LOW CARBON HUB BOARD

Date: 6th July 2018

Subject: LOW CARBON HUB BOARD TERMS OF REFERENCE

Report of: Mark Atherton, GM Environment Team

PURPOSE OF REPORT

To approve Terms of Reference for the following Boards and Groups for the 2018/19 municipal year:-

Annex 1 – Terms of Reference for the Low Carbon Hub Board
Annex 2 - Terms of Reference for the Low Carbon Programme Board
Annex 3 – Terms of Reference for the Green Summit Steering Group

RECOMMENDATIONS:

The Board is requested to approve the revised Terms of Reference for the 2018/19 municipal year.

CONTACT OFFICER:

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Tel: 07834 174132
LOW CARBON HUB BOARD: TERMS OF REFERENCE 2018/19

1. PURPOSE

The purpose of the Board is to provide strategic oversight of the development of Greater Manchester’s approach to the environment and low carbon agenda.

The Board is responsible, on behalf of the GMCA, for overseeing the delivery arrangements to achieve the environment and low carbon elements of the Greater Manchester Strategy, particularly Priority 7: Green City Region. The Board will oversee and guide the development of policy and strategy as well as delivery against this priority, as well as the four objectives set out in the GM Climate Change Strategy:

- Realising the economic opportunities associated with transition to a low carbon economy;
- Supporting Greater Manchester’s 48% carbon reduction target by 2020;
- Achieving local air quality thresholds;
- Increasing awareness and understanding leading to behavioural change; and
- Preparing Greater Manchester to adapt to the unavoidable effects of climate change.

2. TERMS OF REFERENCE

The Low Carbon Hub Board will:

- Work with partners to ensure that Greater Manchester can achieve its Climate Change Strategy objectives and deliver a sustainable, resilient city region.
- On behalf of AGMA and GMCA, oversee the development and implementation of policies, strategies and delivery programmes which contribute to achievement of GM priorities articulated in the following documents:
  - Greater Manchester Strategy
  - GM Growth and Reform Plan
  - GM Climate Change Strategy.
- Ensure that activities being undertaken under the banner of the Low Carbon Hub are in line with local and national priorities.
- Ensure that there is a robust evidence base for decision-making.
- Regularly evaluate performance against GM priorities and support the identification of risks and opportunities.
- Ensure that the work and investments of the Low Carbon Hub is integrated with and contributes to broader GM priorities, communicating regularly with other GM commissions (eg. Planning and Housing Commission, Local Enterprise Partnership).
- Influence local, national and international policies, legislation and programmes in order to deliver a secure, low carbon future for Greater Manchester.
- Broker agreement at strategic level to resolve apparent barriers to delivery of a low carbon economy.
- Identify potential resources and provide a strategic overview to ensure that all available resources are utilised to enable the city region to deliver its ambitious vision for a low carbon, growing economy and quality environment.
- Actively engage with the ten districts and other Greater Manchester Authorities to act as a conduit for the sharing and adoption of good practices.
- Identify and undertake communication activities to engage with Greater Manchester stakeholders and communities on low carbon and environmental issues, acting within the scope of the AGMA/GMCA Communications Strategy.
• Make recommendations for decisions affecting the environment & low carbon agenda to AGMA and GMCA.

3. MEMBERSHIP

The list below describes those roles relevant for membership of the Low Carbon Hub Board:

- GMCA portfolio holder (Chair)
- Lead Chief Executive(s)
- Skills and Employment Partnership representative
- Representative of lead built environment organisation
- Elected Representative from the Waste and Recycle Committee
- Elected Representative from Transport for Greater Manchester Committee
- Representative of Local Nature Partnership
- Representative of lead organisation for business support (Business Growth Hub Board)
- LEP representative
- Lead policy organisation - GMCA
- Elected Representation
- Communications lead
- Environment Agency representative
- GM universities representative
- Private sector representative(s) with specialist knowledge of low carbon
- Central government representatives
- Supported by Democratic Support Officer from the GMCA Governance and Scrutiny Team

Elected members will be nominated to the Low Carbon Hub Board on an annual basis as part of the GMCA nominations process across the ten Greater Manchester local authorities.

Other members of the Board will serve for a fixed term of 3 years, appointed on a staggered basis during a 12 month period to ensure that not all memberships are reviewed at the same point.

4 OPERATING PRINCIPLES

4.1 Meetings

The Board will meet on a quarterly basis. Meeting dates will be set one year in advance, following the annual meeting.

The annual meeting of the Board will be held in July each year.

Papers will be issued five working days before meetings, and a meeting note will be issued within two weeks of the meeting date.

Meetings will be held in public and papers will be published on the GMCA website in advance.

The Board will be accountable to AGMA and GMCA. The Board will not make decisions, but will refer and make recommendations to AGMA and GMCA as appropriate.

The GMCA constitution describes the criteria which an item must meet in order for it to be considered in private. Reports which meet those confidentiality or exemption criteria will be
considered in a Part B section of the meeting which excludes the public, as permitted under Schedule 12A of the Local Government Act 1972.

The Board may commission Task Groups to undertake the specific activities on behalf of the Board. Existing Task Groups:-

- Buildings (Robin Lawler)
- Nature Capital (Anne Selby)
- Energy (Peter Emery / Paul Bircham)
- Carbon Literacy (Louise Blyth)
- Resources GM (Councillor Brock)

The Terms of Reference for these Task Groups are as per the existing. In 2018/19 a group was also established to support the ‘Green Summit’. A Terms of Reference for this group is detailed at Annex 2.

4.2 Support Arrangements

Democratic support will be provided by GMCA Governance and Scrutiny Team. Strategic support will be provided by the low carbon policy team based within New Economy.

5. ROLES AND RESPONSIBILITIES

5.1 Lead portfolio holder and Chair of the Board

As set out in the Greater Manchester Strategy, portfolio leads will own and lead the development of the GM response to those strategic priorities that fall within their remit.

The lead for Green City Region will:
- Provide strategic direction for GM’s environment and low carbon approach.
- Maintain oversight of key programmes within the portfolio.
- Ensure alignment between environment & low carbon programmes and broader GM priorities.
- With the Lead Chief Executive, agree the agenda and papers for each meeting.
- Provide strategic input and direction to GM and national leadership.
- Represent the Board in high profile discussions, events and activities at GM level and beyond.
- Represent the Board in engagement with GMCA and the LEP.

5.2 Board Members

- Regularly attend and contribute to meetings.
- Thoroughly review and inform the work of the Board.
- Actively identify and advise upon the adoption of good practices.
- Individually lead specific programmes which contribute to strategic objectives where appropriate.
- Act as a conduit to and represent the group, organisation and/or professional field they come from.
- Ensure that they maintain full accountability and transparency to the Board any activities carried out on behalf of the Low Carbon Hub.
- Ensure that any comment or activity undertaken in their capacity as a Board member is aligned with and endorsed by the Board.
- Support and enable communication with wider stakeholders about the work of the Low Carbon Hub, acting as advocates for the Hub’s work.
5.3 Supporting officers

- Regular briefings on the work programme are provided by the Lead Chief Executive to the Low Carbon Hub Board. To co-ordinate activity across the programme, the Lead Chief Executive will Chair a Low Carbon Programme Group detailed at Annex 3.
- Provide relevant and timely information and reports to enable the Board to make appropriate decisions.
- Provide updates to Board members as requested on relevant programmes of work.
## Terms of Reference

<table>
<thead>
<tr>
<th>Name:</th>
<th>Green Summit Steering Group</th>
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| Membership: | 1. GMCA/TfGM/GMC/GMHSCP Officers  
2. GM Environment Orgs  
3. GM Community Orgs  
4. GM Business Representatives  
5. Academia |
<p>| Attendance and Support: | Administrative and strategic support will be provided by the GMCA Environment and Low Carbon Team. |
| Quorum: | Not applicable. |
| Portfolio: | Green City Region (Environment &amp; green spaces, climate change, air quality and waste). |
| Portfolio Lead: | The Lead Member for GM Green City Region for the 2017/18 Municipal Year is Councillor Alex Ganotis, Leader, Stockport Council. |
| Chair: | The Chair of the GS Steering Group will for 2017/18 Municipal Year is Councillor Alex Ganotis, Leader, Stockport Council. |
| Lead Officer: | Mark Atherton, Assistant Director Environment, Greater Manchester Environment Team, Greater Manchester Combined Authority. |</p>
<table>
<thead>
<tr>
<th>Frequency of meetings:</th>
<th>6 weekly.</th>
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<tbody>
<tr>
<td>Purpose:</td>
<td>The Low Carbon Hub Board has established a number of task groups (chaired by a LCH Board member) on Natural Capital, Buildings, Energy, Resource Efficiency and Carbon Literacy to engage a wider audience, co-ordinate activities and listen to advice. In addition, a Green Summit Steering Group was formed to support the design and delivery of the Green Summit in March 2018. It is proposed that this Group continues to operate to support the delivery of the following Summit in 2019.</td>
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| Responsibility:        | • Coordinate and enhance communications on GM Green City issues and support dissemination of key messages to a wide audience.  
                          • Review and quality assure the outcomes of the Green Summit workstreams prior to finalisation  
                          • Support and challenge the organisation and delivery of the Green Summit 2019 |
| Reporting Arrangements:| To report to the Low Carbon Hub Board via the Chair of the Group |
| Budget:                | None. |
| Approved By:           | Low Carbon Hub Board |
# Terms of Reference

<table>
<thead>
<tr>
<th>Name:</th>
<th>Low Carbon Programme Group</th>
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<tbody>
<tr>
<td>Membership:</td>
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<tr>
<td></td>
<td>• Mark Atherton - carbon reduction/monitoring, energy generation and efficiency (including fuel poverty) carbon literacy, climate adaptation, natural environment.</td>
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<td>• Megan Black - transport and logistics, air quality, active travel.</td>
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<td>• Sarah Mellor - waste, resource efficiency, circular economy</td>
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<td>• Todd Holden - low Carbon business support, sector development, resource efficiency.</td>
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<td>• Murray Carr – One Public Estate</td>
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<td>• Simon Nokes – GMCA Policy.</td>
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<td>Attendance and Support:</td>
<td>1. Democrat support will be provided by the Governance &amp; Scrutiny Officer, Greater Manchester Combined Authority.</td>
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<td></td>
<td>2. Strategic support will be provided by the GMCA Environment and Low Carbon Policy Team.</td>
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<td>Quorum:</td>
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<td>Portfolio:</td>
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<td>Portfolio Lead:</td>
<td>The Lead Member for GM Green City Region for the 2018/19 Municipal Year is Councillor Alex Ganotis, Leader, Stockport Council.</td>
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<td>Chair:</td>
<td>The Chair of the Low Carbon Programme Group for the 2018/19 Municipal Year is Carolyn Wilkins, Chief Executive, Oldham Council.</td>
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<td><strong>Lead Officer:</strong></td>
<td>Mark Atherton, Assistant Director Environment, Greater Manchester Environment Team, Greater Manchester Combined Authority.</td>
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| **Responsibility:** | 1. Agenda setting and debrief for the Low Carbon Hub Board.  
2. To receive regular updates from members of the Group.  
| **Reporting Arrangements:** | To report to the Low Carbon Hub Board. |
| **Budget:** | None. |
| **Approved By:** | Low Carbon Hub Board |