

## **Appendix 7: Bury Climate Action Forums Terms of Reference**

### **1. General**

These Terms of Reference (ToR) set out the membership, remit, responsibilities and reporting arrangements of the Climate Action Forums, known as the 'Forums'.

### **2. Purpose**

The purpose of these Forums will be to engage with the five neighbourhoods across Bury. The Forums will provide a space for two-way dialogue with the public to discuss ideas and projects and highlight environmental issues to the Council. The Council can also use these spaces to provide information and updates about what the Council is doing, answer questions around climate action and inspire our local communities to act.

Following on from the Climate Action Strategy consultation, it has become apparent that the public want more chances to engage with the Council and work with us to move towards a carbon-neutral future.

We need to work more effectively with residents and businesses to spur forward action which will result in more awareness, more environmental choices, and more climate action.

Key strategic objectives of the Forums are defined as below:

- To hold quarterly public meetings in each of the five neighbourhoods across Bury to promote climate action locally
- To open a two-way dialogue with local communities and existing organisations in a safe space where people can voice their ideas and issues and the Council can disseminate information and updates
- To develop a local network of Community Climate Champions that will work with the Forums to promote them as well as climate engagement and awareness
- To embed the Climate Action Forums within the framework of the neighbourhood hub model to work efficiently with the preconceived networks across Bury
- To increase carbon literacy across Bury and engage with and incorporate experts in fields across Greater Manchester
- To use the Forums as a method of gathering updates and feedback regarding the Climate Action Plan
- To have a robust comms plan that runs alongside the Forums to promote and further engagement

The focus of the Forums directly supports the five themes outlined in the Let's Do It Strategy:

- **Healthy People**

The Forums will enable us to work with local communities and help them tackle climate change which will reduce risk and ensure people can live healthy and safe lives

- Thriving, green places

The Forums will help develop thriving and sustainable Townships and ensure that climate action is embedded within the very heart of our places

- Co-designed ideas

The Forums will give people the chance to have their voice heard and allow for new partnerships between the Council and communities to develop as we work together to tackle the issues at hand

- Future-proofed Infrastructure

The Forums will give us the opportunity to highlight and discuss the inevitable changes that we will need to introduce as part of the climate agenda. As work begins to accelerate it will be vital to have a network that will allow us to disseminate information rapidly

- Inclusive Business Growth

The Forums will increase our ability to liaise with businesses and highlight the importance of action to local businesses as more people demand action

### **3. Aims**

The pre-commencement aims of the Forums are:

- Establish the Forums and embed within the established Community Hubs
- Create a sign-up mailing list on the Council website
- Outline the role of the Community Climate Champions
- Promote the Forums to a wide audience considering how we can encourage a diverse participation.
- Schedule dates for the first meetings

The short-term aims of the Forums (0-3 months) will be:

- Host the first round of forums
- Create a monthly newsletter which can be disseminated to the mailing list
- Recruit individuals to be Champions
- Continue to promote the Forums across our communities
- Produce a summary report post quarterly round of meetings

The medium-term aims of the Forums (3-12 months) will be:

- Continue hosting the quarterly Forums
- Monitor attendance and feedback and reassess implementation if necessary
- Recruit external speakers who can talk on interesting and novel topics at the meetings
- Use the meetings to provide updates on the Community Climate Action Fund
- Gather feedback regarding the Climate Action Plan and use this data to update the document on an annual basis

The long-term aims of the Forums (12+ months) will be:

- Continue to host interesting meetings that evoke dialogue and discussion
- Provide communities with a place to come together and share ideas
- Drive forward climate action within local communities
- Continually grow the Forums and engage with a wide range of people
- Continue to amalgamate data from the Forums into the Climate Action Plan and report back on progress and updates

#### **4. Structure**

The Climate Action Forums will form part of the wider Community Hubs. The Neighbourhood Forums will be established over the next couple of months and be managed by the new Community Hub Managers. The Climate Action Forums will feed into the Neighbourhood Forums and provide updates around the work and outcomes but will not be directly managed by the Neighbourhood Forums or the Community Hubs instead working symbiotically.

The Forums will feed in directly to the newly established Climate Action Board on a quarterly basis which will provide guidance and agenda setting for the Forums.

#### **5. Responsibilities**

The Forums will be chaired and deputy-chaired by elected members from two different political parties, but Climate Action and Neighbourhood Officers will assist with the management of the Forums and agenda-setting.

The Forums will form an integral part of Bury Council's Climate Action Strategy and be used to gather data on action within local communities to update the annual Climate Action Plan.

The Climate Action Strategy consultation highlighted the importance of embedding climate action at the heart of the Council and the establishment of these Forums are just one way of doing that. Through a regular network and set of meetings we will be able to regularly provide updates to the community about what we are doing and answer questions regarding progress.

#### **6. Forum Roles**

- Chair and Deputy-Chair: Elected members from the Neighbourhood
- Guidance on Climate Change: Climate Action Officers
- Guidance of Neighbourhood Engagement: Neighbourhood Engagement Officers
- Community Leader: Chosen member of the local community who will represent the Forum at the Climate Action Board on a quarterly basis

#### **7. Frequency & Format of Meetings**

Forums will be held on a quarterly basis in each of the five neighbourhoods

A typical Forum could include engaging discussions, workshops, or presentations; updates from local community action groups; updates from the Council; a space for residents to voice thoughts, ideas and concerns.

Whether these Forums are in person or digital will be determined by COVID-19 requirements, however the preference is for them to be held in-person.

The dates and venues of the Forums meetings will be provided a month prior, however, if regular locations can be secured these Forums could be diarised at the preceding Forum.

Agendas for each of the five quarterly Forums will be tailored to the individual areas and minutes, actions and associated papers will be summarised post Forums. These documents can then be disseminated via the climate action mailing list.

Further methods of communication can be explored at a later date, especially with the Community Climate Champions who will require further information and details to keep them engaged and abreast of regular updates.