

Calderdale Climate Action Partnership

Terms of Reference (January 2023)

Purpose:

To provide overall oversight of the development and delivery of Calderdale's place based multi-agency Climate Action Plan, informed by the Calderdale Emissions Reduction pathway.

Responsibilities

- Oversee the development, review and updating of Calderdale's Climate Action Plan setting out how Calderdale will achieve the goal of net zero by 2038 with significant progress by 2030
- Oversee and enable the delivery of Calderdale's Climate Action Plan, addressing key challenges and identifying how to overcome barriers to progress
- Monitor progress towards Calderdale's net zero goal and identify and agree additional action to be taken to ensure that progress remains on trajectory
- Provide visible leadership to the climate change agenda, inspiring the public and partners to contribute to climate action
- Support, challenge and scrutinise the contribution that each partner and wider sector is making to the delivery of the Climate Action Plan, to maximise the impact of that partners make to tackling climate change
- Influence and lobby partners within and beyond Calderdale including West Yorkshire Combined Authority and central Government for investment, resource and policy support to reduction of greenhouse gases in Calderdale
- Deliver and monitor actions from the Shared Voice domain of the Climate Action Plan which encompasses the strands of governance, influencing, leading by example, visibility and working cross-regionally.

Chair

- The partnership will be chaired by Calderdale Council Cabinet Member for Climate Change and Resilience
- The Partnership will elect a deputy chair

Membership

Organisation/ Sector	Role	Appointed by	Voting
Calderdale Council 7 Councillors (4 from the administration's group; 3 from opposition groups)	Cllr Scott Patient - Cabinet Member for Climate Change and Resilience	Leader of the Council	Voting
	Cllr Jenny Lyn - Councillor nominated by the Leader of the Council	Leader of the Council	
	Cllr Helen Brundell - Councillor nominated by the Leader of the Council	Leader of the Council	
	Cllr Roisin Cavanagh - Councillor nominated by the Leader of the Council	Leader of the Council	
	Cllr Regan Dickenson - Councillor nominated by the Leader of the Opposition	Leader of the opposition	
	Cllr James Backer - Councillor nominated additional opposition group	Additional opposition groups	
	Cllr Martin Hay - Councillor nominated additional opposition group	Additional opposition groups	
2 x Members of the Calderdale Youth council	Will Solomon Ella Wingrave Members of the Youth Parliament / Youth Council	Calderdale Youth Council	Voting
2 x Business Sector representative	Natalie Denby - Just Gaia Matt Taylor - Forest and Land / South Pennine Farmers	Calderdale Businesses	Voting
4 x Voluntary and Community Sector Representatives	Andy Bray - Calder Rivers Trust Rachel Johnson - Calderdale Green New Deal	Calderdale local voluntary and community sector (Voting rights will be determined by the 4 voluntary and community	2 x Voting 2 x non voting

	Finn Jenson, Calderdale Trades Council 1 x Vacancy	sector representatives at the beginning of each year)	
Local NHS representative	TBC	Calderdale Cares Partnership Board	Voting
Patrick Berry	Patrick Berry, Together Housing	Calderdale Housing Consortium	Voting
Calderdale Council	Director of Public Health / Lead Officer for Climate Change	Calderdale Council Chief Executive	Non-voting

Substitutes

- Members of the partnership may nominate a named substitute to join the meetings in their place if they are unable to attend. Substitute attendees should be notified to the Calderdale Council Committee Services prior to the meeting.

Reporting

- The Partnership will report to Calderdale Council on progress with the delivery of the Climate Action Plan, including through an annual Climate Action Report to Calderdale Cabinet.
- The Partnership's relationship with Calderdale Council will be advisory and any decisions requiring a budgetary commitment of the Council will be referred to Calderdale Council Cabinet for decision
- Likewise, any decisions with budgetary implications for partner organisations will be referred to their own governance mechanisms e.g. governing bodies, boards of directors, boards of trustees

Tenure

- Calderdale Council elected members will be nominated to serve as members of the partnership at the beginning of each municipal year
- The tenure for other members of the partnership will be 2 years, with a maximum of 2 terms (4 years)

Meeting frequency

- Formal meetings of the partnership will take place every three months

- A programme of formal meetings will be scheduled at the beginning of each municipal year.
- In between the formal meetings, informal meetings of the partnership will take place, with the dates set out in advance.
- Formal meetings held at Halifax Town Hall will be webcast so to enable them to be viewed by the public
- One face to face meeting will take place each year in a community venue to enable the public to attend in person. These annual face to face meetings will take place in venues across the borough.

Quoracy

- The meeting will be quorate when at least 3 councillors and 2 other voting members are in attendance

Task Groups

- In order to enable focused collaborative action to achieve the outcomes in the Climate Action Plan, task groups will be established for each Climate Action Plan theme. Their role will be to co-ordinate the themes of the Climate Action Plan.
- Task groups will report to and be directed by the Calderdale Climate Action Partnership. They are not intended to be decision making groups.
- The following task groups will be established:
 - Transport
 - Green Economy / Sustainable Businesses
 - Land & Nature
 - Warm and Resilient Buildings
 - Community Climate Action
- Each task group will be chaired by a member of the Climate Action Partnership and will have a Calderdale Council Officer in support
- Task groups will include relevant partners with influence and expertise in the specific area
- The shared voice domain of the Climate Action Plan will be led by the Climate Action Partnership and these roles are reflected in the responsibilities of the Climate Action Partnership above

Agenda

- The agenda of the meetings of the Climate Action Plan will focus on development, delivery and review of Calderdale's Climate Action Plan
- Members of the Partnership will be encouraged to put items on the agenda of formal and informal meetings
- Formal meetings will include reports of progress with specific elements of the Climate Action Plan through reports from task groups, giving the opportunity for the Partnership to consider each element in detail at least once a year.

Review:

- These draft terms of reference of Calderdale Climate Action Partnership will be reviewed by at the first meeting of the partnership and then annually. Annual reviews will consider frequency, membership, remit, voting rights, location/ virtual and role of task groups