

Appendix 8: Bury Climate Action Board Terms of Reference

1. General

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

2. Purpose

The purpose of this Board will be to provide coordination and direction to the Climate Action Forums; direction and guidance to the Council; and suggestions to further promote climate action across Bury's five neighbourhoods. The Board will bring together a diverse range of stakeholders and provide a space for high level discussions that will help us fully tackle climate change.

As part of the Council's drive to better engage with local communities, Climate Action Forums will be established to provide the public more opportunity to have their thoughts and ideas heard. The Board will be a necessary feature of this governance to keep the Forums on track and provide a space that information can be fed into.

Key strategic objectives of the Board are defined as below:

- To champion and provide leadership on climate action in Bury.
- To monitor progress towards objectives and targets.
- To report on progress to the Cabinet.
- Facilitate progress and where possible remove obstacles to successful, completion of projects.
- Set and review the strategic direction of climate action.
- Own the scope of the Climate Action Strategy and Plan and prioritise actions when required.
- To hold quarterly meetings that will bring together key stakeholders and partners along with representatives from the five Climate Action Forums.
- To provide a space where stakeholders can provide updates about various actions, projects and events and encourage further action.
- To encourage community involvement and cross-party collaboration on climate action across the Council and wider-Bury.
- Review and champion the release of financial support for climate action projects.
- Oversee any specific budgets and maximise external funding for climate action activities.
- Engage with businesses and industry to identify best practices and explore how they could be implemented in Bury.
- To facilitate the sharing of good practice at the council and with other partners.
- To increase carbon literacy across Bury and engage with and incorporate experts in fields across Greater Manchester.
- To provide guidance to the Forums and encourage local action and collaborations.
- To encourage action across the Council and wider-Bury by coordinating through various networks.

- Oversee the work of the Climate Action Team.
- Ensure that Bury is contributing effectively to GMCA / TfGM led work streams on Climate Action and to maximise benefits of GM work for Bury.
- Regularly feed into Team Bury to report the progress of the Climate Action Strategy and Action Plan

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

- **Healthy People**

The Board will involve a diverse network that will create connections, enabling us to work with a variety of people helping them tackle climate change which will reduce risk and ensure people can live healthy and safe lives.

- **Thriving, green places**

The Board will help drive thriving and sustainable Townships and ensure that climate action is embedded within the very heart of our Council, Townships and neighbourhoods.

- **Co-designed ideas**

The Board will bring together people that will enable new partnerships and ideas to be produced.

- **Future-proofed Infrastructure**

The Board 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 Board will include representatives from Bury Means Business and keep in mind the importance of including our thriving business community when making suggestions.

3. Aims

The pre-commencement aims of the Board are:

- Clearly outline the Board's Terms of Reference
- Establish the Board including membership from a wide range of stakeholders
- Establish a mechanism that will enable Forums to feed into the Board
- Schedule dates for the first meetings

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

- Host the first quarterly meeting
- Create a briefing note highlighting the outcomes, actions and feedback relating to the Forums and the Board
- Schedule the second quarterly meeting

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

- Continue hosting the quarterly Board meetings

- Monitor attendance and feedback and reassess implementation if necessary
- 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
- Identify any areas of slow progress and make recommendations to the Council.

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

- Continue to host interesting meetings that evoke dialogue and discussion
- Demonstrate to Bury that climate action is a key topic that is being prioritised with discernible outcomes
- Assess after 12 months to ensure that the Board is achieving its purpose and where necessary re-evaluate. We want it to be an iterative process.
- Drive forward climate action within Bury Council as well as our local communities and various stakeholders
- Continue to amalgamate data from the Forums into the Climate Action Plan and report back on progress and updates

4. Structure

The Climate Action Board will be fed into by the Climate Action Forums that will be located within each of Bury's five neighbourhoods.

The Board will bring together many stakeholders including both internal Council Officers, Councillors, external stakeholders, community representatives and representatives of the five Forums.

The Board will offer strategic direction and suggestions at a Council level that will promote climate action across a wide breadth of stakeholders.

5. Responsibilities

The Board will be chaired by the Portfolio Holder for Environment, Climate Change and Operations and deputy-chaired by the Deputy Cabinet Members for Environment, Climate Change and Operations. The chair will be reviewed annually.

The Board will form an integral part of Bury Council's Climate Action Strategy and be used to provide guidance and suggestions to the Council and local communities on climate action.

The Board will help coordinate the annual update of the 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 the Board is 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. Board Roles

- Chair: Portfolio Holder for the Environmental, Climate Change and Operations
- Deputy-Chairs: Deputy Cabinet Members – Environment, Climate Change and Operations

- Guidance on Climate Change: Council officers including, Climate Action Officers
- Key Stakeholders: Public Health, Transport, Planning, Operations, Six Town Housing, NHS, VCFA, Faith Groups, Business representation, Charities, Education, Faith Groups
- Cross-Party Political Representatives
- Climate Action Forum Representatives

7. Frequency & Format of Meetings

Board meetings will be held on a quarterly basis.

The Board meetings will include updates from the Climate Action Forums as well as climate-related updates from the Council. Time will be set aside for Board members to voice their opinions and views.

Whether these meetings are in person or digital will be determined by COVID-19 requirements.

The venues of the Board meetings will be provided no later than a month before the meeting and dates will be scheduled as far in advance as possible.