

Prospective Board Member Meeting – Key Notes and Action Points

18th April 2017 – EVH Limited, 137 Sauchiehall Street, Glasgow, G2 3EW

Attending

James Curran (Chair)	Roddy Yarr, University of Strathclyde
Ruth Wolstenholme, Sniffer (CRC Steering Group)	Olivia Lassiere, Scottish Canals
Max Hislop, GCV Green Network Partnership (CRC Steering Group)	Bruce Kiloh, SPT
Dorothy McDonald, Clydeplan (CRC Steering Group)	David Booth, South Lanarkshire Council
Allen Hughes, Scottish Government (CRC Steering Group)	Duncan Booker, Glasgow City Council (also CRC Steering Group)
Kit England, Sniffer (Climate Ready Clyde manager)	Stewart Millar, University of Glasgow
James Mckinstry, North Lanarkshire Council	Martin Johnston, NHS Greater Glasgow and Clyde
	Allan Gallacher, NHS Greater Glasgow and Clyde
	Sylvia Gray, East Dunbartonshire Council

Apologies

Iain Mclean, East Renfrewshire Council

Item 2 – Our roles, responsibilities and contribution as Board members

The group agreed the broad role and remit of the board as an interim group to govern the initiative, and agreed that there needs to be further discussion on the role of the steering group, and the fuller Terms of Reference at a future meeting.

- **Agreed: Climate Ready Clyde board formed as governing group for the initiative**
- **ACTION: Full discussion on Terms of Reference including role of Steering Group to be placed on the agenda for next meeting**
- **ACTION: Discussion on how to be a high performing board to be brought to the next board meeting**

Item 3 – Our intentions and where we are now

KE provided an update of the work on the initiative to date, the partners involved, those who were still making a decision about participation and the further partners which the secretariat were in discussion with. The board briefly discussed how to convince other partners to become further involved. They also covered the need to ensure the work programme remains manageable. The Chair mentioned the need for traffic light reporting on the work programme, and the group discussed the possibility of inviting further organisations to the board, even if they hadn't formally committed finance to the initiative.

- **ACTION: JC and KE to invite remaining Local Authorities and partners to a future meeting, regardless of funding to help show value.**
- **ACTION: Review of detail of work programme at next Board Member meeting**

Item 4 – Allocating our finance for the initiative

KE outlined the proposed financial spend for 2017/18, based on existing partner contributions, and the underspend from Scottish Government grant. He outlined that more partners may come on board during the year and that active discussions were ongoing with a number of partners.

Agreed: all partners agreed the draft financial allocation of resource for the first year of the initiative

Item 5 – Prioritising the secretariat’s activities

The group had a general discussion on the emphasis placed on the work programme, and agreed that the main emphasis should be on risk and vulnerability assessment and the action plan, with some emphasis on communications and influencing, guidance and co-ordination. The group were clear that the work and its outputs need to support their own organisations to adapt, but also make the case for wider engagement in adaptation. KE gave a broad overview of the methods for a Climate Risk and Vulnerability assessment, and outlined that it will be informed by best practice in European cities, but said it needed further guidance by the board.

The board also agreed to produce some kind of summary for public engagement on climate change to be produced for ECCA, using existing evidence on impacts, and from local organisations. OL mentioned that Scottish Canals’ work on this could be helpful and agreed to circulate

- **ACTION: KE to bring outline paper on CRVA to next board meeting**
- **ACTION: KE to progress production of draft material for ECCA**
- **ACTION: OL to share matrix of activities and impacts from Scottish Canals work**

Item 6 - Forward plan for the board

The board agreed the following way forward for each of the activities:

- Launch event planning – delegated to the secretariat
- Future governance/Terms of Reference – to return to board in due course
- Work programme – to return to board in due course
- Arrangements for pooled resource – delegated to the secretariat with oversight from the board
- Climate Risk and Vulnerability Assessment – delegated to the secretariat with oversight from the board
- Stakeholder forum – Board item
- Role of steering group – Board item

Also agreed that the issue of engagement and advocacy messages needed further discussion – possibly through an engagement and communications strategy.

- **ACTION: KE to bring a paper on an approach to communications/engagement to next board.**

Item 7 – Next steps

The chair recapped on the actions of the meeting.

Item 8 - Date of next meeting

The group agreed to try and have another meeting ahead of ECCA at end of May. Also, to schedule dates for the year, and ensure there is adequate time for a call for partner items on the agenda. The group also discussed potential for some kind of horizon scanning/forward plan

- **ACTION: KE to circulate Doodle poll for last week in May**

- **ACTION: KE to issue appointments for further meetings for remainder of the year.**

9. Any other business

- **ACTION: KE to circulate slides from the Board update.**