

1. PURPOSE

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

The Board is responsible, on behalf of the GMCA, for overseeing the delivery arrangements to achieve the low carbon elements of the Greater Manchester Strategy, particularly the priority to 'seize the potential of a low carbon economy and increased resource efficiency'. 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;
- 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.
- 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 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 (Low Carbon Project Development Unit)
- TfGMC elected member representative
- Representative of Local Nature Partnership
- Representative of lead organisation for business support (Business Growth Hub Board)
- LEP representative
- Communications lead
- Environment Agency representative
- GMWDA elected member representative as lead organisation for waste
- GM universities representative
- Private sector representative(s) with specialist knowledge of low carbon
- Central government representatives
- Lead Policy Organisation representatives
- Supported by Policy Manager and Democratic Support Officer from GMIST.

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.

4.2 Support Arrangements

Democratic support will be provided by GMIST. 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 low carbon will:

- Provide strategic direction for GM's low carbon approach.
- Maintain oversight of key programmes within the portfolio.
- Ensure alignment between 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

- 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.

END

