



Full Commission Meeting
Friday 14th April - 11:00 AM
University of Huddersfield & MS Teams

Minutes

Welcome and introductions

A full list of attendees is appended (see Appendix 1 -Attendees)
Apologies were received from: Karen Hill (KH), Jennifer Hirst (JH), John Lever (JL), Councillor Will Simpson (WS), Phil Sugden (PS).

Minutes from previous meeting

Professor Peter Roberts (PR) asked attendees to consider the minutes of the previous KCC meeting (03/02/23). No corrections minutes agreed.

ACTION: Secretariat to upload final version of minutes to website.

Minutes from previous meetings are available on the KCC website:
<https://www.kirkleesclimate.org.uk/meeting-agendas-notes>

PR gave a special thanks to the KCC management group for the work that they have done.

Report from the Management Group – Changes and Consequences

GR talked through the slides (Presentation for this item are appended, see Appendix 2)

1. Brief report back from the Management Group.
2. Instituting the Management Group changes: Membership of Kirklees Climate Ltd, development of Member and Director Selection Panels etc.
3. Rethinking the Commission in the light of the new structure and partnerships. Revisiting our vision, partnership relationships and working arrangements. Developing a Business Plan and Budgets. How to take forward, eg a Commission Awayday or other event.

Key points:

- Agreed to keep the management group as it is at present until we become more established. Gideon thanked everyone for their hard work in the management group.
- A directors selection panel will be completed in the near future

- KCC Away Day – Agreed for either 16th June or 23rd June dependent on LW confirming her availability to take time out of the school day.
- Need to look at and support the development of the business plan and the financial forecasting, side of things. Understand what the commissioners want to achieve in the next 12 months or so and also where our priorities should be and our direction.
- CH stated that we see this as a reset for the commission and the idea of an away day is for us to get together to be facilitated and to think about what our priorities are.
- Need to prioritise 3/4 things to think about from each Commissioner One-hour KCC mtg for routine business, then rest of the day for an away day.
- Next management group meeting on 5th May - will need any input from Commissioners to frame the away day.
- Link to a survey that TT has set up regarding membership for commissioners and becoming a director as well and whether anyone would be interested in being on either of these selection panels going forward.
- As it stands at present, they will need to get Commissioners to become members of Kirkles Climate Limited.

Discussion points:

- PR highlighted the importance that the commission takes on new members that spread representation and can also offer the commitment to input and make the effort.
- TN stated that we also need someone who has some leadership qualities as the issues within the sub-groups require strong leadership.
- GR added that perhaps it is necessary to look at the entire structure of how the sub-groups work.
- CH stated that the decision making for the Commission will rest in two places; a general meeting and decisions made by Directors. There will be a balance between the two.
- GR added that a teams site has been set up at Huddersfield University and this will allow a structured place for documentation and transparency for it. We are in the process of developing a complaints procedure.
- The business school have agreed that they are going to allow some of Emma Andrews time who is a sustainability officer, and we are also getting admin support from Carol Peltier as well. Emma has not yet been tasked with anything.
- GR mentioned about a proposal to include KCL in a University of Huddersfield and Consulting With Purpose pilot project on Environmental, Social and Governance (ESG) framework for SMEs being presented to WYCA. If successful KCL will gain much needed funds and promotion.
- GR mentioned about an event at the University to talk about Passiv Haus hosted by the KCC and the University. This was a collaborative event. PR was chair.
- GR mentioned that John Lever has offered to run an event for businesses in the area in Autumn. GR is assisting JL on what this might look like.
- GR stated that they have broached the subject of a climate change conference which could possibly be a one- or two-day event.
- CH mentioned about the idea of tiering such as commission led, partnered, and recognised activities being of value.
- KA commented that this is the same structure as charities.

- PR stated this is important as it allows us to be able to support things without putting in huge effort of resources.
- TN asked about discussions regarding funding and TT highlighted that he raised this at the last meeting and suggested that the Commissioners need to think about what resources and funding is needed, and to then do some preliminary work on how the directors will think about that.
- GR emphasized the importance of having a clear vision and goals for the commission. He suggested that we determine what projects we want to undertake and identify the necessary resources and funding. Alternatively, we can explore existing projects and seek partnerships with other companies.
- TN mentioned the importance of securing regular corporate sponsorships.
- GR informed the group that he had discussed this with the Co-op bank and identified potential sponsors such as Cummins, Stephen Moor, and City Fibre.
- BM mentioned that there are numerous businesses and contacts in banks that we can approach for support.
- TT raised the question of how the commission can leverage its position to make the best use of available resources.
- PR suggested focusing on assisting others to reach the scale threshold where they become viable bidders.
- GR agreed with this approach but cautioned against delaying action while waiting for a detailed plan.
- CH proposed that the framing of the process can begin at the upcoming away day.
- The Commissioners agreed that the commission should focus on its strengths and explore the funding landscape to identify which organizations are best suited to bid for specific funds based on their skills and expertise.
- GR acknowledged the need to strike a balance between strategizing and taking action, expressing concern that the commission has been operational for a year.
- CH proposed that the framing of a strategic plan could commence during the upcoming away day.
- JA shared insights from his experience at the university, explaining that breaking down initiatives into specific projects and areas allows for focused efforts. He mentioned his leadership role in the energy integration lab and other projects related to transportation.
- JA suggested exploring ways to support smaller organizations, similar to how universities provide grants and funding opportunities.
- GR mentioned the possibility of incorporating commercial funding, such as through Innovate UK, under the commission's banner.
- KA emphasized the need to avoid overlap and repetition in our efforts, acknowledging that different organizations excel in different areas. She suggested mapping the funding landscape and identifying the best-suited organizations and individuals with the required skills.
- TN emphasized the importance of a clear plan emerging from the away day and suggested that each sub-group should agree on one specific task that they will excel at if the commission maintains its sub-group structure.
- PR agreed with the need for efficient decision-making and urged the group not to spend excessive time strategizing and assigning leadership roles. He stressed the importance of being pragmatic and reaching agreements quickly to facilitate progress.

- TT proposed that the away day should provide an opportunity to discuss principles and create space for conversations while acknowledging that a half-day session may not yield detailed plans without prior preparation.
- PR suggested that attendees come prepared with three or four carefully structured questions to guide the discussions during the away day.
- CH proposed utilizing the dormant sub-groups to conduct reviews and determine the commission's focus in each sector, utilizing the existing structure to frame the away day.
- PR questioned whether the current sub-groups have achieved their objectives and whether the commission should reassess its sub-group model.

Action

- KR to circulate membership link (to MS Forms page – as referred to by GR and sent by Carol)
- LH to inform KR of date that she is able to attend the away day.
- All commissioners to respond to the Management Group before the 5th May to contribute any thoughts/ideas to inform the Away Day.

Organisational Priorities Delivering through Groups CH already discussed above

- to feed into the Business Plan and financial and resource forecasting
- structure of the KCC and what it wants out of meetings
- possible one- or two-day climate change event

Update Environmental Strategy and consultations – Kirklees

(Presentation for this item are appended, see Appendix 3)

KA presented the slides on the progress of the ESS (Environment and Sustainability Strategy)

Key Points:

- The strategy aimed to address ecological emergencies and pollutants beyond the scope of the existing climate change action plan.
- Extensive engagement with internal and external stakeholders, as well as consultation, helped shape the strategy's key themes.
- The council aimed for a bespoke strategy, considering that although many councils had declared a climate emergency, few had comprehensive sustainability plans.

Discussion points:

- GR expressed the need for agreed timelines and emphasized the importance of setting realistic and adventurous goals within those timelines.
- KA highlighted the importance of governance going forward and suggested a different approach to managing the strategy. Rather than solely having the council manage the document, she proposed forming a management group that includes key partners. Technical leads from internal and external teams would be accountable for their contributions. The proposed governance structure would incorporate internal, external, and community members. KA mentioned the intention to present the proposed governance structure, ensuring its compatibility with the council's operations.
- GR recommended consulting with Edinburgh, which had already implemented a similar strategy, to gain insights and learn from their experiences.
- PR requested additional comments from attendees.
- SS, who attended the one-to-one consultations, found them helpful and was impressed with the process.
- AR emphasized the importance of reaching out to difficult-to-engage individuals.
- BM expressed interest regarding the council's actions and suggested focusing on dialogue with commissioners for valuable input. He also raised a question about when sustainability would become a part of the council's procurement activities.
- JA mentioned that the NHS was implementing a procurement procedure that impacted local companies and their sustainable waste disposal practices.
- PR shared that the West Yorkshire Integrated Care System was ahead of the national level in creating a green plan that explicitly considered sustainable development in procurement.
- KA acknowledged the involvement of procurement as a key partner and mentioned ongoing discussions with them to determine their needs in implementing sustainability practices.
- GR mentioned an international standard on procurement that could be worth exploring.
- KB expressed regret for not being able to attend the one-to-one sessions.
- CH unable to attend the sessions, inquired about the nature of the pledges and how partners would be recognized in the strategy.
- KA explained that the team was developing the specifics of the pledges and that monitoring, and a monitoring framework would be incorporated. The aim was to ensure the recognition of all groups and explore alternative ways of delivering the recognition beyond the pledge system.

- CH further emphasized the difficulty in monitoring various pledges and stressed the importance of meaningful commitments.
- PR emphasized the significance of meaningful pledges and contributions.
- TT mentioned the challenges associated with pledges, citing potential changes in circumstances that could impact one's ability to fulfil them. He highlighted the importance of carefully selecting indicators and measures and creating opportunities for everyone to contribute. Tom expressed some reservations about pledges due to concerns about monitoring and reporting.
- KA stressed the importance of recognizing the work of other organizations while acknowledging that asking them to be full partners in the strategy might not be feasible. The Commissioners remained open to further suggestions and ideas.
- TT questioned whether the strategy effectively contributed to the necessary changes for a more sustainable society.
- PR emphasized the need for a timeline with specific milestones. He suggested differentiating between the strategic level and lower levels when determining what to measure.
- GR cautioned against falling into the carbon offset trap and stressed the importance of avoiding that path.
- KA explained that the purpose of the strategy was to guide the actions of the entire council. The environmental strategy should be considered in relation to other priorities.

Sub-group updates

PR invited each of the sub-groups to provide an update to the wider Commission on recent activities.

Buildings & Homes

Chris Herring (CH) led the update.

Key points:

- The group have not met since the previous meeting.
- Buildings Group
- No updates were provided as the group has not met yet.
- AR raised a concern about the impact of collaborative bids on Kirklees and suggested revisiting the topic in a future meeting to gain a better understanding of the social housing stock and potential solutions for the wider stock, especially in the private rented sector.
- PR mentioned that the impact of these matters in the private rented sector is currently minimal.
- CH suggested organizing a meeting in May with two aims:
- Bringing in any specific initiatives related to the questions raised.
- Conducting strategic mapping to be presented at the KCC's away day.
- PR recommended reaching out to the regional National Federation of Social Housing Associations and consulting with Naz Parker for advice on housing-related matters in Kirklees.

Community Engagement & Involvement

Tom Taylor (TT) led the update:

Key points:

- Not had a formal meeting yet due to other commitments for the group
- There is an upcoming meeting in the Third Sector Kirklees.
- TT and KB planned to discuss the away day.
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Energy & Waste

GR stated no updates

Nature & the Countryside

Tony Newham (TN) led the update.

Key points:

- Working on carbon credit offsets, specifically in relation to wetlands and charcoal productions.

Young People

Lisa woods (LW) led the update

- LW shared that a meeting was cancelled due to snow, but another one is scheduled after Easter.
- LW mentioned several climate events happening with different schools, and discussions are ongoing with six schools for potential membership in a students' group.
- CH expressed his interest in engaging more schools and shared that his grandson is a climate champion at Marsden Junior School. CH will contact LW to discuss this further.
- GR mentioned Huddersfield New College and their involvement in sustainable initiatives. He also offered assistance in supporting schools' eco initiatives.

Business & Economic Activity

Bill Macbeth (BM) led the update:

Key points:

- BM provided an update on leading the development of a sustainable strategy for companies. A full evaluation of the strategy is complete and will be shared for review by others.
- BM mentioned securing resources for another programme with 32 interested companies and exploring opportunities for a broader sector.
- The industry 4.0 Hub in Brighthouse will soon open to support SMEs in adopting digital technology.
- BM highlighted involvement in partner collaborations in Barcelona regarding the transition of green learning and digital technologies for sustainable development.
- The Green Curriculum Fund is focusing on sustainable development in textile manufacturing for levels 2 and 4.
- The Green Enterprise Foundation is seeking support from the commission for a startup pitch into the shared prosperity fund, with updates expected next week.

Movement & Transport

No update

8. Any Other Business

- **JA** - The university wants certain outside partners to participate in the introduction of its public engagement strategy on May 25. It will be from 1.30 to 3 p.m. if we have any commission volunteers willing to represent them. The university has allotted half a million pounds in financing to the energy integration project, which we are responsible for putting together with the help of regional and national businesses.
- Can this be considered in terms of the KCC's investigation as well? John Lever (JL) is in charge of planning the launch for that, which will take place in June or July.

KA presented slides on the Prioritisation Workshop on 18th May (Presentation for this item are appended, see Appendix 4)

- A discussion took place regarding the Climate Change Action Plan (CCAP), which includes 200 different actions.
- A prioritization workshop is proposed for May 18th, where delivery partners will prioritize actions within their respective sectors.
- Community engagement activities will follow the workshop.
- GR inquired about Climate Emergency UK's reviews of action plans and whether Kirklees has been involved or aware of the process.
- KA explained that the process involves submitting freedom of information requests, followed by a response period where comments can be provided.
- JA stated that they had responded to several freedom of information requests, and GR offered support if needed.
- TT emphasized the importance of the KCC being aware of any potential criticism before it arises.
- KA clarified that the review is a collective effort across Kirklees

Meeting date forward plan:

- Friday 2nd June 2023 10.00 – 12.30 – University of Huddersfield

Appendix 1 – Attendees

Name	Initials	Role
Professor Peter Roberts	PR	Chair of the Commission
Abdul Ravat	AR	Commissioner
Chris Herring	CH	Commissioner
Phil Sugden	PS	Commissioner
Gideon Richards	GR	Commissioner
Kiran Bali	KB	Commissioner
Professor John Allport	JA	Commissioner
Stephen Moore	SM	Commissioner
Stuart Sugarman	SS	Commissioner
Tom Taylor	TT	Commissioner
Tony Newham	TN	Commissioner
Katherine Armitage	KA	Kirklees Council – Senior Officer Representative
Bill Macbeth	BM	Commissioner
John Atkinson	JAt	Secretariat
Karen Rispin	KR	Secretariat

Appendix 2 – KCC Management Slides



KCC Management Group Update

Date: 14th April, 2023



Kirklees Climate Ltd. (1)

- Company limited by guarantee – done
- Bank account set up with the Cooperative Bank through an FSB (Federation of Small Businesses) account – Now finalised
- Colocation agreement and MoU now signed with UoH
- Meeting held of the KCC Management Group since the last KCC meeting – 2
- Establishing a Commissioner in person ‘away-day’ which should be facilitated by an external (to the Commission) facilitator – the purpose to help develop the priorities for the Climate Commission over the next 12+ mths (Possible dates 2nd, 9th or 16 June 2023 (Fridays)).



Kirklees Climate Ltd. (2)

- Member sign-up to complete, along with Member’s and Director’s Select Panels members
- Consultancy Projects opportunities with the University (see separate presentation)
- Work starting on Business Plan and Budget, which will also be informed by the away day.
- KCC will have some support from Emma Andrews the HBS sustainability officer
- KCC Management Group have agreed to remain in place for the foreseeable future to establish the operations of KCL.
- Proposed to include KCL in a University of Huddersfield and Consulting With Purpose pilot project on Environmental, Social and Governance (ESG) framework for SMEs being presented to WYCA. If successful KCL will gain much needed funds and promotion.



Kirklees Climate Ltd. (3)

- Other activities / events

- PassivHaus collaboration project hosted in part by KCC and UoH at UoH (yesterday).
- Autumn meeting with local businesses hosted by SURGE/NPH research centre (John Lever, director) and branded as a partner event (HBS and KCC)
- Climate Change Conference in 2024 to be developed.
- Discussions around a retrofit cooperative framework being established (KCC Member involvement – Chris Herring, Tom Taylor) and supported by KCC. This highlighted the need for a formal process on how KCC should support and/or engage in projects. The KCC management group propose to develop such a framework for approval by the Commission.
- GR and CH attended an Environmental Round Table on the 24th March where we introduced KCC.

Appendix 3 Environmental Sustainability Strategy Slides

Kirklees



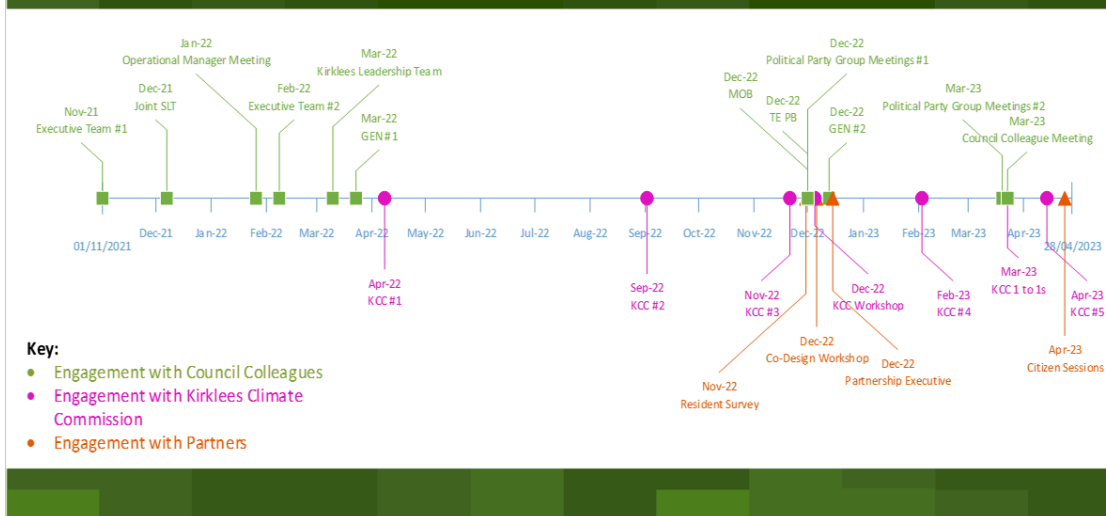
Our Co-design Journey

Environment Strategy

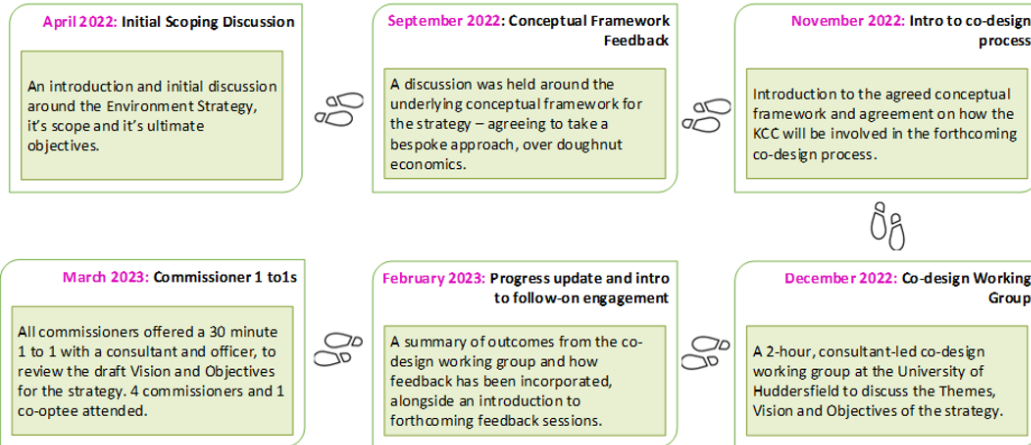
Everyday, Life.

2023

A Timeline of our Co-Design



KCC Dedicated Involvement

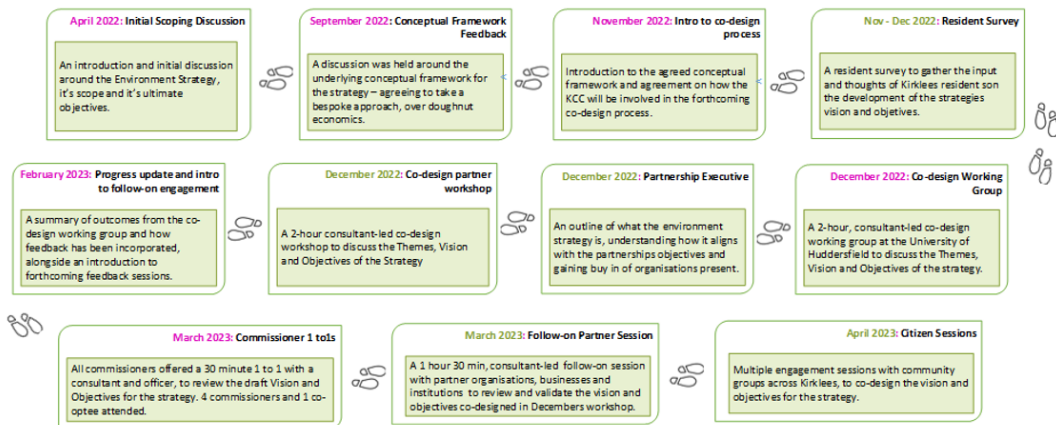


What Happens Next?

- Citizen engagement sessions being undertaken across April
- Final draft vision and objectives for the strategy provided by the consultant and commencement on the governance flightpath for Council approval.
- Partnership pledge launched post Council approval.

Meeting	Date
Internal Governance Approvals	May – July 2023
Scrutiny (pre-decision)	19/07/2023
Cabinet	08/08/2023
Council	13/09/2023

Partner Involvement (inc. KCC)



Appendix 4 Action Prioritisation Workshop Slides



18th May: Prioritisation workshop

Where: Huddersfield Town-Hall 16:00 to 20:30. Refreshments and buffet provided.

Who: Delivery Partners: Professionals, Key Partner Organisations and Community Groups. All commissioners are welcome to participate in the workshop.

Objective: To prioritise the relevant actions outlined within the CCAP, per sector, agreeing a list of the highest priority actions that can be taken forward into the business case development stage in preparation for funding and implementation.

Structure: The workshop will be split by the 8 CCAP sectors. 1 sector per round-table - 10 tickets will be available per sector.

This will be followed by a series of community engagement activities.



18th May: Skeleton Agenda

Item	Title	Timeframe
1	Welcome and Introduction	16:00 – 16:15
2	Background and Context	16:15 – 16:35
3	Exercise 1: Agree on criteria	16:35 – 17:40
4	Feedback to group	17:40 – 18:00
5	Tea / Dinner Break	18:00 – 18:30
6	Exercise 2: Agree High Priority Actions and Identify Gaps	18:30 – 20:00
7	Feedback to Groups	20:00 – 20:20
8	Next Steps, Close and Thanks	20:20 – 20:30

