

Date/time	Tue 1 Oct 1400-1700	Venue	Ashton Gate Stadium , Ashton Road, BS3 2EJ
Co-chair	Ann Cousins		
Apologies	<p>Marvin Rees (Mayor of Bristol) [Mayor] (co-chair); Savita Willmott (maternity leave to Feb 2020) [SW]; Sara Telahoun (Anthesis) [ST]</p> <p>Apologies from official observers: Jane Wildblood (Observer, BANES), Jessica Harper (Observer, North Somerset Council), Lucy Rees (South Gloucestershire Council)</p>		
Present	<p>Andrew Linfoot (Jacobs) [AL], Andy Hicklin (Environment Agency) [AH], Ann Cousins (Arup) [AC] - Chair, Ben Ross (Bristol Energy) [BR], Dale Southerton (Cabot Institute) [DS], Dan Green (Wessex Water) [DG], Gwen Frost (Bristol Waste) [GF], Ian Barrett (Avon Wildlife Trust) [IB], Iain McGuffog (Bristol Water) [IM], Jessica Ferrow (Bristol Green Capital Partnership) [JF], Katherine Piper (Future Economy Network) [KP], Simon Roberts (Centre for Sustainable Energy) [SR], Simon Wood (North Bristol NHS Trust) [SW], Zoe Willcox (Bristol City Council) [ZW]</p>		
Official observers	Helen Iles (West of England Combined Authority) [HI], Poppy Brett (Life Cycle UK) [PB]		
Invitees	Joy Carey (Bristol Food Network for Going for Gold item), Alex Minshull [AM] (BCC sustainability team), Ed Rowberry (City Office), David Ader (City Office)		
Secretariat	Lizzi Testani [COO] & Ian Townsend [outgoing CEO], Bristol Green Capital Partnership		
			action/lead
(1) Apologies, quorum & declaration of interests			
	[AC] declared the meeting quorate		n/a
	[Mayor] request to avoid meetings on first Tuesday (Bristol City Council Cabinet) and second Tuesday (Bristol City Council) of month was noted.		[COO] to note
	<p>Interests:</p> <p>[SR] CSE working on gap analysis which is on the agenda.</p> <p>[DS] Acting Director of University of Bristol Sustainability Council Research Lead</p> <p>[PB] Raised conflict of interest prior to ES board meeting. Resigned from board, attended meeting as official observer.</p>		<p>[COO] to update interest register as appropriate</p> <p>[City Office] update website to reflect current members</p>
(2) Chair's introduction & scene-setting			
	<p>[AC] reflected on Environmental Sustainability (ES) Board in its early stages: ES Board is intended to provide space to share learning, distinct from existing council structures. This should be balanced with aims to deliver impact in the short term. The One City Plan will help to clarify objectives in coming year.</p> <p>General support for suggestion of learning visits for board members.</p>		
(3) Ensuring focus & impact			

<p>[AC] recapped ambition to achieve impact in short term, combined with long term thinking. ES Board will not necessarily achieve impact in meetings, but synergies before and after meetings, that would not have happened otherwise, should be captured. Impact story shared of conversation about fleet converting to electric vehicles sparked at first meeting.</p>	
<p>(IM joined)</p>	
<p>The board also considered its focus, discussing:</p> <ul style="list-style-type: none"> • Climate and ecological breakdown as priority focus • Criteria for agenda items and cross cutting themes (e.g. procurement, potential for impact if considering collectively). Multi-organisation relevance agreed as useful criteria • Indicators of progress <p>Discussion on meeting format to enable focus:</p> <ul style="list-style-type: none"> • Show & tell from members of what they're doing, presenting asks/offers to other board members • Task & finish groups have been effective in moving things along to date • Organisations may also be well placed lead on particular issues. ES board offers unique blend and overlaps which have potential to provide systems view to problems • Collaboration with other stakeholders via; multi-board session (scheduled for 21 Oct), all board meeting, city gathering <p>Summary: decision to keep conversation on focus and impact going, not to narrow options for board focus at this early stage.</p>	
<p>(4) Minutes of previous meeting & action register</p>	
<p>Minutes circulated and approved by correspondence. General agreement that agenda items should be proactively sought 3 weeks before a meeting via email or shared as they occur with [COO]. If possible items should include: introduction to topic, how item relates to ESB, ask / offer to ESB.</p>	<p>[LT] to proactively seek agenda items from members 3 weeks prior to meeting.</p>
<p>(5) One City Plan refresh</p>	
<p>[BR] Recapped task & finish group which conducted a deep dive into the One City Plan with a particular focus on next 10 years and interactions with other boards. Time and areas of expertise provided a limitation to the task. Task & finish outputs provide basis for refresh - once agreed by this board, they will be finalised and shared with other boards. Refresh process shared and well received by other thematic board leads, demonstrates potential for shared learnings. Comments on outputs:</p> <ul style="list-style-type: none"> • Some comments received via email prior to meeting • Focus on low emission vehicles was noted as opposed to overall strategic transport objectives to move away from vehicles 	

- Discussion about crossover with transport and which theme objectives should sit under. Comment shared that One City Plan provides a structure and enable linkages - it should not matter where shared objectives sit
- Concern expressed about the outputs out of context. [COO] confirmed the outputs are not public documents but designed specifically to inform refresh process.
- Carbon neutral by 2030 goal provides a cross cutting theme for all boards. Discussion on how to present this ask to other boards. Letter from chair on behalf of ES Board to provide a cover note to outputs.

[ER] Provided update stakeholder engagement process for One City Plan refresh:

- First route is multi-board session (21 Oct) to be attended by secretariat and board chairs
- Wider engagement planned, working with a number of groups: Youth Council, older people and race in the city conference.
- Organic process this year but considering wider consultation in future years
- One City Plan originally developed with wider stakeholder engagement

Suggestion to share outputs with stakeholder groups holding expertise not represented on the board (food and transport noted).

Summary: [BR] to revisit outputs, incorporate recommendations and will circulate on Friday for approval. Once approved, output and accompanying letter from ES Board chair will be shared with boards offering meeting. All members happy to be considered for meeting.

Task & finish group is required to act on the outputs, [AL] volunteered. Other members to consider offering resources to enable refresh, which will involve restructure of environment timeline and advocacy with other themes (estimated time requirement max: 4 days across a month).

General agreement that a marker in design of the One City Plan to highlight 2030 as deadline for carbon neutral target for all themes would be helpful.

[BR] to finalise T&F outputs and letter from co-chair.

[COO] invite members to join task & finish group to act on the outputs, refresh the One City Plan and respond to other themes.

[ER] to consider a marker in design of the One City Plan to highlight 2030 as deadline for Carbon Neutral target

(6) One City Climate Strategy

AM] Provided context for development of the One City Climate Strategy noting recent events such as the global school strike on 20th September.

AM informed the group that existing work commissioned from consultants was provided a detailed evidence base for Scope 1&2 emissions to be used in development of the strategy,

A task & finish group of the ES Board met over the summer and developed a brief for the strategy, which Alex would now work to deliver. ES Board endorsed the approach and brief for the strategy.

AM explained that he was procuring additional capacity and expertise to deliver the strategy and was therefore commissioning further evidence work (on Scope 3 emissions and Climate Adaptation and support to assist with the stakeholder engagement and strategy drafting.

Aim for strategy to be adopted by the ESB in late February.

There is also public engagement work underway.

Comment highlighted that, whilst focus is on climate emergency, there is also an ecological emergency. Suggestion to incorporate this into calls for action and response.

Comment that it is important that ES Board and others understand the evidence base and implications, it is anticipated to reveal significant scale and rate of change needed.

General agreement to coordinate next ES Board meetings around development of climate strategy to allow updates and understanding, whilst also to set up a task & finish group to focus on climate strategy to support the following timescales: early/mid Nov review of evidence/analysis, late Jan review of draft, late Feb sign off.

[AM] to work with [COO] to coordinate additional T&F meetings with clear purpose, if needed, and invite all ES Board members to join (conducted by meeting/ email).

[COO] include climate strategy item on next two ES Board agendas

(7) Bristol Advisory Committee on Climate Change (BACCC)

[COO] provided update from initial BACCC workshop on Friday. 23 members have appointed by open expression of interest process, members selected by co-chairs. Other interested parties were invited to join a register of experts (15 confirmed so far and 12 still to respond), which is open to new additions.

Initial workshop covered scope of Committee, most effective use of time, focus on adaptation/mitigation, BAME and youth representation. It was decided that BACCC should meet monthly, initially, for hour long meetings and larger meetings held quarterly. Attendees showed intent to commit and offers of resources, venues, etc.

BACCC agreed some broad principles, it will be: evidence-based, independent, transparent (but not holding open meetings) and will include adaptation alongside mitigation.

General queries around relationship between BACCC and One City boards, greater clarity welcome. [AM] likened BACCC to national CCC in

[COO] work with [City Office] to clarify relationship between

<p>its role, and clarified the structure – ES Board has a strategic role, BACCC providing advice and expertise to inform strategy and decision making.</p>	<p>BACCC, ES board and other boards.</p>
<p>(8) Additional Board members</p>	
<p>Increased representation is a high priority for this board and 3 reserved spaces for members well networked with BAME communities, young people (18-24) and with disabilities will be appointed via a direct appointment.</p> <p>Suggestions received:</p> <ul style="list-style-type: none"> • revisit EOI applications received • Consider Youth Mayor / Council impressed • University sustainability council student union member <p>It was highlighted that certain themes are not yet represented on the board: food, transport. Further discussion needed around gaps, appointment of new members and replacement of members.</p>	<p>[ES board members] make recommendations of suitable candidates to environment@bristolonecity.com</p> <p>[COO] to work with [City Office] to appoint additional members. BGCP support with facilitation, not decision making.</p>
<p>(9) Wider stakeholder engagement</p>	
<p>[COO] Secretariat has developed on process for triaging enquiries to the ES Board and highlighted potential for proactive engagement. Hosting an event could help to demonstrate action. Partnership able to facilitate an event/communication, as useful.</p> <p>General discussion confirming that a public-facing event themed around the climate strategy might be needed. [ER] suggested an event could take place post-10 Jan, hosted by the Environment Sustainability Board.</p> <p>Note [Mayor] input via [ER] email: Would like each board to consider hosting a large public facing engagement event once a year.</p>	<p>[COO] raise climate strategy event suggestion on agenda for next meeting.</p>
<p>(10) Going for Gold</p>	
<p>Joy Carey of Bristol Food Network presented on Going for Gold: Bristol’s ambition to become a Gold Sustainable Food City Award included:</p> <ul style="list-style-type: none"> • Global food system is responsible for a third of total greenhouse gas emissions and relies on fossil fuels - 15-25% at farm level, 5-10% after farm gate - in particular livestock (beef, dairy, lamb) • This is set to grow with population increase • Emissions are not just carbon but also N₂O and CH₄. • 1/3 of food is then wasted globally • NFU hold ambition for 2020 net zero agriculture • Going for Gold is Bristol’s ambition to achieve the first Gold Sustainable Food City Award • Bristol will need to demonstrate, via evidence, that it is exemplar in two areas in particular and embedded in policy, strategy and everyday life: food waste and buying better are chosen focus for Bristol 	<p>[COO] to circulate slides</p>

	with climate strategy development.
North Bristol NHS Trust, Life Cycle UK and Bristol Waste offered as potential hosts for learning visits. Bristol Waste offered Ashton Court office as potential venue for future meeting (not learning visit).	[COO] to follow up with potential hosts of learning visits
(14)AOB	
Bristol Clean Air Zone update: See BCC Press Release. Cabinet meeting on 5 November where the outline business case will be brought. Full business case to follow. Ministerial change meant BCC would have advised earlier publicly but had to wait for new minister to be briefed.	
Clean Air Summit: UK100 likely to be facilitating a Bristol Clean Air Summit. Purpose to talk about clean air as a city in addition to the Council's work, what businesses are doing, etc. and how to refine/develop the best Clean Air Zone support mechanisms. ES Board will be invited along with Transport, Economy and Health & Wellbeing boards.	
BCC Scrutiny Committee: raised point about openness and transparency. Request from the Scrutiny Committee to have someone to observe each One City board. Note that ES board meetings are already open to public observers.	Co-chairs [AC] and [Mayor] to consider Scrutiny Committee proposal
Bristol health trusts & climate emergency: Both NHS Trusts to announce a 2030 goal to align with the city.	
Core cities asks: Expected to declare/outline an ask for central government.	[AM] to clarify how ES board should engage
Ecological emergency: Several local authorities' declarations have included this with the climate emergency. Noted that all West of England declarations only refer to the climate emergency. No specific action at this time, but something to consider.	
(15)Review of decisions, asks/offers & other communications	
Suggestion to share outputs of One City Plan review with stakeholder groups holding expertise not represented on the board (food, transport)	
Task & Finish Group's review of other themes and One City Plan refresh co-chair letters to be shared with co-chairs of all boards.	
Ask to be shared with all boards to consider and prioritise 2030 carbon neutral and resilient ambition. Share at multi-board session on 21 Oct.	
Going for Gold: ES board members invited to get excited and consider involving their organisations.	



Environmental Sustainability Board

1 Oct 2019 Key points & actions

Draft @11 Oct 2019



With board members' approval, I confirm that this is an accurate record of the meeting.

Signed: _____

Name: Co-Chair of One City Environmental Sustainability Board