reduction projects and initiatives by local communities and businesses.

2. Board Membership

- 2.1 Board members are fully aware of the responsibilities of the role as outlined in the Terms of Reference and have given an undertaking to carry them out. Members agree to prioritise their attendance at board meetings.

Board Membership	Name & Job Title of Role Holder
Chair: Portfolio Holder: Climate Change, Natural Assets and The Green Economy	Cllr Ian Nellins
Green Party	Cllr Julian Dean
Independent Group	Cllr Ed Towers
Labour Group	Cllr Rosemary Dartnell
Lib Dem Group	Cllr David Vasmer
Assistant Director Commercial Services	Tim Smith
Climate Change Task Force Leader	Adrian Cooper
Risk & Business Continuity Team Leader	Jane Cooper
Commissioning Development & Procurement Manager	Nigel Denton
Strategic Finance Business Partner (Capital)	Michaela Probert
Shropshire Climate Action Partnership	Chris Deaves

Board Membership	Name & Job Title of Role Holder
Shropshire Association of Local Councils	Allan Wilson
Shropshire Chamber of Trade	Nominated representative
Project Board Secretariat	Jo Hardie/PA team

- 2.2 Members recognise the specialist nature of the subject matter by ensuring that those attending have a deep understanding of the relevant issues by maintaining appropriate representation at Board meetings.
- 3. Frequency of Meetings**
- 3.1 Frequency of future meetings: initially Quarterly, to be reviewed by the Board as required.
- 3.2 Suggested Time to be allowed: 90 minutes
- 4. Decision Making Process**
- 4.1 The Climate Change & Carbon Reduction will have no status as a separate entity and will work within the schemes of delegation and the accountability arrangements of the Council and inform the governance process and decision-making powers held by Shropshire Council's Cabinet, Shropshire Council (Full Council) and Audit Committee.
- 4.2 It is expected that the plan to establish the Climate & Carbon Stakeholder Board will be to formalise the authority through a short paper to Council in September
- 5. Normal Business of Meetings**
- 5.1 Agenda template:
- i. Progress Monitoring Report – Review of corporate carbon performance
 - ii. Progress Monitoring Report – Review of current projects and initiatives
 - iii. Progress Monitoring Report – Support for and co-ordination with community & business-led projects and initiatives
 - iv. Review of Risk Register
 - v. Consideration/Approval of any new policy/project areas
 - vi. Action Log
- 5.2 Reports/papers to be circulated at least 5 working days in advance of the meetings.
- 5.3 A forward programme of meetings, each of which will have a main theme or issue for discussion is expected to be determined at the inception meeting of the new Board.