

Leeds Climate Commission Terms of Reference

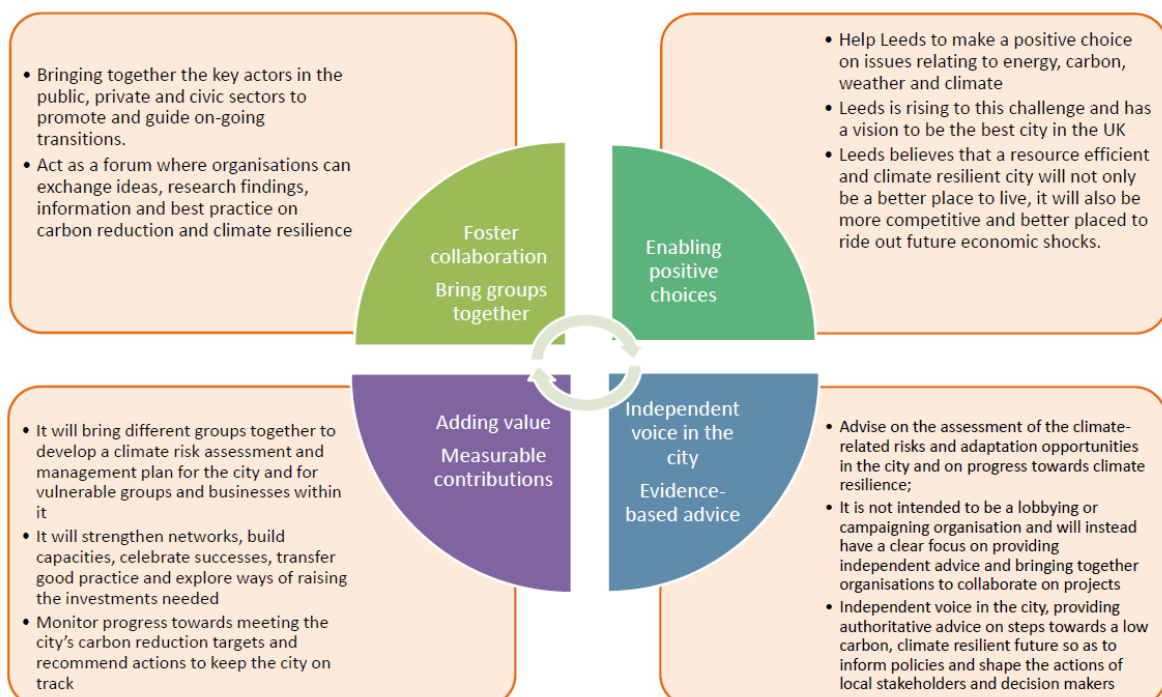
1. Background and Context

- 1.1. Leeds believes that a resource efficient and climate resilient city will not only be a better place to live, it will also be more competitive and better placed to ride out future economic shocks. Leading research by the Centre for Low Carbon Futures / University of Leeds ([A Mini-Stern Review for the City of Leeds 2017](#)) has set out the strategic business case for investment and commercialisation of low carbon projects.
- 1.2. Leeds is rising to this challenge and has a vision to be the best city in the UK. A top priority is tackling climate change and creating a prosperous, sustainable economy. While significant progress has been made towards achieving city-wide carbon reduction targets, with Leeds City Council taking a leading role, many of the economically advantageous carbon reduction opportunities identified in the Mini-Stern review remain unrealised at a city-wide level. Opportunities to reduce vulnerability to climate-related risks such as flooding also remain under exploited.
- 1.3. In the face of a challenging national policy context and the limitations on what Leeds City Council can achieve on its own, the value in bringing together key city partners to form a Commission to mirror the national Committee on Climate Change was recognised and Leeds Climate Commission launched in September 2017.

2. Vision

Leeds
Climate
Commission

VISIONING MATRIX



3. Scope

3.1. Leeds Climate Commission was formally established in January 2017 and its first phase runs until December 2018. Progress will then be reviewed and the second phase will run January 2019 to December 2019.

3.2. Leeds Climate Commission:

- Promotes leadership in the city on climate change, encouraging stakeholders to take effective action now, while maintaining a long term perspective;
- Provides authoritative independent advice on the most effective steps required to meet the city's carbon reduction target so as to inform policies and actions of local stakeholders and decision makers;
- Monitors and reports on progress towards meeting the city's carbon targets and recommends actions to keep on track;
- Advises on the assessment of climate-related risks and adaptation opportunities in the city and on progress towards climate resilience;
- Brings together major organisations and key groups in Leeds to collaborate on projects that result in measurable contributions towards meeting the city's climate reduction target;
- Makes the economic case for project development, implementation and investment in low carbon and climate resilient projects in the city;.
- Promotes best practice in public engagement on climate change and its impacts in order to support robust decision-making;
- Acts as a forum where organisations can exchange ideas, research findings, information and best practice on carbon reduction and climate resilience.

3.3. It is also important to be clear about what Leeds Climate Commission does not cover. Although it engages with and has representation from the private sector and civil society, it is not intended to be a lobbying or campaigning organisation and instead has a clear focus on providing independent advice and bringing together organisations to collaborate on projects. It may, however, act as an advocate for further devolved powers which would enable the city to achieve more.

3.4. Leeds Climate Commission covers the geographic area of the unitary authority of Leeds City Council.

4. Deliverables

4.1. Leeds Climate Commission aims to achieve the following deliverables:-

- The collation of existing carbon reduction targets and measures for organisations across the city using an agreed methodology;
- Agreed strategic and shared priorities and opportunities for carbon reduction and climate resilience across the city;
- To support Leeds based organisations' understanding of the importance of energy and low carbon initiatives to the success of their business and helping overcome barriers to successful implementation. The aim is to

facilitate the start of a pipeline of investable low-carbon projects within the city which will be supported by work to address perceived barriers to the availability of cost effective finance.

- Collaborations with other organisations to identify effective carbon reduction and climate resilience measures, research and develop projects, and attract funding for project development and/or delivery;
- An annual report monitoring project delivery and evaluating progress across the city towards the city's climate reduction target and advising on future measures and updating data on emissions in line with the city's commitments under the European Covenant of Mayors.

5. Membership

5.1. Membership of Leeds Climate Commission is open to individuals representing key organisations from the public, private and civic sectors across the city who can contribute to the development and delivery of a low carbon and/or climate resilient economy/society in Leeds. The balance of membership of the Commission reflects the need for cross-city representation and for it to address both climate mitigation and resilience. Prior to appointment, members must have ensured that their participation in the Commission has been authorised at a senior level within their organisation.

5.2. The Commission is exploring mechanisms for wider participation with its work.

5.3. Members of Leeds Climate Commission are recruited periodically via an open process. Members are appointed on the basis :-

- That they are representative of a significant organisation or sector;
- That they will engage with their organisation and sector to promote the work of Leeds Climate Commission;
- That although some members will represent large organisations which can make a specific commitment, others may be able to represent their sector (e.g. housing / small businesses) but cannot make commitments on behalf of their sector;
- That they can deliver useful, accurate and timely data to Leeds Climate Commission;
- That they can demonstrate expertise, knowledge, leadership and skills to contribute usefully to the expert work of Leeds Climate Commission;
- That they can commit the required amount of time to Leeds Climate Commission;
- That they have access to good networks and connections that will add value to Leeds Climate Commission;
- That they are available to attend Leeds Climate Commission Strategy Group or Working Group meetings. Alternate representatives would not usually be allowed to attend. If a member is absent for three meetings in succession, membership will be reviewed and may be revoked.

6. Governance

6.1. Leeds Climate Commission is an independent advisory body, chaired currently by the University of Leeds which also provides a secretariat. Leeds City Council acts as Vice-Chair.

6.2. In order to ensure accountability and scrutiny of the work of the Commission and an opportunity to report the progress that is being made by all sectors and partners towards the city's carbon reduction target, Leeds Climate Commission reports progress on an annual basis to Leeds City Council and other city wide fora as appropriate.

6.3. Leeds Climate Commission comprises:-

The Strategy Group:

Comprising a Chair (currently from the University of Leeds), Vice-Chair (currently from Leeds City Council) and representatives from key organisations or sectors, including at least one person from each Working Group. The Strategy group meets four times per year:

- To oversee the programme of deliverables;
- To take an overview of initiatives, projects and activities to ensure co-ordination, reduce duplication and foster synergy between projects;
- To act as a problem-solving forum;
- To agree, communicate and publish advice on meeting carbon reduction targets;
- To agree, communicate and publish advice on risk / opportunity assessment of climate change.

Low Carbon Working Group:

The group meets four times per year and focuses on:

- Information gathering by monitoring the performance of actual and proposed projects in the city, capturing carbon reduction data in an agreed format and preparing reports;
- Extending the Mini-Stern methodology to include consumption based emissions to give a more complete picture of the contribution of the city to carbon emissions;
- Overseeing effective mechanisms to bring projects from different stakeholders together where appropriate in order to achieve economies of scale or greater strategic synergy between projects;
- Project portfolio delivery, funding and finance by taking a city-wide view of the carbon reduction and resilience projects and how they could be financed, including securing funding for the work of the Leeds Climate Commission.

Climate resilience Working Group:

The group meets four times per year and focuses on:

- Reviewing the range of climate adaptation initiatives in the city;
- Overseeing the assembly of information about climate resilience projects across the city paying particular attention to where Leeds Climate Commission can add value to existing initiatives.

Engagement & Communication Working Group:

The group meets four times per year and focuses on:

- Providing guidance on what constitutes best practice for climate change related communications;
- Identifying opportunities in the City to communicate issues relating to climate change and opportunities for involvement;
- Providing guidance on how Leeds Climate Commission best communicates its work and adding value and expertise to relevant projects.

6.4. At each Strategy Group or Working Group meeting, the Chair, or in his / her absence, the Vice Chair, shall preside. A Strategy Group meeting will be quorate if either the Chair or Vice Chair as well as seven members are present. A Working Group meeting will be quorate if either the Chair or Vice Chair as well as two members are present.

6.5. Decisions within Leeds Climate Commission are made jointly with a preference for a consensus-based approach to decision-making. If a vote is taken, each member of Leeds Climate Commission is entitled to one vote, with a two-thirds majority being required.

7. Principles

7.1. The following principles are proposed within which Leeds Climate Commission is expected to operate:-

- No party has a monopoly on best practice, initiative or solution
- All information is shared openly where possible
- Problems are solved jointly
- Innovative proposals are positively received and reviewed
- Working relationships are friendly
- Wherever possible risks are shared
- Work is delivered to the highest standards of quality

7.2. Working Group Participation Principles:-

- Membership of the Commission and its Working Groups does imply a degree of shared ownership to help to ensure that priorities are delivered;
- Membership of the Commission and its Working Groups is not remunerated, but is mutually beneficial to the work of the Commission members;

- Each priority for the Commission needs to be led by a member of the Commission or its Working Groups who will update progress regularly;
- A priority leader can draw on the resources and skills of other members of the Commission or its Working Groups in order to progress the priority;
- The Commission Secretariat is there to help facilitate the achievement of priorities through acting as a central resource for the administration, organisation and associated activities, but not leading priorities.

Leeds Climate Commission, September 2018