

An independent advisory body to bring actors from the public, private and third sectors together to support and guide ambitious climate actions across all parts of Kirklees.

Minutes

Kirklees Climate Commission Meeting, 20th July 2021, 13:30 – 16:00, Dewsbury Town Hall (and via Teams).

1. Welcome and apologies

The Chair welcomed Commissioners, Observers and the Secretariat to the meeting.

A full list of attendees is appended (see Appendix 1).

Apologies were received from Stephen Moore (dipping out part way through); Kiran Bali (attending via audio for first 30 mins due to travel); Jennifer Hirst (unable to attend).

2. Meet the Commissioners

The Chair invited Commissioners to introduce themselves, including outlines of background and interests.

ACTION: Commission members to send a high quality image and short biography to secretariat for Commissioner web page.

3. Review of Membership

The Chair invited a discussion around the balance and diversity of the Commission membership.

Key points noted were:

- Consideration given to:
 - Sectoral representation – i.e. social housing, public transport
 - Ethnic and gender diversity
 - Young people
 - Locality – representation from all parts of Kirklees needed, not just ‘Huddersfield-centric’
- Discussion around the selection of Commissioners so far:
 - The appointment process was overseen by a selection panel of volunteers from the independent advisory group.
 - This was an open process with any interested individuals able to apply.
 - Consideration was given to sectoral representation, as well as the gender and ethnic diversity of the Commission as a whole.

- In total, there were 25 applications submitted to become a member of the Commission.
- This first recruitment exercise resulted in the appointment of 17 Commissioners, alongside the independent Chair role.
- Recruitment of members is not limited to first intake – further members may be added to address imbalances.
- Additional representation will also be achieved through co-opting members to sub-groups.
- Key to think about ways to extend diversity and reach touch points within communities.

Comments:

- Acknowledgment that membership is currently “male dominated”.
- General consensus that Commission should engage with young people.

ACTION: Commission members to feedback suggestions on additional members to Secretariat, particularly if they cover an identified gap in representation.

ACTION: Secretariat to set up conversation around youth engagement between Chair and Lisa Woods, plus provide relevant contacts within Kirklees Council, such as Voice & Influence team, Carbon Education Officer & links to Youth Council.

4. Terms of Reference

The Chair introduced the document *Draft Terms of Reference* (see Appendix 2) and Commissioners were invited to comment on it.

Commissioners agreed Terms of Reference in their current form.

ACTION: Secretariat to upload agreed version to Commission website.

5. Progress on the Net-Zero Roadmap

Andrew Sudmant from University of Leeds gave a presentation on the ‘Net-Zero Roadmap’ for Kirklees (aka a ‘Mini-Stern report’), which was commissioned by the Council in early 2021.

Key points noted were:

- The roadmap will help Kirklees Climate Commission identify and plan its work priorities.
- Emissions from Kirklees have fallen by 38% since 2005.
- The majority of all carbon cuts need to be delivered in the next ten years.
- Key actions will include:
 - Households and other public/commercial buildings: Better insulation, improved heating, more efficient appliances, some small-scale renewables
 - Transport: More walking and cycling, enhanced public transport, electric and more fuel-efficient vehicles

- Industry: Better lighting, improved process efficiencies and a wide range of other energy efficiency measures).
- Roadmap will outline the following scenarios:
 - Cost effective: All of the things that generate financial returns at a market interest rate
 - Technical potential: All options, irrespective of their financial case
 - Stretch measures: Additional measures for which the financial case is still emerging
- The analysis shows that Kirklees could close the gap towards net-zero by 33% through the adoption of cost-effective options in houses, public and commercial buildings, transport and industry. Adopting these options would reduce Kirklees's total energy bill by £137 million p.a. whilst also creating 1,935 years of employment in the area.
- Kirklees can close the emissions gap by 55% through the adoption of options that already available but that may not pay for themselves directly through the energy they save. Many of these options would generate indirect benefits, for example relating to reduced congestion and air pollution and improved public health.
- However, Kirklees still has to identify other possibly more innovative options that could deliver the last 45% of the gap between its projected emissions in 2050 and a net zero target.

Comments:

- Areas, even within West Yorkshire, are very different and will have different challenges and opportunities,
- Report considers scope 1 and 2 emissions - Discussion around covering scope 3 emissions – something some Commissioners would like to see covered in Commission's work.
- Consideration needed of how we make the information accessible to communities across Kirklees and convey the key messages.

ACTION: Secretariat to circulate slides to Commissioners.

6. Priorities & Deliverables

The Chair opened discussion on the Commission's work programme and forming sub-groups.

Key points noted were:

- Commission to establish the key priorities, early wins and long term actions for Kirklees.
- Commission is not just able to influence, it should be an advisory group to all in Kirklees – not just for the Council, but to support all businesses, residents, groups and public bodies.
- Initial group proposals discussed:
 - Movement, Innovation & Transport
 - Buildings & Homes

- Communication & Engagement
- Natural Environment & the Countryside
- Business & Economic Activity
- Need to identify the 'low hanging fruit' – actions that are relatively simple to address.
- Need to benchmark where Kirklees is at now – provides a baseline to report against.

Comments:

- Query around inclusion of biodiversity in scope – agreement that it should be included, particularly in relation to its links to passive carbon capture.
- Consideration requested for focus areas such as energy and finance.

ACTION: Chair and Commissioners to consider sub-groups and involvement and provide feedback to Secretariat on ideas and involvement.

7. Press & Communications

The Chair opened discussion on the Commission's communication and engagement plans, as well as the possibility of a formal public launch event later in the year.

Key points noted were:

- Social media – need to use it in a positive way, to inform and encourage, as well as network with relevant individuals and organisations.
- Importance of communicating and actively seeking engagement and participation from others.
- Need to be clear about who the Commission is, its aims and how it will achieve them.
- Council keen to support a formal public launch event to promote the Commission.

Comments:

- General desire from Commissioners to move away from Kirklees Council corporate communications – need to show independence.
- Commissioners highlighted that communications should be a 2-way matter – bringing the community with us and engaging in a conversation.
- Need for an Outreach Strategy – this covers listening and communicating with specific audiences.
- Launch event should include keynote speakers from Commission members.

ACTION: Kath Shackleton, Tom Taylor and Kiran Bali to convene to discuss communication, engagement and the possibility of a formal public launch event.

ACTION: Secretariat to discuss transition of website and Twitter ownership with communication sub-group, once established.

8. Funding Opportunities

The Chair opened discussion on the Commission's need to source funding for projects and work.

Key points noted were:

- Commission has grand ambitions, but shallow pockets.
- Commission is part of the Place-Based Climate Action Network and can try to access funding through them – they also provided the support and funding for the development of the Commission's website.
- Kirklees Council are funding a small Secretariat resource for the Commission, including providing Officer time, for the first 3 years.

Comments

- Need a better understanding of exactly what the Commission is aiming to do, in terms of its activities, before being able to establish relevant sources of funding.
- Suggestion to approach new West Yorkshire Mayor regarding funding.
- Highlighted need to establish a clear view on the legal status of the Commission.

9. Future Meeting Locations

Key points noted were:

- Commissioners agreed it is important to move the meeting location around the district and be hosted by different organisations.
- Intention to offer hybrid meeting attendance moving forwards.
- Bill Macbeth volunteered to host the next Commission meeting at the Textile Centre of Excellence in Huddersfield.
- Stuart Sugarman mentioned that the Calderdale & Huddersfield NHS Trust may be able to host in the future.

ACTION: Secretariat to follow up with Bill Macbeth about the venue for the meeting in September 2021.

10. AOB

The Chair called for any other business to be raised.

- Suggestion to form a list of active community groups within Kirklees
 - GR highlighted that Kirklees Climate Emergency Group has an existing list for this that would be useful.
- Commissioner contact details were agreed to be shared with the Chair.
- Encourage Commissioners to participate in the consultations for the Transforming Cities Fund
- Suggestion to form a matrix of Commissioners' areas of interest and work.
- JA to circulate a link to a webinar of interest.

ACTION: Commissioners to send best contact numbers to Secretariat to provide to Chair.

11. Dates of next meeting

To be confirmed. Will continue to support hybrid attendance.

ACTION: Secretariat to identify suitable dates for next meeting in September 2021.

Appendix 1 – Attendees

1 Commission Members

Chair Professor Peter Roberts

Vice Chair Cllr Will Simpson (Council Cabinet Member for Culture & Greener Kirklees)

Kirklees Council Senior Officer Nominee - Shaun Berry (Operational Manager, Air Quality, Energy & Climate Change)

Attending Commissioners – In Person:

Professor John Allport - Professor of Automotive Engineering, University of Huddersfield

Daniel Bedford - Head of Estates, Facilities and Security, Kirklees College

Chris Herring - Founder and Joint MD of Green Building Store, Huddersfield

Tony Newham - Key Commercial Finance Solutions, Huddersfield

Gideon Richards - CEO of Consulting with Purpose, Sustainability and Renewable Energy

Kath Shackleton, Founder of Fettle Animation, Marsden

Attending Commissioners – Virtual:

Alistair Branch - Partner and Chartered Architect, Stephen George and Partners LLP

Bill Macbeth OBE FRSA - MD of Textile Centre of Excellence, Huddersfield

Stephen Moore - CityFibre, Civil Engineer

Tom Taylor - CEO of Northorpe Hall Child and Family Trust

Lisa Woods - Head of Geography at Upper Batley High School

Kathy Scott - Deputy Chief Executive of Yorkshire & Humber Academic Health Science Network

Karen Hill – Independent (Environmental Engineer)

Stuart Sugarman - Managing Director of Calderdale and Huddersfield NHS Trust

Jimmy Dickinson – Owner of Longley Farm, Holmfirth

Kiran Bali MBE JP - Global Chair of United Religions Initiative

Commissioner Apologies:

Jennifer Hirst - Senior Facilities Engineer, Cummins Turbo Technologies

2 Secretariat

Riognach Dewhirst, Kirklees Council Officer

John Atkinson, Kirklees Council Officer

3 Observers & Guests - Virtual

Andrew Sudmant, University of Leeds

Prof. Andy Gouldson, PCAN – attended for first 30 mins



Terms of Reference [DRAFT, May 2021]

1. Background and Context

- 1.1. Working towards net zero carbon emissions and promoting climate resilience can help Kirklees to be happier, healthier, more prosperous and more inclusive.
- 1.2. In January 2019, Kirklees Council approved a Kirklees Climate Emergency Motion which committed Kirklees to work towards net zero greenhouse gas (GHG) emissions (including CO₂ and other GHGs) by 2038 and to establish a multi-stakeholder Kirklees Climate Commission (KCC).

2. Vision

- 2.1. Covering the entire geographic area of Kirklees, KCC will bring together key communities, organisations and groups from across Kirklees to support, guide and track climate action within the area.
- 2.2. KCC will strive to promote inclusion and diversity and to include balanced representation from across the different communities and sectors in the area.
- 2.3. KCC will focus primarily on the transition to net zero carbon emissions, with a particular focus on energy, houses, commercial buildings, transport, energy, land-use (including agriculture) and nature but it will also consider climate risks from within and beyond Kirklees such as those related to flooding.
- 2.4. The focus on net zero carbon emissions will consider not only direct emissions from fuel and electricity use within the area (i.e. scope 1 and 2 emissions), but also the significance of goods and services imported into or exported from the area (i.e. scope 3 emissions).
- 2.5. KCC will promote fairness, inclusion and a just transition (including for communities and sectors that face challenges in the transition towards net zero and climate resilience), and actions that are more broadly sustainable, particularly as they relate to nature and biodiversity.
- 2.6. KCC will work with other Commissions, especially the Yorkshire and Humber Climate Commission and others included in the Place-based Climate Action Network (PCAN).

3. Scope

3.1. KCC will:

- Promote leadership in the district on climate change, encouraging stakeholders to take effective action now, while maintaining a long-term perspective;
- Provide authoritative independent advice on the most effective ways of reducing carbon emissions and meeting the district's emissions reduction targets;
- Promote best practice in public engagement on climate change and its impacts in order to support robust decision-making;
- Review collective area-wide progress towards meeting the district's emissions targets, celebrating good practice and recommending actions to keep the district on track;
- Advise on the assessment of climate-related risks and adaptation opportunities in the district and on progress towards climate resilience;
- Bring together major organisations and key groups in Kirklees to collaborate on projects and promote innovations that result in measurable contributions towards meeting the district's climate reduction target;
- Make the economic case for new initiatives and investment in low emissions and climate resilient projects in the district;
- Act as a forum where organisations can exchange ideas, research findings, information and best practice on emissions reduction and climate resilience.
- Support and develops appropriate activity-based funding bids, which demonstrate measurable green recovery and low emissions district;

3.2 Although KCC will advocate climate action, it is not intended to be a platform for lobbying, campaigning, marketing or PR. It will work through constructive, collaborative engagement and debate and wherever possible through consensus-based decision making.

3.3 KCC will collaborate with the Yorkshire and Humber Climate Commission and be part of a wider network of local climate commissions through the Place-based Climate Action Network (PCAN).

4. Deliverables

4.1 KCC will generate the following deliverables:

- The preparation of a net zero plan to inform target setting, help to establish priorities for action, guide delivery activities and help monitor progress across Kirklees.
- The provision of a forum for engagement, awareness raising, constructive debate, the building of capacities and the sharing of best practice on climate action across Kirklees.
- The provision of a forum that promotes innovation and helps actors in the region to develop new initiatives and seek new funding for climate-related projects and programmes across Kirklees;

- The preparation and publication of an annual report that monitors activities, evaluates progress and advises on future opportunities and priorities. This report will be publicly available, but it will also be submitted to the leaders and relevant portfolio holders in Kirklees Council who will consider each annual report and issue a formal response.
- A set of indicators to track the impact of the KCC itself, with the aim of ensuring that the Commission makes a tangible difference to the delivery of climate actions within the area.

5. Structures and Governance

- 5.1. KCC is an independent body comprised of a broadly inclusive and representative set of individuals drawn from organisations and groups from the public, private and civic sectors across Kirklees.
- 5.2. KCC will have an independent Chair (to be appointed) and a Vice Chair who will normally be the portfolio holder for environment, sustainability and climate change from Kirklees Council.
- 5.3. KCC will then appoint a range (c.20) of Commissioners drawn from key organisations and groups including a) the Council and other public sector bodies such as the NHS and the university, b) key businesses/employers and other private sector organisations and c) communities and other civic or non-governmental organisations in the area. It will include a youth representative.
- 5.4. The Chair, the Vice Chair and the Commissioners will oversee KCC's strategy and activities, with the Commission also supporting and being informed by a number of Panels focusing on priority areas such as housing, transport, energy, community engagement etc.
- 5.5. Where possible, the Panels will be convened by Commissioners but also include other members drawn from across the area.
- 5.6. The Commission and the panels will be supported by a small secretariat, funded initially by Kirklees Council but exploring options for longer term funding and sustainability.
- 5.7. The Commission will meet a minimum of four times a year at locations around the area, with Panels meeting as required.
- 5.8. The Commission will also hold at least one significant public engagement event each year.
- 5.9. These structures will be kept under review and may evolve where necessary/appropriate with the aim of ensuring that the Commission functions in the most effective, efficient and inclusive ways as it moves forward.

6. Communications

- 6.1 The Commission will maintain a web-site and will publish position papers, action plans, an annual report and other outputs as appropriate.
- 6.2 Any sensitive or contentious issues will be reviewed by the Chair and/or discussed by the Commission prior to publication, with a two-thirds majority of a quorate meeting being required for outputs/communications to be approved.
- 6.3 Where there are significant disagreements, these will be acknowledged and the different positions set out in any Commission statements and publications.
- 6.4 All Commission statements and publications will be made with a supporting statement making it clear that although they represent the majority view of the Commission, the statement may not represent the view or position of any member of the Commission or of the organization/group etc. that they represent.
- 6.5 Where members represent the Commission (i.e. in presentations or engagements in the media), they will present the wider view of the Commission in good faith.

7. Membership

- 7.1 Membership of the Commission and the Panels is open to individuals representing key organisations from the public, private, voluntary and community sectors across the district who can contribute to the development and delivery of a low carbon and/or climate resilient economy/society in Kirklees.
- 7.2 The independent Chair and Commissioners will be appointed through an open process on the basis for a fixed period of 3 years.
- 7.3 The appointments process will be overseen by a panel to be drawn initially from the independent advisory group set up to oversee creation of the Commission and subsequently from the Commission itself.
- 7.4 The independent Chair should be a resident of Kirklees, have expertise in the climate field and experience in chairing similar initiatives and convening community-wide initiatives.
- 7.5 Commissioners should be representatives of an organisation, sector, group or community in Kirklees, and be able to feed in views to the Commission and promote the work of the Commission more widely. They should also have knowledge/understanding relevant to the Commission and an ability to contribute to its work.
- 7.6 The Chair, Vice Chair and Commissioners should all be willing to support the goals and working principles of the Commission, whilst committing to attend quarterly meetings and the annual engagement event and ideally also engage in the work of one of the panels of the Commission.

7.7 The Commission works through voluntary engagement and none of the roles on the Commission are remunerated.

7.8 Alternate representatives would not usually be allowed to attend. If a member is absent for three meetings in succession, membership will be reviewed and may be revoked.

8. Working Principles

8.1. The Commission be guided by the following principles in all of its activities:

- Working relationships are friendly and constructive;
- No party has a monopoly on knowledge/understanding or best practice;
- All information is shared openly wherever possible;
- Problems are solved jointly and wherever possible through consensus;
- Innovative proposals are positively received and reviewed;
- Work is delivered to the highest standards of good practice and quality;
- Beyond the fact that the Commission is set up to advocate ambitious climate action across Kirklees, the Commission is not to be used as a platform for lobbying, campaigning, marketing or PR.