



**Full Commission Meeting**  
Friday 2<sup>nd</sup> February – 10.30am to 1.00pm  
University of Huddersfield

## **Minutes**

### **1. Welcome and introductions.**

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

Apologies were received from: Gideon Richards (GR),

#### **Welcome to -**

Aafaq Butt (AB) stated that he has been in council for five years in cabinet now and his objective is to understand the work of the KCC and how his role will align with this.

PR stated that they look forward to seeing him at a further meeting.

#### **Minutes from previous meeting**

Professor Peter Roberts (PR) asked attendees to consider the minutes of the previous KCC meeting (10/11/23). No corrections were proposed, and the minutes were unanimously agreed. Attendees were reminded to email the secretariat promptly if they had any further issues or concerns.

**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>

### **2. Business Development and Finance Group: The Business Plan**

- Chris Herring discussed the finalised Business Plan, which had been revised based on feedback from the management group and Kirklees Council. Business Finance Group now consists of five members: Tony, Bill, Chris, Gideon and Tom.
- Key points included modifications to the mission and modus operandi, clarification of objectives, phasing updates, and funding considerations.
- PR highlighted the need for feedback from the University, and CH addressed concerns about staff costs versus project investments.
- **Legal and Operational Structure** The group confirmed that there would be no changes to the legal and operational structure.

- **Objectives Update** CH mentioned that the overriding objectives had been adjusted to emphasize partnership, with a focus on working in partnership. Further details on this were referenced to the management group minutes.
- **Phase 1 Progress** The group reviewed the progress of Phase 1, acknowledging that the initial phasing was unrealistic. Currently, Phase 1 involves preparing and establishing working relationships with council and university stakeholders. Work on establishing Kirklees Climate Ltd is almost complete. However, the group noted that the board of directors and working groups are yet to be established. Standard Operating Procedures (SOP) are in place but work on the post-business model and partners is ongoing.
- **Funding** Discussion centred on the focus of the Business Development Finance Group on finalizing the business plan before considering methods for raising initial funding. Appointment of an interim chief executive is scheduled for the last phase. A full review of Phase 1 progress is expected to be completed by the end of the current year.
- **Phase 2 and Phase 3 Plans** Phase 2 activities will continue with the appointment of an interim chief executive. Phase 3 aims to secure funding for further development and potentially appoint a permanent chief executive.
- **Risk and Mitigation** Minor adjustments were made to the risk and mitigation strategy.
- **Outcomes, Metrics, and Milestones** Development of outcomes, metrics, and milestones will be deferred to Phase 2.

### Comments and Discussion

- TN queried the consensus on appointing a full-salaried executive director and staff.
- KH expressed the difficulty of achieving objectives solely with volunteers and highlighted the importance of paid staff in facilitating progress, reflecting the views of the commissioners.
- JA raised concerns regarding the disparity between staff costs and project expenditure in Phase 3.
- PR clarified that staff costs could be considered as a contribution to project activities.
- JA suggested rephrasing to emphasize support for additional projects alongside staff costs.
- BM agreed with JA and emphasized the need for staff to champion projects and drive progress.
- PR reiterated that staff costs would be invested in project delivery.
- CH emphasized the necessity of paid officers for development work outlined in Phase 3.
- TT mentioned discussions on the CEO title, considering industry norms.
- SM highlighted the importance of the title's perception and suggested using "Chief Executive Officer" instead.

### ACTION:

- **Review and potentially adjust the CEO title to "Chief Executive Officer" as suggested by SM.**
- **Incorporate changes discussed into the documents and seek input from the University.**
- **Conduct a review of progress at the end of Phase 1.**

**3. Marketing and Communications – Helen Curtis led the presentation.** Presentation is appended (see appendix 2)

- HC provided an overview of the marketing objectives outlined in the business plan, focusing on strategies for the website, social media channels, regular output, and Kirklees Local TV. Key points included:
  - **Access to the website and recent updates.**
    - Establishment of a new LinkedIn page.
    - Collaboration with a volunteer from the university to assist with marketing efforts.
    - Development of a content calendar for Kirklees Climate TV (KCTV), outlining upcoming themes and activities.
  - **Partnerships and Collaborations**
    - AR emphasised the importance of promoting partnerships to achieve wider outreach. Examples included collaborating with the West Yorkshire Housing Partnership on retrofitting and decarbonization projects.
    - PR echoed this sentiment, highlighting the need for collaboration with Kirklees Council.
    - JA suggested leveraging council social media platforms to amplify the commission's work. KB praised the effectiveness of KCTV recordings in raising awareness.
  - **Collaborative Filming Ideas**
    - KH proposed filming ideas related to their school garden, while SS expressed interest in showcasing NHS Trust initiatives aligned with the commission's objectives.
    - CH suggested utilizing past filming for passive house open days and invited KH to participate in upcoming youth discussions.
    - PS offered insights into sustainability initiatives within his organisation and expressed willingness to collaborate further.
  - **Risk Mitigation in Communications**
    - TT raised concerns about potential risks in communications, including negative feedback and greenwashing.
    - HC outlined an agile approach to communication, focusing on engagement and responsiveness.
    - CH emphasized the need to avoid framing the narrative solely around individual actions.
    - PR stressed the importance of collective solutions and suggested collaborating with AR and Naz Parkar on housing-related initiatives.
  - **Public Education on Climate Change**
    - TN proposed including educational materials on climate change in publicity materials and KCTV broadcasts.
    - PR suggested leveraging local data and IPCC resources for this purpose.
    - SM suggested framing individual actions in a positive and achievable manner.
    - JA supported the idea of showcasing examples to inspire action.
    - PR offered to share consumer testimony videos from NI.

**ACTION:**

HC will circulate an email to collect any useful video material for future communications.

Jat will contact Naz Parkar

**4. Directors and members selection panels**

- CH initiated the discussion on transitioning from the management group to a board of directors and presented the selection process document developed by CH, PR, and GR. The document outlined key principles derived from the articles and rules, including:
  - A minimum of 5 and a maximum of 9 directors.
  - Each director serves a 3-year term with a maximum of 2 terms.
  - Selection to provide a balance of skills.
  - Establishment of a selection panel to document the process.
- CH and GR currently serve as directors to facilitate ongoing operations, with GR acting as the company secretary. It was proposed that CH and GR remain on the board initially to stagger new appointments. The process involves distributing a questionnaire to all members and utilizing a skills and diversity matrix for evaluation. The panel is responsible for decision-making, with final approval resting with the commission.
- TT sought clarification on the proposal process, to which CH explained that the panel would recommend selected candidates to the commission for approval.

#### **Membership Selection Panel**

- The panel, consisting of SS, TN, JA, and PR, completed the skills and diversity matrix, which was forwarded to KR for conversion into a document. An open recruitment drive for additional commissioners was planned. Concerns were raised about current members completing their 3-year terms, prompting discussions on their willingness to continue and the need to recruit based on existing skill gaps.
- TT emphasized the requirement for expertise among commissioners, suggesting that expertise should extend beyond climate-related fields. Discussions ensued regarding the optimal number of commissioners, with a target of 20 being considered.
- PR proposed the idea of an apprentice scheme.
- TN suggested exploring the involvement of affiliates who may not attend meetings but contribute, nonetheless.

**ACTION:** Circulate the selection process document for review and aim to finalize by next Thursday.

#### **5. Young People**

- CH initiated discussion on engaging young people in climate action, noting conversations with Claire Whitely and interactions at the Yorkshire and Humber Climate Away Day.
- Highlighted the absence of Kirklees members on the Youth Climate Assembly and efforts to collaborate with Stuart Strathdee on sustainability initiatives involving young people.
- Proposed collaboration with Kirklees College and between Abigail and Helen to facilitate youth engagement, with CH leading initially.

**6. Energy Neighbours Presentation by TT** Presentation is appended (see appendix 3) TT provided an overview of the Energy Neighbours project, focusing on efforts over the past 8 months to assess energy efficiency in community buildings. Notable findings included an

estimated annual expenditure of £3.5 million on energy by community managed buildings in Kirklees.

- Funding of £5,000 has been applied for to support the development of the community building network, with a further £10,000 potentially available pending project success.
- PR commended the project's progress, acknowledging the challenges associated with community asset transfer.
- TT highlighted the recent successful community buildings network meeting and announced the upcoming meeting on asset transfer scheduled for February 22nd at Brian Jackson House in Huddersfield. Kim Leadbeater expressed support for the project's potential success.
- CH noted the positive engagement observed at the recent event organized by TT and highlighted the involvement of GR and CH in the steering group.

**ACTION:** Interested parties to book a place for the upcoming asset transfer meeting via the TSL website.

**7. Automatic Textile Sorting and Reprocessing Plant for Textiles Circularity." BM led this item.** Presentation is appended (see appendix 4)

- BM informed the group that a decision regarding the project would be made by April, with Kirklees being one of three contenders for the project.
- Chris Duffell (CD) is putting forward a proposal for Kirklees, and positive responses have been received from the council.
- JA expressed hope for the necessary technology within six months and BM committed to follow up with JA.
- PR raised concerns about the logistics and environmental costs of transporting materials and offered suggested engaging with Network Rail.
- BM acknowledged the offer and will explore it further.
- JA highlighted the council's efforts in finding a suitable location for the project.

**8. Reports from Sub-groups**

**a) Management Sub-group**

- CH provided an update on the management sub-group's activities, which include ongoing responsibilities due to the absence of a board of directors.
- Discussions covered various aspects such as the business plan, members and directors' selection panels, and marketing and communications.
- TT's work on community buildings was also noted.

**b) Sustainability and Digital Technology Sub-group**

- BM shared the progress of the sustainability and digital technology sub-group. He proposed circulating surveys to gather insights on sustainability practices and the integration of digital technology.
- The aim is to influence future approaches, potentially through support from Innovate UK.

**c) Buildings Group Discussion**

- CH proposed reinstating the buildings group within the commission.

- AR suggested that engagement with housing associations (HA) aligns with their strategic focus on existing stock investment. Additionally, AR plans to discuss collaboration with the West Yorkshire Housing Partnership in an upcoming meeting facilitated by KL.

**ACTION: AR to further discuss the reinstatement of the buildings group with CH.**

## **9. AOB**

### **Canal Consultation**

- CH raised a matter concerning GR regarding the canal consultation. He informed the group about the consultation sessions held yesterday at the Town Hall and another scheduled for Thursday in Marsden to gather feedback on the towpath.
- JAt noted that the council became aware of this only last week and emphasized the importance of ensuring wider awareness.
- TT highlighted that the commission's role isn't necessarily to comment on all developments.

### **Yorkshire Building Centre of Excellence**

- CH discussed the development of the Yorkshire Building Centre of Excellence, led by Kevin Pratt. He mentioned the establishment of a similar centre in Scotland, known as the Best Centre, aimed at elevating industry standards. The commission may potentially support this initiative.

### **Update on Council's Environment Strategy**

- JAt provided an update on the council's environment strategy, stating that it is progressing through the governance process and is expected to go to the cabinet on March 12th.

### **Associate Membership at the University**

- TT informed the group about the eligibility of commissioners for associate membership at the university, encouraging participation.

### **Local Projects Spotlights**

- TT proposed introducing spotlights at meetings where individuals can discuss local projects. He cited an example of Surplus to Purpose's collaboration with Amazon on waste reduction.
- PR suggested promoting local projects such as the West Yorkshire Grants, which allocated £220,000 for initiatives including solar systems.

### **Business Plan Progress**

- PR highlighted the nearing completion of the business plan and noted the progress made on various fronts.

**ACTION:**

Prepare a report indicating the progress made on multiple fronts for the business plan.  
KR to copy the information for the canal upgrade for PR.

**10. Meeting date forward plan:**

- 12<sup>th</sup> April
- 21<sup>st</sup> June
- 16<sup>th</sup> August

**Appendix 1 – Attendees**

Name	Initials	Role
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Professor Peter Roberts	PR	Chair of the Commission
Councillor Afaq Butt	AB	Vice Chair of the Commission
Chris Herring	CH	Commissioner
Kiran Bali	KB	Commissioner
Stuart Sugarman	SS	Commissioner
Katherine Armitage	KA	Kirklees Council – Senior Officer Representative
Karen Hill	KH	Commissioner
Phil Sugden	PS	Commissioner
Professor John Allport	JA	Commissioner
Bill Macbeth	BM	Commissioner
Tony Newham	TN	Commissioner
Karen Rispin	KR	Secretariat
Helen Curtis	HC	Advisor to the Commission
John Atkinson	JAt	Secretariat

## Appendix 2 – Marketing and Communications – Helen Curtis





# Marketing Update 2024

Update 1/2/24

## Overall Marketing Objectives – Year One



1. Gain ownership, review and renovate **website** including hosting/domain name and instigating a system of regular updating.
2. Set up/take ownership of **social media channels** and **commence** regular output.
3. Establishment of **Kirklees Climate TV** and start of production, supporting the digital strategy and brand awareness, while developing content.
4. Explore and agree potential for working with **University of Huddersfield** on joint conferences, student secondments, research opportunities in support of the work of the Commission.
5. **Raise awareness** of Kirklees Climate Commission across the district

## Marketing Streams Update



Streams	Status	Owner
<b>Website</b>	<ul style="list-style-type: none"> <li>Helen Curtis has access and has made updates based on the awayday material. The site needs a long-term solution as the platform it is built on is old.</li> <li>Initial discussions with Nikki Hill the University positive and she has a placement student who could assist. She will confirm and we will then kick off the process of the relaunch.</li> </ul>	Helen / Uni
<b>Social Media</b>	<ul style="list-style-type: none"> <li>X, Instagram, Facebook, YouTube, LinkedIn</li> <li>LinkedIn has been set up but this and the other channels on hold until we get the KCTV live.</li> <li>Have a new volunteer helping</li> </ul>	Helen / Uni
<b>Kirklees Climate TV</b>	<ul style="list-style-type: none"> <li>Content calendar drafted and 3 months confirmed</li> <li>January filming complete</li> <li>This will then drive the launch of the web page within KLTV</li> </ul>	Helen, Snow & Gideon KLTV
<b>University of Huddersfield joint conferences</b>	<ul style="list-style-type: none"> <li>Exploring access to an Impact Accelerator with University – Nikki Hill + Snow</li> <li>This could provide funding for an event and live streaming at the University open to the community</li> </ul>	Snow/ Helen
<b>General awareness</b>	<ul style="list-style-type: none"> <li>Newsletter</li> <li>Social comms</li> </ul>	All

## Marketing Streams Update



KC TV – First recording



Website light refresh



LinkedIn Live

# Content Calendar



Month 2024	Topic	Aim and Key Content	Subject Matter Expert
January	INTRODUCTION The climate of a place: Impact and stories of climate change for Kirklees	<ul style="list-style-type: none"> <li>What is the Commission and why is its role important</li> <li>Discuss general impact and consequences of climate change for Kirklees.</li> <li>Find and share climate change stories of Kirklees: e.g., how the stories of our past can help inspire our responses to the climate crisis, and how Kirklees people's relationship to the land has changed over time.</li> </ul>	Dr. Jialin (Snow) Wu Gideon Kiran Bali MBE
February	UNDERSTANDING CLIMATE Understanding carbon footprint and ecological footprint in Kirklees	<ul style="list-style-type: none"> <li>Provide a guide for Kirklees residents (e.g., direct impacts from purchase of petrol and gas, impacts from purchase of electricity, and emissions from the demand for food, clothing, and other consumables) + <b>explainers</b></li> <li>A range of environmental impacts is associated with tourism. Insights on ecological footprint of tourists can help to understand the trade-offs between climate &amp; leisure.</li> <li>Air Quality and Pollution Control in Kirklees.</li> </ul>	Dr. Jialin (Snow) Wu Prof. Xavier Font And other
March	YOUTH Climate Education in Kirklees Schools (Youth)	<ul style="list-style-type: none"> <li>Engaging Kirklees Youth in Climate Action from school education.</li> <li>Free-choice learning from tourism attractions (walking in nature, park, museum and etc).</li> </ul>	Dr. Jialin (Snow) Wu
April	A More Climate-Friendly Transportation in Kirklees	<ul style="list-style-type: none"> <li>The Future of Public Transport in Kirklees</li> <li>Sustainable transport options and future mobility (collaborating with Kirklees Council)</li> <li>Inspiring story from Chris and Julie Ramsay from Pole-to-Pole Adventurers (driving electronic vehicle for travel)</li> </ul>	Gideon Prof. Alexandros Nikitas

## February Focus



- Launch KCTV with January filming
- Record explainer videos for Feb update
- Book in youth discussion for March filming
- Issue newsletter
- Set-up other social channels (new volunteer)
- Progress impact accelerator funding

## Appendix 3 Energy Neighbours Tom Taylor

### Kirklees Climate Commission and the Third Sector

Grant funding from Third Sector Leaders

Jan 2024

Tom Taylor



### Grant funding for the Kirklees Climate Commission

- £5,000 for Jan – Mar 2024
- Support and develop the TSL Community Building Network for third sector orgs
  - Community Buildings Network meetings
  - Grow membership of the network, being inclusive and open to all
  - Listen to and respond to network priorities, needs and opportunities (including energy concerns)
  - Provide newsletters and information
  - Encourage links to TSL Kirklees and other support
  - Develop the Climate Commission's capacity to support the network
  - Also assist with progression of Lottery application 'Energy Neighbours' project
- Option to apply for £10,000 for Apr 2024 – Mar 2025 to continue role



### Energy Neighbours Project

- Project will (if funded – find out in Feb whether through stage 1):
  - Encourage neighbours to work together to develop community energy projects
  - Train local people to be community energy champions
  - Develop new community-based non-profit energy organisations
  - COMET (Community Orgs Making Energy Transitions) Network development
- Funding applied for: £900k over three years
  - Manager & admin support
  - 4 x Community Energy Development Workers + funds for community activities & training
  - Specialist support – legal, finance, technical, organisation, comms, data for energy projects
  - Evaluation and Steering group



### Get in touch

Tom Taylor

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## Appendix 4 'Automatic Textile Sorting and Reprocessing Plant for Textiles Circularity'. Bill Macbeth

**TCoE**

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### Automatic Textile Sorting and Pre-Processing Facility

A pilot project supported by Innovate UK

Kirklees Climate Commission 2<sup>nd</sup> February 2024

#### The ATSP Project

- A £4 million project to divert thousands of tons of items of clothing and used textiles from landfill each year into feedstock streams for mechanical and chemical textile recycling – achieving true fibre to fibre circularity.
- A blueprint for fully-integrated, automated sorting and pre-processing – at a scale and speed to enable and demonstrate commercial viability.
- Partners include retail (Tesco, M&S, New Look) collectors (Oxfam) academia (Leeds & Huddersfield) and recycling technologists (Worn-Again & Circle-8 who will build and operate the ATSP).

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TCoE

**TCoE**

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### ATSP: The Problem

#### ATSP: The Problem

- Every year in the UK we generate enough clothing waste to fill Wembley Stadium 17 times.
- 45% of post-consumer textiles are NRTs.
- 200,000 tons a year go to landfill or incineration.
- No scaled process exists to sort and recycle.

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TCoE

## ATSP: Transition from Linear to Circular Textile Supply

- To bring together and advance key technology components (optical scanning, robotics etc).
- World class blueprint that can be deployed across the UK and globally.
- A solution that can pave the way for the UK to become an attractive home for other mechanical, chemical and biological recycling processes.
- Initially capacity for 50,000 tons/year

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## ATSP: Selection of a location

- Access to 100% renewable energy.
- Proximity to a Freeport.
- Proximity to local manufacturing ecosystems.
- Freight options available.
- Local stakeholder support.
- Initially 20,000 to potentially 200,000 sq. ft.
- Most likely location? London, Leicester. Kirklees.
- LAs to submit proposals.

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## ATSP Benefits to the Region

- To show global in textile manufacturing and circularity.
- Attracting wide network of businesses and circularity activities..
- Affecting change – enabling businesses to accelerate circularity developments.
- A commercially viable alternative to landfill and incineration.
- An international showcase for circular ecosystems.
- Introducing new sources of textile raw materials.
- New green job creation with links to education and social inclusion.

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**TCoE**

