

Climate Ready Clyde Board Meeting – MINUTES

07 March 2018, 10:00-12:00, GCV Green Network Partnership, Lower Ground Floor, 125 West Regent Street, Glasgow, G2 2SA.

PRESENT

James Curran (Chair)	
John Binning	SPT
Duncan Booker	Glasgow City Council
Ken Forbes	North Lanarkshire Council
Sylvia Gray	East Dunbartonshire Council
Lesley Hinshelwood	South Lanarkshire Council
Allen Hughes	Scottish Government
Martin Johnston	NHS Greater Glasgow and Clyde
Stewart Miller	University of Glasgow
Julie Nicol	East Renfrewshire Council
Stephanie Williamson	West Dunbartonshire Council
Roddy Yarr	University of Strathclyde

Attending:

Kit England	Climate Ready Clyde/Sniffer (Secretariat)
David Macpherson	Climate Ready Clyde/Sniffer (Secretariat)
Alistair Hunt	Paul Watkiss Associates
Adriana Quevedo	Paul Watkiss Associates
Faye Tester	SGN
Paul Watkiss	Paul Watkiss Associates
Ruth Wolstenholme	Climate Ready Clyde/Sniffer (Secretariat)

Apologies:

Graham Edmond	Transport Scotland
Bruce Kiloh	SPT
Marian Scott	University of Glasgow

Item

Actions

1. Welcome & introductions

James led introductions, welcoming Faye Tester from SGN as an observer and Paul, Alistair and Adriana from Paul Watkiss Associates.

James noted SEPA have formally agreed to join the initiative and a representative will join future board meetings.

2. Minutes of last meeting & matters arising

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

Action point updates from last meeting

No.	Action	Outcome
1	AP: Kit to circulate South Lanarkshire Council cost-benefit analysis.	Ongoing - Kit to send on shortly.
2	AP: Kit to recirculate instructions for accessing One Drive.	Complete
3	AP: Iain to approach Kevin Rush re: City Deal. Kit to provide guidance on points to highlight.	Complete – see Item 5: Executive Sub-group
4	AP: Kit to co-ordinate new comms package and share with members.	Referred to Impact Sub-group – see Item 6
5	AP: Impact Sub-group to circulate Engagement Plan prior to next board meeting.	Referred to Impact Sub-group – see Item 6
6	AP: James to draft letter notifying members of procurement process and change to MoU deadline.	Complete
7	AP: Kit to draft secretariat procurement specification for approval by the board.	Complete
8	AP: Roddy and Stewart to liaise on checking procurement provision from internal teams.	Complete – Roddy has arranged for Strathclyde Uni to oversee procurement. See Item 4.
9	AP: Board to choose members for procurement selection panel.	Ongoing
10	AP: Interested board members to send student placement ideas to Kit before January.	Ongoing – see note below
11	AP: Martin to send slides to Kit for circulating to all members.	Complete
12	AP: Kit to circulate presentation slides to board members.	Complete
13	AP: All members to provide feedback on Paul’s key points to strengthen scope of study.	Ongoing – opportunity to feedback to Paul still open

Student placements update: Kit received a number of notes of interest from members for projects that could be good opportunities for student placements. The Civil Engineering Department at University of Strathclyde has expressed strong interest in pursuing a placement scheme for their students. Kit has met with the Department to finalise the details of the scheme. There is still time for partners to propose further placement projects but these must be sent to Kit as soon as possible.

3. Update on Economic Implications of Climate Change study

The team from Paul Watkiss Associates provided an update on the ongoing study of the economic implications of climate change for the city region.

Initial findings suggest there will be both significant costs to the city region, particularly in the case of flooding, and significant savings, particularly in the case of reduced winter fuel demand. However, it was stressed that the costs

AP: Kit to circulate slides from PWA initial findings presentation.

and benefits (or risks and opportunities) will fall on different groups/sectors/locations and so will not offset each other.

Data gathering for the study is ongoing and a more robust picture will emerge as this continues. Members were encouraged to provide all possible assistance to help PWA to fill in the remaining data gaps. However, it was also noted where robust figures are not available this should be acknowledged, providing impetus for future research or qualitative information provided.

Members suggested additional extreme weather events that may provide useful data, including the 1968 Glasgow Hurricane, the 1994 floods and the recent snowfall.

The study will finish in June, with a launch event to follow. The final report will include a number of case studies which assess the costs and benefits of adaptation action, as well as the distributional impacts, and the effects on the most disadvantaged. A number of possible case studies were presented to the board and members provided suggestions on these, including a focus on community resilience and social responses as these are just as important as 'heavy engineering' solutions. They also outlined the need to ensure the economic sectors explored contained both the national priority sectors and those from the Regional Economy Strategy.

A project advisory group has been set up to ensure the final outputs are as strong as possible and that the messaging accompanying the study makes the maximum impact. This group includes representatives from Scottish Enterprise, the Scottish Cities Alliance, Clydeplan, the 2020 Climate Group (whilst still in existence), and the Glasgow Chamber of Commerce. Its first meeting was held immediately after this meeting, on the afternoon of 07 March 2018.

4. Procurement update and approach to revisions of Terms of Reference

Following the agreement at the previous board meeting to carry out a public procurement process for the secretariat, Kit composed a draft specification which has now been amended and taken up by the board (and which the current secretariat does not have sight of). Roddy has arranged for University of Strathclyde's procurement team to oversee the process and the board noted its gratitude to the University for taking on this task.

Due to the level of funding it has been agreed to list the tender in the Official Journal of the European Union (OJEU). This may mean that the new secretariat arrangements are not in place for five months.

As well as completing the tendering process itself, key considerations going forward will be to ensure the continuity of the initiative and protecting University of Strathclyde from financial risk

To ensure continuity, the board agreed to use the current budget underspend for 2017/18 to cover secretariat costs for the next few months. The Board also agreed that if needed, the current secretariat could draw on the 2018/19

AP: All to continue to provide data and evidence to fill gaps as far as possible

AP: Kit to consider community resilience options as part of the case studies.

AP: Sniffer to provide Letter of Comfort to University of Strathclyde on arrangements for holding and transferring subscriptions for 2018/19.

AP: Sniffer to approach members for 2018/19 subscriptions.

AP: James to draft letter to accompany new MoU and circulate to members.

contributions to maintain continuity until the new secretariat is appointed. The Board also agreed Sniffer will begin the process of invoicing members for 2018/19 submissions

Once the tendering process is complete and the secretariat confirmed, these funds will be transferred to Strathclyde University to distribute to the supplier. Sniffer will provide a Letter of Comfort to Strathclyde University to formally confirm this arrangement.

To ensure financial security for University of Strathclyde, a new MoU will be issued for all partners to consider and sign. This will be accompanied by a letter from James outlining the reasons for the new agreement. All members are strongly encouraged to arrange for sign off for this new MoU as quickly as possible to enable the procurement to progress, as University of Strathclyde is not able to accept liability for those unable to sign.

It was agreed that a broader paper on revisions to the Terms of Reference for Climate Ready Clyde would be brought to the next meeting. The board thanked James for his role in all of the above, given it extends beyond the normal role of a chair.

5. Executive Subgroup

Staffing costs: As noted above, it was agreed to use the current budget underspend to cover staffing costs for the secretariat while procurement is ongoing.

Risk register: A review of the initiative's risk register will be added to the agenda for the next board meeting.

Work programme: The Executive Subgroup asked the board to take note of two items listed as amber on the work programme tracker.

- **City Deal:** Despite continued effort there has been no further progress in embedding adaptation in the City Deal. The board approved the Executive Subgroup's proposal to approach individual portfolio groups in the hopes of gaining more traction.
- **Risk Screening Toolkit:** In light of new guidance published by Acclimatise, the scope and timeline of this project has been revised. An initial evidence review is underway with a workshop planned for Q1 2018/19. To take account of these revisions the board agreed to amend the project end date to October 2018.

Additional funding bids: A funding bid of £15k investigating Glasgow City Region's adaptation economy has been accepted by the Scottish Government. Discussions are ongoing on a further bid for £35k on piloting adaptation pathways. Allen Hughes highlighted that Scottish Government are keen to continue to support Climate Ready Clyde, but that it wants to see the core activity as self-funding.

AP: Members to arrange for signing of new MoU as a matter of urgency and alert Kit to any difficulties.

AP: Kit to bring a paper on revisions to the Terms of Reference for the next Board Meeting.

AP: Kit to add risk register to agenda for next meeting.

AP: Executive Subgroup to approach targeted City Deal portfolio groups.

6. Impact, Influence and Engagement Subgroup

The Subgroup has now agreed its terms of reference and agreed that in the short term the primary focus is on maximising the impact of the Risk and Opportunity Assessment, but that this needs to be part of its broader communications and engagement strategy. It was agreed to invite Anna Beswick from Adaptation Scotland to present to the group on the strategy used to promote Edinburgh Adapts.

Website: Design work has begun for a Climate Ready Clyde website.

7. Risk and Opportunity Assessment

Work is progressing well on the Risk and Opportunity Assessment. The draft Built Environment chapter is ready to be circulated for comment, with the Infrastructure and Business & Industry chapters soon to follow.

The board reiterated that the Risk and Opportunity Assessment represents both a key output for the initiative members and a key opportunity to engage senior decision makers across the region, both at a political and executive level. Careful management will be needed to ensure the project timeline fits with the various sign-off deadlines required before publication. A fuller discussion on sign-off and presentation of the Risk and Opportunity Assessment will be added to the agenda for the next board meeting.

In the meantime, the Impact Subgroup will begin planning for a combined political and executive level launch event in the Autumn.

8. UK Approach to third round of Adaptation Reporting Power

The UK Government are currently consulting on procedures for the third round of the Adaptation Reporting Power. Reports generated under this power have been useful in the development of the Risk and Opportunity Assessment so it was agreed the initiative will submit a response to the consultation. The response will focus on the need for mandatory reporting, the inclusion of ports and consideration of the food system, as well as making an overarching point about the relationships between infrastructure and city regions to support adaptation and resilience.

9. Proposed change to board meeting dates

The board agreed to look at rescheduling future meetings so they fit more closely with financial quarters. This rescheduling will begin after the next board meeting on 6 June 2018.

AP: Impact subgroup to invite Anna Beswick to present at next meeting on Edinburgh Adapts.

AP: Kit to circulate draft chapters as they become available.

AP: Kit to clarify timetable for Risk and Opportunity Assessment sign-off with Michelle McGuckin.

AP: Members to send Kit details of key individuals to invite to launch event.

AP: Impact group to select launch date and issue 'Save the Date' to key stakeholders.

AP: Kit to draft consultation response and circulate for comment.

AP: Kit to arrange new board meeting dates from July 2018 onwards.

10. Other notable developments

Adaptation Scotland public sector guidance: Climate Ready Clyde members will have the opportunity to trial Adaptation Scotland's refreshed public sector guidance.

ClimateJust: The ClimateJust disadvantage modelling tool was released for Scotland in January. Access it here: <http://www.climatejust.org.uk/>

COACCH: The COACCH project is a three year Horizon2020 funded initiative investigating the costs of indirect climate change impacts such as migration. Glasgow City Region will be used as a case study. More details here: <http://www.coacch.eu/>

ISO standards: Talks are continuing on ISO Adaptation Standards. The latest working drafts can be found on the CRC shared drive.

11. Meeting reflections and date of next meeting

James noted feedback on the structure and form of board meetings is always welcome. This can be sent to him via Jamescurran@hotmail.co.uk

Next meeting: Wednesday 06 June 2018, Venue TBC (N.B future dates to be amended past this point)

Action Point Summary

Number	Action
1	AP: Kit to circulate slides from PWA initial findings presentation.
2	AP: All members to continue to provide data and assistance to help PWA fill evidence gaps as far as possible.
3	AP: Kit to consider community resilience options as part of case studies for PWA economics study.
4	AP: Sniffer to provide Letter of Comfort to University of Strathclyde on arrangements for holding and transferring subscriptions for 2018/19.
5	AP: Sniffer to approach members for 2018/19 subscriptions.
6	AP: James to draft letter to accompany new MoU and circulate to members.
7	AP: Members to arrange for signing of new MoU as a matter of urgency and alert Kit to any difficulties.
8	AP: Kit to bring a paper on revisions to the Terms of Reference for the next Board Meeting.
9	AP: Kit to add risk register to agenda for next meeting.
10	AP: Executive Subgroup to approach targeted City Deal portfolio groups.
11	AP: Impact subgroup to invite Anna Beswick to present at next meeting on Edinburgh Adapts.

12	AP: Kit to circulate draft chapters of risk and Opportunity Assessment as they become available.
13	AP: Kit to clarify timetable for Risk and Opportunity Assessment sign-off with Michelle McGuckin.
14	AP: Members to send Kit details of key individuals to invite to Risk and Opportunity Assessment launch event.
15	AP: Impact group to select launch date for Risk and Opportunity Assessment and issue 'Save the Date' to key stakeholders.
16	AP: Kit to draft consultation response on Adaptation Reporting Power 3 rd Round and circulate for comment.
17	AP: Kit to arrange new board meeting dates from July 2018 onwards.