

Climate Ready Clyde Board Meeting - DRAFT ACTION POINTS 01 June 2017, 9:00 – 11:00 IET Teacher Building, Glasgow

PRESENT:	James Curran (Chair)	
	David Booth	South Lanarkshire Council
	Ken Forbes	North Lanarkshire Council
	Sylvia Gray	East Dunbartonshire Council
	Martin Johnston	NHS Greater Glasgow and Clyde
	Iain Mclean	East Renfrewshire Council
	Sonia Milne	Glasgow City Council (Substitute)
	Marion Scott	University of Glasgow
	Roddy Yarr	University of Strathclyde
Apologies:	Duncan Booker	Glasgow City Council (Board and Steering Group)
	Max Hislop	GCV Green Network Partnership (Steering Group)
	Allen Hughes	Scottish Government (Board and Steering Group)
	Bruce Kiloh	SPT
	Stuart Tait	Clydeplan (Steering Group)
	Stephanie Williamson	West Dunbartonshire Council
Attending:	Graham Edmond	Transport Scotland (Observer)
	Kit England	Climate Ready Clyde / Sniffer (Secretariat)
	Paul Murphy	Inverclyde Council (Observer)
	Ruth Wolstenholme	Climate Ready Clyde Secretariat / Sniffer (Secretariat)

Item	Actions
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1. Minutes of previous meeting and matters arising

Agreed as accurate record. Outstanding actions:

- OL to circulate matrix of climate impacts for Scottish Canals **OL**

2. Update on work programme

- **The draft programme** had been circulated and it was agreed that this would be updated with greater detail to allow for monitoring of performance. Future Board meetings will have more detailed progress and performance reporting
- **CRVA** - Kit outlined the proposed CRVA methodology – taking a top down approach and local workshops on sectoral themes. It was agreed that the CRVA will be cornerstone that everything hangs off, including adaptation strategy and action plan.
- Funding has not yet been allocated to **evidence gaps** and commissioning of research
- James noted the value of thinking about creating **better places to live in**. Kit confirmed that CRC is more than about adaptation action, but about multiple benefits, linking with green infrastructure and health, and resilient sustainable transport. The outcome will be a well-adapted city

region in the context of better place and will include mitigation, transport and an understanding of the trade-offs.

- Kit noted that in relation to page 2 of the work programme, he has made substantial inroads in terms of **brokering relationships** in the City Region
- There was a broad discussion about some early wins in working across all partners. It was agreed that it would be helpful to align with **planning guidance**, and produce a summary of opportunities, but that there were challenges in this given that all Local Authorities were at different stages. SG also highlighted that this could be suggested for a range of different local authority areas. Kit suggested that core co-ordination and support was provided for adaptation planning, but that other areas approached on an ad-hoc basis. Kit noted could build on actions identified by organisations taking part in Adaptation Scotland Accelerator course. Ideas suggested included a short review be undertaken of best practice in relation to adaptation and planning guidance/ local development plans, and regional planning. This could also link with economic development plans and city deal. Kit was to discuss with Clydeplan about what was most appropriate at the current time.
- It was suggested as being useful to reflect on how is being considered by organisations that are refreshing their own strategies e.g. Transport Scotland.

Kit to discuss with Clydeplan and review best way forward – what is best practice adaption in local development plans and the planning process.

Kit to consider a gap analysis and mapping of national strategies

3. Governance arrangements (paper 1 and paper 2 circulated)

- The **MoU** was discussed and agreed in principle but it was agreed that Board members would need to get internal sign off. IPR is one issue to be checked. It was agreed that Sniffer will collate comments on the draft MoU and revise for the next meeting.
- The **terms of reference** document was discussed and formally agreed.
- The paper on the **Secretariat** function was considered. Information was provided in terms of finances, with details from April Board meeting, and an update re membership: written confirmation has been received from 10 members, and Kit has discussed with a further 8.
- The Board then considered the appointment of Sniffer as secretariat, with Sniffer staff not present in the room. It was agreed that Sniffer be retained to provide the secretariat function to end March 2018, with a market review undertaken ahead of the next financial year .
- It was noted that there is sufficient carry-forward from the Scottish Government grant to address potential deficit if 15 members don't sign up during the FY. The Board will be responsible for reviewing how any surplus is allocated.
- The Board approved continuation of the steering group for the next 6 months.

All Board members to send comments on the draft MoU to sarah@sniffer.org.uk by end June 2017

Kit/Ruth to revise accordingly, reissue and progress signing of MoUs and collation of funding

4. Subgroups

- The group approved the creation of three sub groups; an executive, a risk and vulnerability assessment, and an impact group. The role and functions of each was considered in breakout groups and in plenary and summarized below. It was agreed that these would be progressed by the secretariat ahead of the next board meeting.

Kit to take forward, identify members and chairs

5. ECCA update

- Kit noted the plans for promoting Climate Ready Clyde at European Climate Change Adaptation Conference (ECCA) w/c 5 June, as part of the Climate Ready Scotland showcase. The cabinet secretary will attend on Tuesday 6 June. The Scotsman has noted interest in reporting on the initiative.

6. EPSRC event 13 June 2017

- Kit noted that 30-35 people have registered interest and this will provide a helpful opportunity for stakeholders and researchers to meet. With the potential to feed into future consortia. It was agreed that it would be helpful to seek to record all the relevant research that is underway in the GCR (or relevant to the region), with CRC brokering

7. High performing board

All to note :-)

James reflected on the characteristics of a high performing board

- Delivering governance: probity, integrity, accountability, transparency
- Responding flexibly to the secretariat and executive, providing robust challenge
- Monitoring delivery and risks
- Having trust and respect for each other
- Ensuring focus and clarity re why we are here
- Bringing a variety of skills and temperaments

The role of the chair is to:

- Involve and encourage relationships between the Board and the secretariat,
- Give and receive feedback and ensure clarity on decisions made.
- Police the boundary between Executive and non-Executive.

James also highlighted the possible tensions between providing 100% commitment to the success of the project and representing a member organisation. A focus on outcomes, and a shared approach to address opportunities/risks will help manage this.

Kit to include agenda item

Group agreed to have a space to review meetings on future agendas.

Date and time of next meeting: Wednesday 6th September 2017, 10:00 – 12:00

Climate Ready Clyde Board – proposed subgroups, June 2017

Subgroup	Purpose	Way of working
Executive	<p>Scrutiny and oversight of processes and project plan</p> <p>Review</p> <ul style="list-style-type: none"> • project plan delivery – and advising on adjustments • risk register • financial tracking • performance against work plan and KPIs • communications flow <p>Coordinate work of the other groups and ensure effective overall approach and reporting to the Board</p> <p>Identify additional funding sources and input to a funding strategy</p>	<p>Light touch approach – use same documents as for main Board meetings</p> <p>Have autonomy to agree own membership</p> <p>Meet every two months for one hour</p> <p>Chair tbc</p>
Risk assessment and strategy development	<p>Review and help shape the technical projects</p> <p>Identify gaps and propose solutions</p> <p>Identify and prioritise climate risks across GCR and how to pool information (nb work with comms group).</p> <p>Support pooling of information and display to the Board to action decisions for the benefit of GCR</p>	<p>Sharing information perhaps through online forum/cloud/database (GIS, reports, surveys)</p> <p>Meet at least quarterly – shadowing the same cycle as the Board</p> <p>Core membership with floating places</p> <p>Private sector involvement</p> <p>Chair: academic eg Glasgow University</p>
Impact, influence and engagement	<p>Engagement of potential new partners and retention of existing partners</p> <p>Adding value to existing work with the 10 bodies</p> <p>Explicitly record and share benefits of membership</p> <p>Look for early wins to share</p> <p>Engagement of the wider public – direct and regional, aligning with or supporting local efforts</p>	<p>Rotating chair</p> <p>Quarterly meetings, in advance of Board meeting</p> <p>Need to ensure required skills of members and bring in external experts including from member organisations</p>
Integration across groups		<p>Porous walls across the sub groups, with light touch coordination</p>