

Climate Ready Clyde Board Meeting - MINUTES

6 September 2017, 09:45-12:00, GCV Green Network Partnership, Lower Ground Floor, 125 West Regent Street, Glasgow, G2 2SA

PRESENT

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| James Curran (Chair) | |
| Lesley Hinshelwood | South Lanarkshire Council |
| Sylvia Gray | East Dunbartonshire Council |
| Martin Johnston | NHS Greater Glasgow and Clyde |
| Iain Mclean | East Renfrewshire Council |
| Marian Scott | University of Glasgow |
| 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 |
| Stephanie Williamson | West Dunbartonshire Council |

Attending:

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| Kirsty Lewin | Scottish Government |
| Graham Edmond | Transport Scotland (Observer) |
| Kit England | Climate Ready Clyde / Sniffer (Secretariat) |
| Ruth Wolstenholme | Climate Ready Clyde Secretariat / Sniffer (Secretariat) |
| David Macpherson | Climate Ready Clyde Secretariat / Sniffer (Secretariat) |

Apologies:

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|-------------|---------------------------|
| Roddy Yarr | University of Strathclyde |
| Stuart Tait | Clydeplan (Observer) |

Item

Actions

1. Introductions

James led introductions, welcoming Kirsty Lewin (Head of Climate Change Hub, Scottish Government) to the meeting and noting David Macpherson (Sniffer) will be providing additional support to Kit deliver on Secretariat responsibilities.

2. Update with Scottish Government

Following an overview by Kit of CRC's progress to date, Kirsty was invited to give reflections from the Scottish Government and lead a discussion with members. Kirsty congratulated the Board on the progress made so far, reiterated her team's willingness to help, and encouraged members to concentrate on the main delivery areas.

Kirsty also noted the newly announced Programme for Government places significant importance on climate change. While this is mainly focused on

mitigation, a strong focus on adaptation is planned for next year's programme. The Board noted this will create a useful opportunity to highlight CRC's progress come next year.

The main items covered in the general discussion were:

Non-members: The two main reasons identified for reluctance to join were a wish to first see evidence of achievement on relevant deliverables, and internal organisational challenges. It was agreed ongoing work should focus on delivery for those already involved and continuing outreach should be focused only on four key non-members (the remaining two Local Authorities, SEPA and Glasgow Airport). Lesley noted South Lanarkshire Council used a cost-benefit analysis to convince senior management of the value of joining CRC. It was agreed this would be useful to share. In addition, it was noted when compiling annual reports we should showcase the added value gained through collaborative action as a way to encourage more organisations to join.

AP: Lesley to share South Lanarkshire Council cost-benefit analysis with members.

Funding: The Board noted there will be challenges around funding big ticket items and adaptation more generally, especially in the context of Brexit. Kirsty asked that the board identify and highlight funding challenges so that these can be investigated. The majority of her team's funding is distributed via the Climate Challenge Fund, which is not appropriate for funding large-scale infrastructure and other significant capital investment, but they may be able to help with policy barriers to accessing other funds.

Engaging with business: It was noted that business interest in participating in CRC is currently low, but that this is not unexpected given the early stage. It was agreed input from businesses will be welcomed but not actively pursued until a good record of achieving deliverables has been established. It was noted once firm adaptation actions are identified, these will need to be linked to (at least potential) funding to be taken seriously by businesses.

3. Minutes from previous meetings and matters arising

The minutes of the previous meeting were agreed as a fair representation and no additional items were put forward for Any Other Business.

AP: Kit to add planning guidance alignment to draft 2018 work plan.

Action update – planning guidance: Kit noted he has discussed aligning planning guidance with adaptation with Clydeplan. It was agreed Kit will work with Clydeplan to find the best way to align the agendas during the 2018 work programmes.

4. Sub-Group remits

Chairs have been appointed from board members for the three Sub-Groups.

- Executive – Ken Forbes
- Risk and Vulnerability Assessment – Marian Scott
- Impact, Influence and Engagement – Graham Edmond

The Executive and Risk Sub-Groups have held initial meetings, with the Impact

Sub-Group planning to hold their first meeting in the near future.

Remits for each sub-group were circulated prior to the meeting and these were agreed by the Board, with the proviso that they remain live documents and can be brought back for review as appropriate.

All board members are included in at least one sub-group and close contact between the groups was encouraged to make the most of skills and resources available. Kit will attend all sub-groups to ensure opportunities for collaboration are highlighted. In addition, all sub-group documents will be made open to access, share and review between all board members via Sharepoint.

On Engagement, Kirsty noted the Scottish Government have significant resources on communicating climate change, which members can draw on, and good links with Climate Outreach (climate change communications specialist consultancy). Scottish Government would be happy to help arrange training time with Climate Outreach.

It was agreed that, with the sub-groups now in place, the Steering Group can be wound down. This will take place by Christmas or earlier.

It was noted that there may be a need for additional sub-groups in future but that the structure in place now is sufficient to support the current work programme.

Following agreement of remits, each Sub-Group was invited to provide an update to the Board.

5. Executive Sub-Group

Financial, Performance and Risk report: The report was circulated prior to the meeting. Feedback on the format is welcome and should be sent to Kit.

Funding: The key issue noted by the Executive Sub-group is the continuing gathering of funding from partners. The initial Scottish Government grant will finish at the end of September and we will then be reliant on partner funding. Reassurance was given from all that there are no substantial obstacles to the agreed funding being delivered and delays are purely administrative. It was noted Local Authorities are now setting budgets for 2018/19 so need to be considering funding for Year 2 as well (Year 1 funding covers the financial year 2017/18).

Evidence: A proportion of funds has been identified for commissioning evidence.

Regional Marine Plan: A good level of dialogue has been established with those working on the Regional Marine Plan but needs to be maintained to ensure good prominence on adaptation.

LCLIPs: It was noted that LCLIPs are a potentially useful resource for making

AP: Kit will write a one pager on deliverables to date and for next year and share with all.

AP: Board members are to raise any unforeseen funding issues as soon as possible.

AP: The E sub-group will prepare a paper for the December meeting summarising the options for commissioning evidence.

the case for adaptation internally in organisations, but that this is dependent of there being the capacity to make best use of them. LCLIPs have been completed by: South Lanarkshire Council; West Dunbartonshire Council; Glasgow City Council and Strathclyde University (joint). Sharing of the existing outputs, and individual support to use some of their messages in business cases for adaptation action, rather than working on further individual LCLIPs, was agreed as a better use of resources.

Financial responsibility: It is important to have confidence in Sniffer's auditing procedures to ensure responsible management of funds. The Board also agreed it would like to see the Financial Tracker by exception.

AP: Kit to gather and share the existing LCLIPs.

AP: The E sub-group will decide how best to use the existing LCLIP evidence to further wide objectives.

AP: Kit will circulate information on Sniffer's auditing procedures to the board.

AP: Kit will share the full risk register and action plan monitor at a future board meeting (no firm date set).

6. Risk and Vulnerability Assessment Sub-Group

CRVA Methods: It was agreed to seek wider public comment on the CRVA Methods and have a revised version ready for the next board meeting.

While the document will be internally facing, it was agreed the way it is present should take account of communications best practice.

We will be using data from UKCP09 to avoid delay waiting for UKCP18. It was noted this data could be supplemented by ClimateXChange's recent work on regional impact indicators.

Research and engagement: It was noted that the interest from the research community is greater than resources can fulfil so a considerable approach is required. It was agreed to spend no more than 5% of staff time in this area, to ensure a concentrated focus on the main deliverables. However it was agreed it would be useful to compile a list of current research opportunities and to investigate other support and funding options. SEPA and the Scottish Government's adaptation fellows were noted as key contacts to facilitate this.

AP: Board members to provide further feedback on the Methods document to Kit in the next week.

AP: Secretariat to issue public consultation on methods along with call for evidence.

AP: Kit to go back to the research councils and explore further funding/research engagement opportunities, highlighting the significant levels of interest.

7. Impact, Influence and Engagement Sub-Group

Impact log: The Board agreed it was happy with the current format of the Impact Log and that this was a useful way to keep track of developments and inform future reporting. Members were also encouraged to share details of upcoming events with the Board to make the most of opportunities to collaborate and provide mutual support.

Communications plan: No issues were raised with the circulated comms plan. Members are invited to submit further comments to Kit.

Climate Week (18-22 Sept): A number of events are being planned for Climate Week. Kit will be attending a number of these to promote CRC and members are encouraged to let him know of additional events it would be useful for him to attend.

Core messages: It was noted that it is important and useful to keep recorded progress on CRC's core objectives up to date. Continuing progress should be incorporated into a set of boiler plate messages to ensure comms consistency across members.

Format of reporting: The proposed format of reporting was approved, with exception reporting encouraged. The full work plan will be brought back to the Board periodically for strategic oversight.

8. Arrangements for next meeting

It was agreed the next meeting should be slightly longer and include informal social/networking time to allow board members to get to know each other.

Martin invited the board to hold the next meeting at the Queen Elizabeth Hospital and will look into providing a tour of the site.

Kirsty noted the Scottish Government's Atlantic Quay building could also be used as a future meeting venue.

Next meeting: Wednesday 6 December 2017, Queen Elizabeth Hospital, Glasgow.

Action Point Summary

| Number | Action |
|--------|--|
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| 2 | AP: Kit to add planning guidance alignment to draft 2018 work plan. |
| 3 | AP: Kit will write a one pager on deliverables to date and for next year and share with all. |
| 4 | AP: Board members are to raise any unforeseen funding issues as soon as possible. |
| 5 | AP: The E sub-group will prepare a paper for the December meeting summarising the options for commissioning evidence. |
| 6 | AP: Kit to gather and share the existing LCLIPs. |
| 7 | AP: The E sub-group will decide how best to use the existing LCLIP evidence to further wide objectives. |
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| 10 | AP: Board members to provide further feedback on the Methods document to Kit in the next week. |
| 11 | AP: Secretariat to issue public consultation on methods along with call for evidence. |
| 12 | AP: Kit to go back to the research councils and explore further funding/research engagement opportunities, highlighting the significant levels of interest. |