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| Bristol One City Logo | **Environmental Sustainability Board** | cid:image001.png@01D1DEB1.1AA9AC40 |
| Role description for potential members |
| 2 May 2019 |

In January 2019, Bristol came together as a city to publish the first iteration of the [One City Plan](https://www.bristolonecity.com/) and agree to work towards its vision of “a fair, healthy and sustainable city” by 2050.

Six thematic ‘One City’ boards will drive action and deliver on the goals set out in the Plan. A new Environmental Sustainability (ES) Board will sit alongside boards covering the economy, health & wellbeing, homes, transport and learning. This Board and its members will lead, support and advise on action to deliver environmental sustainability aspects of the [One City Plan](https://www.bristolonecity.com/) and [*Our Future*](http://bristolgreencapital.org/bristol-green-capital-partnership-launches-future-vision-environmentally-sustainable-bristol/), including accelerating progress towards carbon neutrality.

**Are you excited to help deliver this vision of an environmentally sustainable and inclusive city?**

If so, we are seeking expressions of interest from a range of people from varied backgrounds, both from key organisations and/or those with expertise in relevant sectors to bring their experience, resources, knowledge and networks to help lead Bristol’s journey towards becoming a more a sustainable city with a high quality of life for all.

The leadership capability we are looking for could involve a range of areas, such as:

* a senior role in a business or other organisation with environmental and/or carbon footprints in the city, for example having a large estate or operations involving a large volume of travel within Bristol;
* providing the city with vital infrastructure and/or services that will be key to achieving the ES Board’s objectives, for example a utility;
* being from a key policy or regulatory body that influences the environmental outcomes and/or carbon emissions of the city;
* being a key thought-leader and/or influencer, with an ability to shape or influence public, business and/or organisational opinion and actions in the city;
* having other influence in the city, region or country which can assist with the Board’s goals.

**Membership & diversity**

The first ES Board is scheduled for Wednesday 10 July, and will be co-chaired by the Mayor of Bristol.

We will be seeking to ensure that the ES Board’s membership is as diverse as possible, to ensure its members can bring to discussions views from a range of the city’s communities. We are undertaking an open ‘expressions of interest’ process to help achieve this. We are keen to strive for gender equality on the ES Board, as well as encourage applications from people with knowledge, skills and/or experience of the following groups that risk being under-represented:

* black and minority ethnic communities;
* people with disabilities; and/or
* young people aged 18-24 (we also work with the Youth Mayors & Youth Council, ages 11-18).

Support and mentoring will be offered to any successful candidates who feel that this would help them to play a full and active role in the ES Board’s work. An accessibility fund will be available for member of the ES Board to assist with the costs associated participating as a member of the Board, including: travel, subsistence, childcare or other care costs, office supplies/equipment, and/or other accommodations that might be needed.

**What we are looking for**

We are seeking ideally around 15-20 people members of the ES Board. While the successful candidate will be appointed as an ES Board member in an individual capacity, they may represent a specific business or organisation. As ES Board members will be responsible for its success, candidates must demonstrate an ability and willingness to work collaboratively.

Further qualities, skills/abilities and experiences that will be sought when making appointments are outlined below, but no individual candidate is expected to be able to offer all of these:

**Qualities:** candidates should

* reside, work and/or have a strong business or personal interest in the city or region;
* have skills/expertise in different aspects of environmental sustainability;
* be able to show willingness and ability to engage with other aspects of environmental sustainability and beyond, in line with the One City approach;
* have agency to affect change, such as scale or impact of their business or organisation, their personal influence or skills/expertise; and
* have an ability to influence outcomes within their own organisations and/or in other fora;
* be keen to provide city-level environmental sustainability leadership.

**Skills:** candidates may be

* able to collaborate with fellow Board members, the other 5 ‘One City’ boards, the City Office as well as other groups and organisations;
* able to offer and receive constructive challenge where necessary;
* able to influence others and act as a thought-leader;
* have experience of driving significant change within organisations and/or communities;
* technical and/or academic knowledge of environmental sustainability issues including environmental equality; and/or
* well-positioned to influence and/or leverage resources to deliver environmental sustainability outcomes or influence policy-making to do so.

**Knowledge:\*** candidates may have:

* expertise in (but not limited to) the 5 themes of energy, food, nature, resources and transport;
* in creating interest and engaging others in environmental sustainability;
* awareness of Bristol’s environmental sustainability community; and/or
* expertise and influence to will help to address systemic environmental sustainability issues and resolve barriers.

\* A Bristol Advisory Committee on Climate Change will also be created to provide the ES Board and the other One City boards with technical expertise of specific relevance to achieving a carbon neutral city. If you feel that your qualities, skills or knowledge would be more applicable to this Advisory Committee, please send a brief introductory email to [environment@bristolonecity.com](mailto:environment@bristolonecity.com).

**Additional information**

**Time commitment:** Members will be expected to attend 4 meetings a year (quarterly) and respond an *ad hoc* basis to emails and phone calls between these. Meetings are likely to be in a central Bristol location and likely to last for around 3 hours. The overall commitment time is expected to be between 5 and 10 days each year There are likely to be further opportunities to engage with cross-theme One City Plan working groups, etc. but these would not be a requirement for members.

**Term of appointment:** Members of theES Board will be appointed for 2 years in the first instance. It is also anticipated the Board will also undertake one-year review in mid-2020.

**Eligibility:** The ES Board will also include a member of Bristol City Council’s senior management and a representative of Bristol Green Capital Partnership. Other than the BCC Senior Management level member, candidates must not be officials of any of the four local authorities in the West of England region nor of the West of England Combined Authority. Officials from all of these institutions will be invited to attend as observers. Additionally, other than the Mayor of Bristol, ES Board members will not be able to hold or actively seek political office, nor be a political spokesperson, but this does not preclude Board members from being a member of a political party. Employees of Bristol Green Capital Partnership CIC, which will provide the secretariat for the ES Board, are not eligible to apply.

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| **How to apply** |
| **To express your interest in joining this new Board, please send a CV (maximum 2 pages) and also a maximum of 250 words on why you feel you would suit the role, along with a voluntary, optional equalities monitoring form by 0900 on 20 May 2019 to** [**environment@bristolonecity.com**](mailto:environment@bristolonecity.com)**.**  **Please also state in your expression of interest if you would be interested in co‑chairing the ES Board. It would greatly help us if you could include your availability in w/c 20 May 2019 for an informal call, and your availability for the ES Board’s first meeting on Wednesday 10 July, from 11am to 2pm, at a central Bristol location to be confirmed. If you are unable to attend this first meeting, this will not preclude you from joining the ES Board.**  **To arrange an informal call about the role email** [**environment@bristolonecity.com**](mailto:environment@bristolonecity.com)**.**  Expressions of interest and CVs will be kept confidential and managed in line with the Data Protection Act and General Data Protection Regulations. Such information will be shared with Bristol Green Capital Partnership CIC and panel members to enable the recruitment process.  We are also asking applicants to complete a voluntary equalities monitoring form. This is optional, but will help us to measure progress on diversity. These will be stored and analysed by the City Office and not shared with panel members nor play a role in the selection process. |

**Appointment process:** A panel made up of representatives of Bristol Green Capital Partnership, Bristol City Council and the wider city stakeholders will appoint members of the Board from the expressions received based on the information outlined above. While formal interviews are not planned, a member of the panel may contact candidates for an informal discussion about the role.

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| 20 May, 9am | ES Board expressions of interest close |
| w/c 20 May | possible informal phone calls with candidates & appointment panel meets: candidates are requested advise on their availability this week for such calls (this will not be a selection criterion) |
| By 31 May | successful candidates notified |
| 5 July | City Gathering, timing/location tbc (members may wish to consider attending) |
| 10 July | first meeting of the ES Board: candidates are requested advise on availability for 10 July (11am-2pm) and to hold this if available (this will not be a selection criterion) |

**About the City Office:**Established in 2016, the [City Office](http://www.bristolonecity.com) is a team of colleagues seconded from different organisations in the city that act as the co-ordination hub for the One City Approach. Currently based in City Hall, with a core team funded by Bristol City Council, the team are responsible for developing and embedding the One City governance framework, promoting the One City Approach locally, nationally and internationally, and supporting delivery of the One City Plan.

**About Bristol City Council:** [Bristol City Council](http://www.bristol.gov.uk) is the local authority for the city of Bristol. The council is a unitary authority, and its executive function is controlled by a directly elected mayor. Bristol has 35 wards, electing a total of 70 councillors.

**About Bristol Green Capital Partnership:** Founded in 2007, [Bristol Green Capital Partnership](http://www.bristolgreencapital.org) is a unique partnership of 850+ business and other organisations that have committed to working towards Bristol becoming a sustainable city with a high-quality of life for all. The Mayor of Bristol invited Bristol Green Capital Partnership CIC, the company which supports the member organisations, to create and facilitate the new Environmental Sustainability Board.

**Annex: Environmental Sustainability Board – purpose & activities**

The ES Board will:

* support, advise and where appropriate direct action to deliver on the One City Plan vision of “a fair, healthy and sustainable city” by 2050;
* shape, influence, lead and drive forward the delivery of environmental sustainability aspects of the One City Plan, guided by and converging with *Our Future*, Bristol Green Capital Partnership’s environmental sustainability vision;
* lead and drive forward accelerating progress towards a carbon neutral city among and with all One City Boards and structures, including the City Office team, and other key city partners;
* enable delivery of the One City Plan/*Our Future* and carbon neutral objectives through the strategies, plans and practices of the organisations and other partnerships or organisations of which members of the Board are part;
* adopt an inclusive approach, with a key aim of environmental equality alongside social and economic equality in Bristol;
* engage with other One City boards and their members and where necessary provide constructive challenge, so as to ensure their activities are aligned with – and ideally contribute positively to – environmental sustainability dimensions of the One City Plan/*Our Future*, and vice versa;
* receive reports from Council and other relevant stakeholders, businesses or organisations as appropriate;
* offer advice and/or recommendations to the Mayor of Bristol and/or the Cabinet on decisions on environmental sustainability-related matters, the allocation of regional and central government funding and investments, and funding bids, and other relevant businesses or organisations as appropriate;
* where necessary, use its expertise and to address systemic environmental sustainability issues and resolve barriers;
* develop and promote a city voice for environmental sustainability that has influence beyond city boundaries, including regional and national policy, government and other bodies; and
* ensure interactions with relevant stakeholders, policies and initiatives at community, city, regional, national and potentially global levels.

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| Bristol One City Logo | **Environmental Sustainability Board** | cid:image001.png@01D1DEB1.1AA9AC40 |
| **Equalities monitoring form** |
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The Environmental Sustainability Board is seeking to ensure that its membership is diverse, so that its members are able to bring to the Board views from a range of the city’s communities.

This form is optional, but will help us to measure progress on diversity. Information provided will be treated confidentially and in accordance with the General Data Protection Regulation (GDPR). These will be stored and analysed by the City Office and not shared with panel members nor play a role in the selection process.

**Please answer the questions below by ticking the boxes that you feel most describes you.**

**What is your age?**

18-24  25-34  35-44  45-54  55-64  65-74

75-84  85 +  Prefer not to say

**Do you consider yourself to be a disabled person?**

Yes  No  Prefer not to say

**What is your sex?**

Female  Male  Other (please describe) \_\_\_\_\_\_\_  Prefer not say

**Have you gone through any part of a gender reassignment process or do you intend to?**

Yes  No  Prefer not to say

**What is your ethnic group? (please tick one box only)**

White British  White Irish  White Other

Black /African / Caribbean / Black British

Asian / Asian British

Mixed / Multi ethnic group

Gypsy / Roma / Irish Traveller

Any other ethnic background (please describe) \_\_\_\_\_\_\_ Prefer not to say

**What is your sexual orientation?**

Bisexual  Gay Man  Gay Woman / Lesbian  Heterosexual / Straight

Prefer not to say  Other (please describe) \_\_\_\_\_\_\_\_\_\_

**What is your religion / faith?**

No Religion  Buddhist  Christian  Hindu

Jewish  Muslim  Pagan  Sikh

Prefer not to say  Other (please describe) \_\_\_\_\_\_\_\_\_\_

**Are you a refugee or asylum seeker?**

Yes  No  Prefer not to say

**What is your postcode? (This helps us to understand diversity in different areas of Bristol)**

e.g. BS1 5TR Click or tap here to enter text.

**Do not wish to provide\***

I do not wish to provide any of the information requested on this form

\*Completion of this form is voluntary