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**Terms of Reference**

# Background and Context

* 1. Working towards net zero carbon emissions and promoting climate resilience can help Kirklees to be happier, healthier, more prosperous and more inclusive.
  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).

# Vision

* 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. KCC will strive to promote inclusion and diversity and to include balanced representation from across the different communities and sectors in the area.
  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.
  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).
  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.
  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).

# Scope

* 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).

# Deliverables

* 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.

# Structures and Governance

* 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.
  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.
  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.
  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. Where possible, the Panels will be convened by Commissioners but also include other members drawn from across the area.
  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.
  7. The Commission will meet a minimum of four times a year at locations around the area, with Panels meeting as required.
  8. The Commission will also hold at least one significant public engagement event each year.
  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.

# Communications

* 1. The Commission will maintain a web-site and will publish position papers, action plans, an annual report and other outputs as appropriate.
  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.
  3. Where there are significant disagreements, these will be acknowledged and the different positions set out in any Commission statements and publications.
  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.
  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.

# Membership

* 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.
  2. The independent Chair and Commissioners will be appointed through an open process on the basis for a fixed period of 3 years.
  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.

* 1. 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.
  2. 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.
  3. 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.
  4. The Commission works through voluntary engagement and none of the roles on the Commission are remunerated.
  5. 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.

# Working Principles

* 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.