

Present	Andrew Linfoot (Jacobs) [AL], Andy Hicklin (Environment Agency) [AH], Ann Cousins (Arup) [AC], Benn Ross (Bristol Energy) [BR], Dale Southerton (Cabot Institute) [DS], Dan Green (Wessex Water) [DG], Gwen Frost (Bristol Waste) [GF], Iain McGuffog (Bristol Water) [IM], Ian Barrett (Avon Wildlife Trust) [IB], Jessica Ferrow (Bristol Green Capital Partnership) [JF], Katherine Piper (Future Economy Network) [KP], Marvin Rees (Mayor of Bristol) [Mayor], Poppy Brett (Life Cycle UK) [PB], Sara Telahoun (Anthesis) [ST], Savita Willmott (Natural History Consortium) [SW], Simon Roberts (Centre for Sustainable Energy) [SR], Simon Wood (North Bristol NHS Trust) [SW], Zoe Willcox (Bristol City Council) [ZW]	
Secretariat	Bristol Green Capital Partnership CIC: Ian Townsend (CEO) [IJT] & Lizzi Testani (Operations Manager) [LT]	
Observers	North Somerset Council, South Gloucestershire Council, West of England Combined Authority; apologies received from Bath & NE Somerset Council	
Invitees	Alex Minshull (BCC sustainability team) [AM], Ed Rowberry (City Office) [ER]; Dr Jo House (University of Bristol Cabot Institute) [JH]	
		Actions
FORMAL MEETING		
(1) ES Board TORs: consideration & adoption		
<p>Board members were asked to approve ToRs with suggested amendment. The following points were made in discussion:</p> <ul style="list-style-type: none"> Drafting mistake noted - p7 of annex – ‘quarterly monthly’: agreed to delete ‘monthly’ Clause 22 on confidentiality was queried and discussed. It was agreed that the group would operate under the Chatham House rule (say what was discussed, but not who said what). Any confidential items will be specifically flagged. <p>Mayor confirmed with Board members that – taking these comments into account – the ToRs were adopted, and that the formal session under those TORs would now begin.</p>		[LT] to make edits as agreed & share TORs in final form
(2) Quorum & appointment of co-chair		
<p>[IJT] confirmed the quorum is 50% of board members present was met. [IJT] outlined role and responsibilities of the co-chair role. Nominations were invited. [AC] and [SW] expressed interest co-chairing. [SW] was content for [AC] to be proposed, which was seconded by [SR]. [Mayor] confirmed with members that [AC] was therefore appointed co-chair for one year in the first instance.</p>		n/a
(3) Register of members’ interests		
<p>The draft register of interests was circulated for any additions. It was agreed to include known organisational affiliations and roles in the register.</p>		[LT] to update the register to include known

<p>Members confirmed that they had no interests to declare in relation to the items on the agenda for this meeting.</p>	<p>organisational affiliations/roles</p>
<p>(4) Finalising Board membership</p>	
<p>[IJT] outlined the recruitment process for the Board and that, given the outcome, further work was needed to achieve the desired levels of representation of communities.</p> <p>[Mayor] emphasised that it was important for the Board to be inclusive.</p> <p>The following points were made in discussion:</p> <ul style="list-style-type: none"> • the need for plain language in any role description to be inclusive; • the issue of support for those not being supported by their business or organisations to attend; • whether the 3 additional roles would have the same role expectations as the initial EOI process; this was confirmed; • that these members could not possibly be ‘the voice’ of their community, but that they needed connectivity with the communities identified; • that the youth role may not require the same level of expertise, with consideration of a mentoring role, noting the mentoring offer included in the original EOI which could be developed; • mentoring people onto One City boards was an opportunity for all 6 of the boards. <p>[Mayor] invited members to share any suggestions for potential candidates for these communities, and sought authority for co-chairs to lead progressing the process for recruiting and selecting the additional members.</p> <p>It was agreed to delegate the process to the co-chairs.</p> <p>It was also noted that should members be unable to attend and they wished to send an empowered alternate, they could consider who they were sending.</p>	<p>[City Office] to work with [IJT/LT] to develop process to fill 3 places</p>
<p>(5) Board business, openness & transparency</p>	
<p>The Board discussed how to develop the Board’s future agenda and how meetings could be structured to promote new ideas and thinking, e.g. facilitated sessions.</p> <p>[ER] outlined that each of the 6 One City boards operate differently with different processes: some had delegated decision-making authority from the Council when they were established and some were statutory.</p> <p>While it was for each Board to decide its degree of transparency, the City Office recommends that TORs, membership details and minutes & key actions, and are available on the Bristol One City website.</p> <p>There is no requirement for publication as they are not decision-making boards however if the boards make recommendations for example to the Council then these details need to be included in papers for that decision-making process to provide a clear audit trail.</p> <p>The City Office will provide a formal guidance note supported with legal advice from the Council’s legal team along with up-to-date FOI guidance for Board members. This would be circulated within the month following legal advice.</p>	<p>[IJT/LT] to (a) seek agenda items several weeks in advance of meetings; and (b) consider creative breakouts for all meeting agendas</p> <p>[ER] to share City Office guidance with [LT] to share with members</p>

The following points were made in discussion:

- Members supported transparency and openness, while recognising that some confidential information may be considered by the board and maintained as such;
- the Board had limited secretariat support and therefore should avoid processes which cannot be maintained or which would detract from the Board's ability to discuss matters frankly and to take action.

It was agreed that:

- **ES Board ToRs would be published the One City website;**
- **meeting agendas would be published in advance, giving people an opportunity to see what was coming up for discussion;**
- **people would be able to observe formal meetings, but not make contributions or statements and there would be provision for some items to be considered in private;**
- **The Board could hold informal sessions and sub-group/task and finish sessions in private.**

On public/stakeholder engagement, it was noted that the OCP review (next item) would involve stakeholder engagement, and that the 'environment@bristolonecity.com' email address should be used.

It was agreed that proposals on wider stakeholder engagement would be brought to the next meeting.

[City Office/ IJT] to bring engagement proposals to next meeting

(6) One City Plan review/annual refresh

[ER] described the relationship between the ES Board and the One City Plan, notably:

- (1) the Boards would lead on the annual One City Plan refresh, with the next due to be published in January 2020 – which was not so far away;
- (2) the Board should make asks/offers to other boards and city stakeholders; and
- (3) presenting work and updates to the City Gatherings which take place every 6 months.

[ER] posed two questions:

1. What does the City Office need to have achieved by the next Board meeting (1 October) to have a decent input into that refresh?
2. How far and wide does the Board wish to go with engagement on this? He noted that the City Office was planning online consultation across the whole One City Plan which would reach different parts of the city.

It was agreed that the Board had a key role to play and has expertise to contribute.

It was agreed that a Task and Finish Group would meet for half a day to look at the Environment Theme and across the plan's other themes.

It was noted that the Bristol Green Capital Partnership's *Our Future* environmental sustainability vision would be a good basis for review of the plan. This was based on consultation with Partnership member experts across the 5 themes of energy, food, resources, energy and transport.

T&F half-day session on the One City Plan to include [BR/AL/AH/GF/PB/SR/JF/DS] + [JH] for BACCC

It was noted that there are distinct strands within the *Our Future* environmental sustainability vision, and that some members of the Board would be able to seek feedback from certain stakeholder groups, for example the West of England Nature Partnership.

On refresh scope, it was agreed that this:

- **would look at the progress with the actions currently in the One City Plan as well as revisions/new actions for the future;**
- **would involve all the themes, with the aim of embedding environmental sustainability in these; and**
- **Board would also need to consider embedding other themes' priorities into the environmental theme of the One City Plan.**

It was suggested that the Task & Finish group should focus on the next 10 years, rather than the on the longer-term.

The City Gathering the previous week had included 2 breakout groups on the environment theme, and that detailed already have some feedback which was being collated and would be shared with Members.

[IJT] reported top-level feedback from the City Gathering workshops: a high level of engagement, a focus on processes (how actions were arrived at, how these would be achieved (including resourcing), communication, community/citizen engagement. There had also been more thematic contributions, notably on transport (a distinct One City Plan theme/board), and linkages between themes had been highlighted.

[IJT] summarised a rapid red-amber-green (RAG) rating of progress on the 2019 and 2020 environment theme goals: the former were either in train or under active consideration, but more information was needed on the 2020 goals.

In discussion it was noted that:

- responsibility for delivery of the One City Plan should be shared widely in the city;
- some targets are very long term (e.g. doubling tree canopy cover by 2050), but action for these also needed to be taken now;
- the One City Plan actions emerged from wide consultation, and this was an opportunity to engage more closely, and not get too distracted by the details that are there at the moment;
- 'Going for Gold' was an example of what businesses and other organisations across the city could do right now and it was suggested that this could be showcased at the next Board meeting.

[LT] to confirm date for 'deep dive' session ASAP to bring suggestions back to the Board and highlight key issues they think need wider discussion with the group as a whole.

[IJT/LT] explore a Going for Gold for next meeting agenda and speaker

(7) Climate Emergency & 'One City' Strategy / Advisory Committee update

[AM] shared with the group the 'multi-agency emergency management' process, a well-established model for responding to emergencies. He invited the ES Board to be the 'strategic co-ordination' group within the model.

He noted that the emergency model draws on expert advice. It is therefore proposed to create an Advisory Committee on Climate Change which will contribute technical expertise to the City Office, thematic boards and the proposed climate strategy.

He noted that the Mayor had invited Dr Jo House (University of Bristol) and Jim Prof Longhurst (University of the West of England) to set up the Advisory Committee, and that it was intended to link this with the UK Committee on Climate Change.

[JH] provided further details of the Advisory Committee:

- it would: cover both mitigation and adaptation; advise on requests from this and other boards, and also give advice proactively; an audit process; contribute to the proposed climate strategy.
- Bristol Green Capital Partnership would provide administrative support.
- There was currently no specific funding for this, but there was potential access to other funding streams.
- members would be selected through a similar open 'expression of interest' process as used for this Board with a deadline of 9 September;
- an initial open workshop would be held on 27 September to explore its role and scope, with a first formal meeting in October.
- the academic lead has worked with Bristol Green Capital Partnership and Bristol City Council on a bid to the Placed-Based Climate Action Network (P-CAN), which is funded Research Councils, that would enable additional work with equalities groups on communication and behaviour change.

[AM] shared the aim to bring together existing activity and 'what needs to happen' in a Climate Change Strategy for Bristol, addressing both carbon reduction and adaptation. The focus would be on now and the next few years to reach the longer-term outcomes that are desired, including what is needed from national and regional government.

[AM] also highlighted findings from the Baseline Carbon Emissions highlighted in the Mayor's Action Plan which showed that even the most ambitious scenario reached emissions reduction of only 50% from 2016 levels by 2030, and that there was therefore scope and need for local action to deliver greater impact.

[AM] noted concern in every part of the city, and this work needed to incorporate public engagement, because many local people want to take action. A citizen's assembly was one such proposal, which would require substantial resources. The Mayor has made an allocation of funding to support initial public engagement programme.

[AM] asked the Board to lead the development of the Climate Strategy for Bristol, and establish a 'task & finish' group to develop a specification for this.

The Board agreed to establish a 'task & finish' group to develop a specification for the climate strategy.

In discussion the following points were made:

- Work was ongoing with Bristol Green Capital Partnership encouraging business and organisations to declare a climate emergency, with a focus on words with action, with scope to link this work with the proposals. All organisations represented on the Board should consider their own declaration. They were welcome to the 1 August Green Mingle to learn more
- Whether other local authorities in the West of England region might like to be involved in the strategy. [AM] confirmed that the proposal was for

[SR/JF/PB/ST/
AC/AL] to join
the climate
strategy

<p>the administrative area covered by Bristol City Council, but that there was potential for collaboration across the West of England.</p> <ul style="list-style-type: none"> the need to consider the ecological emergency alongside the climate emergency, to de-silo climate change: there were different approaches and some work with nature, noting that 38% of the problem can be addressed by (nature-based solutions). [JH] noted that she is working on the IPPC Climate Change & Land Use report and will incorporate this consideration. [IJT] noted that Bristol Green Capital Partnership’s next member gathering would likely be on the theme of the twin emergencies (climate and biodiversity) in Q4 2019. 	<p>specification T&F finish group – [AM] to action</p>
<p>(8) ‘One City’ Task & Finish groups</p>	
<p>[IJT] highlighted discussions about cross-board Task & Finish groups and would share opportunities and seek volunteers sought following the meeting.</p>	<p>[IJT/LT] to share</p>
<p>(9) Next quarterly meeting</p>	
<p>Members agreed to meet on 1 October</p>	<p>[LT] to confirm in diaries</p>
<p>(10) Any other business</p>	
<p>Links with city regeneration</p>	
<p>The scale of future city regeneration was noted, e.g. of Temple Quarter/St Philips. This was an opportunity to embed the UN Sustainable Development Goals (also see below), and the climate and biodiversity emergencies.</p>	
<p>West of England local industrial strategy</p>	
<p>This was due to be published week commencing 15 July. There was potential to raise the profile of inclusive and clean growth/environmental sustainability in this.</p>	
<p>Western Powerhouse/gateway</p>	
<p>Launch that week at the House of Lords. There was potential to put something big on the table for the incoming Prime Minister.</p>	
<p>Bristol & the UN Sustainable Development Goals</p>	
<p>A University of Bristol-led report on the city’s progress on the SDGs was to be published that week. Bristol was the first UK city to undertake what is known as a ‘voluntary local review’ (the UK is undertaking its first ‘voluntary national review’ this year).</p> <p>The city has been recognised for its contribution globally by United Cities & Local Governments.</p> <p>It was noted that the Bristol and the SDGs project has originally been hosted by Bristol Green Capital Partnership from 2016-2018, with the SDG Associate role which had led on the report emerging from a joint Partnership/University of Bristol funding bid.</p> <p>The city may be invited to the SDGs and climate summits in New York in September 2019, but this might involve an ask to city stakeholders to maintain the existing SDG resource to complement such engagement.</p>	