

**Reading Climate Change Partnership**  
**Board Meeting Minutes, Tues 18<sup>th</sup> May 2021**  
**TEAMs meeting online, 10:00-11.30 pm**

Attendees: Tracey Rawling-Church (co-Chair, will Chair today)

Tim Dixon (co-chair),	Cllr Tony Page,	Peter Moore (guest),
Ben Burfoot,	Tricia Marcouse,	Natalie Ganpatsingh (observer),
Chris Beales,	Paul Harrison,	Rachel Hazell (observer),
Poppy Harris,	Willem Londeman,	Chris Maddocks (observer)
		Katie Brett (Support Officer),

Item	Action
<p>Apologies received from Paul Ducker.</p> <p>A special welcome to Rachel Hazell who has recently been appointed as theme lead for communications and engagement.</p> <p>A vote of thanks to Willem Londeman for all his support and involvement over the last several years. Your work is much appreciated and we wish you a happy future in Kiel, Germany.</p>	
<p>Minutes of last meeting – approved</p>	
<p><u>Governance review</u></p> <p>TD thanked PM for his hard work developing this review document and the input and support of others, including those who participated in the theme lead workshop in Jan. The governance review document is a large detailed document and so a presentation was made on the key points:</p> <p><i>Aims of the review:</i> ‘To develop an operating model and governance arrangements for RCCP which maximises our ability to deliver Reading Climate Emergency Strategy objectives by supporting:</p> <ul style="list-style-type: none"> <li>• Improved engagement (including via Theme Groups and wider networks through a more inclusive and diverse partnership)</li> <li>• Improved transparency, accountability and clarity around roles, responsibilities and relationships between various entities within the partnership ‘family’.</li> <li>• Improved delivery capacity within the partnership and partner organisations</li> <li>• Improved ability/capacity to secure resources/funding (whilst being mindful of need not to cannibalise funding from existing partners)</li> <li>• Clearer identity for the purposes of wider communications and engagement</li> </ul> <p><i>Timeline:</i> February 2021 Partnership Board meeting identified ‘option A – refinement of existing model – as the preferred option in principle’ and asked the</p>	<p>TD/PM</p>

review team to develop more detailed proposals to bring to this meeting for sign off and start implementation.

PM then continued the presentation:

*Key points of the detailed proposal are as follows:*

- A new Partnership Agreement to put governance on a robust footing
- Identity and branding: A new name to help align disparate identities
- A newly constituted Board to better meet the aims of the review
- New parameters and guidance to support the operation of the Board and Themes

We were keen to provide continuity of purpose to the board and key personnel. It also reinforces (and enhances) the commitment from RBC as 'host'/accountable body

**New Partnership Agreement:**

- Based on a tried and tested 'good practice' template for Partnerships which are hosted by local authorities (developed by Manchester CC, endorsed by RBC)
- Technically takes the form of a 'collaboration agreement'
- Represents 'standard Terms & Conditions' for such an arrangement
- Protects the Partnership's income & financial reserves in writing for the first time
- Not legally binding but provides clarity on governance.
- Creates no financial liability (apart from for RBC as host and accountable body) or other liability beyond indicating the agreement of the signatories to act as an 'appointing body' for the purposes of nominating sector representatives
- Appendices can 'stand alone' but Agreement puts everything in one place – a governance 'manual' for the Partnership

No questions from the board on the above

**Name and Identity:**

- Potential for confusion between RCCP and RCAN, costs/risks of having 2 'brands'
- Proposal is to reposition RCCP as the 'Reading Climate Action Partnership' (so Board becomes 'RCAP Board', 'RCAN' remains as 'RCAN')
- Aligns both under single identify of 'Reading Climate Action'
- Reduces scope for confusion between constituent parts
- Avoids need for re-branding of website
- Doesn't change status of RCAN and retains low barriers to entry to RCAN

Board comments:

CB and TM both asked if it could be called 'RCAN board' instead, as it would make a simpler link to RCAN, which is a recognised name in the town. PM highlighted that the board is not voted in by RCAN members. It is self-selecting. The name 'RCAN

board' could indicate otherwise. TM and TD highlighted that RCCP is also a recognised entity in Reading, and changing its name (if not to RCAN board) could add further confusion.

RH suggested that RCCP could be seen as "the 'Proctor and Gamble' and RCAN seen as the outward facing brand". Alternatively refer to "RCCP, trading as RCAN" or alike. NG highlighted that 'network' and 'partnership' indicate different relationships for the public to engage with. We want to maximise public engagement

*Action:* It was concluded that we will stick with RCCP as name of partnership board, and the common identity and brand we want to promote is RCAN, which is reflected in the website.

PM

**Newly constituted board:**

- Clarity needed about mandate of Board members and the process by which they are appointed – transparency important
- Direct election of Board (e.g. by RCAN members) considered impractical as RCAN membership is ultimately self-selecting
- Sector representation model has served the Partnership well so this is retained
- Proposal is to invite specified organisations to nominate Board members to represent key sectors (not any one organisation)
- Theme leads to become full Board members ('1 organisation, 1 vote' applies)
- Proposals seek to improve the diversity of Board representation whilst retaining the input and good will of existing Board members
- Appointing bodies will be invited to sign the Agreement (imposes no obligation beyond nominating a Board member)

There was a discussion in regards to the appointing bodies. The principle for nominating the 'big business' board member was clarified - that where there is not an existing organisation that can propose a representative for the partnership board then the board has the ability to select a representative for that sector.

We now have a group of appointing bodies that can, in principle, change the shape of the RCCP board. PM stated that, in practice, this is unlikely as many relationships are already in place. This document helps formalise the process of appointment.

The bodies have a reasonably representative roles that can therefore credibly nominate board members for a sector that they are part of.

The board will approach the appointed bodies to appoint board members. We'd like to increase the diversity of organisations that are involved.

**New guidance for theme leads**

- The document reflects discussions at Theme Leads meeting in January 2021
- Flexible by design to reflect the difference scopes, needs and stages of development of themes and theme groups – no 'one size fits all'
- Gives discretion to Theme Leads over whether/how to convene a theme group but sets parameters where theme groups are established
- Sets expectations on behaviour and conduct which apply to Board members, theme group members etc – designed to help chairs manage meetings and maintain focus on delivery



**Energy:** the status of the delivery of the energy action plan is a green to amber status. Energy policy is making good progress. SSE's RII02 (ofgem revenue + incentive + innovation + outputs) plans for reinforcement of electricity network – seeking grid strengthening work from OFGEN. The Local Plan is helping to deliver 'zero carbon' for new Developments.

The Reading retrofit programme supported by the Green Homes Grant has started with local authority owned homes for external wall insulation and air source heat pumps. Twelve houses have had the former. There are issues with the scheme which are making the delivery of the private sector homes more challenging and none have been done yet.

Made a start on the behaviour change communications resources but theme needs to get engaged with the communications/engagement group around publishing information or signposting where needed.

Heat: it's a huge challenge to move to electrified heat from gas. Renewable heat reserves - Air source heat pumps are 'renewable' as long as they are high efficiency systems, ground source heat pumps have greater renewable input but are a work in progress at present. The development of District heating networks is behind on the pace of development that is needed but a master-planning process is moving forward

Renewable electricity: solar panels on house and commercial spaces – there is no substantive plan as yet. We need to move forward on non subsidised schemes.

BB has visited the Reading Hydro scheme that is currently being built on the Thames at Caversham Lock. A big thanks to all who have been involved in this programme. RCCP has £4k of shares in the Reading Hydro scheme. Which will be a small, but long term income for the partnership.

Smart city is progressing – aiming for a zero carbon RBC depot as first project supported through ADEPT.

**Transport:** CM gave a slide presentation:

Reducing the need and demand to travel, promoting walking and cycling:

- National Cycle Network routes (running east to west) are nearly completed
- Active travel fund – 4 schemes in consultation. A recommendation going to next Committee meeting.
- School Streets going very well. Park Lane Primary is up and running.
- DfT - Active Travel Capability Fund - application for revenue funding to have a town centre 'Bicycle hub' – for secure cycle parking, maintenance, volunteers to work here will be encouraged

Work is also progressing in the categories of Encouraging a switch to public transport, Reducing emissions and Adaptation, communication and engagement. Trying to develop a more proactive communications programme for the work. Be more

BB/KB

<p>Cycle hub – to include the Bicycle Kitchen people. And consider using it as an information hub on climate change issues too.</p> <p>The hub will be reliant on volunteer support, and has substantial potential and scope, with more vacant shops in Reading.</p> <p>Reading UK is recruiting Volunteer Ambassadors to welcome people back to Reading post lockdown. It would be good to embed them with the sustainable travel messages.</p> <p><b>Resources</b> – PD has submitted a paper on this work area (see attached). Any comments to resources@readingcan.org.uk</p> <p><b>Water</b> – theme is struggling with capacity as a result of Covid. We are behind on where we would like to be but still feeling confident that the group can pick things up. The theme group needs energising. CB will liaise with Thames Water in regards the huge change in water use in towns due to lockdowns – and how this will impact on plans.</p>	<p>CM</p>
<p>CB to talk with Lauren Shute in regards outstanding early actions in regards posting on the Readingcan website.</p> <p>The Thames Valley Flood Scheme and communicating the risks from flooding to the public is a key piece of current work.</p> <p><b>Nature</b> – TM has submitted a paper (attached). They have been doing a lot, but all has been very small. We need urgently for RBC to identify off set schemes for developers, as this links to broader plans on the green corridor network.</p>	<p>CB</p>
<p>Developing a programme of talks to offer for community groups – Nature theme have a variety of themes they are happy to provide talks on and would like other themes to share their offers too. Please feedback to TM. TM to link with Lauren Shute on this work</p> <p><b>Health</b> – met with Paul Harrison in Feb to understand more about the Greener NHS campaign, reaching Net Zero NHS and helped to link with strategies of broader NHS. No meetings arranged with NHS senior staff as yet, support requested to dig deeper into the links with current NHS priorities so as not to duplicate workload.</p>	<p>Theme leads</p> <p>TM</p>
<p>Support requested to develop a theme group. TRC to respond to NG with help.</p> <p>Now linked to Adept Live labs, and Stantec. Also linking with Brighter Future for Children lead practitioner, Hannah. RBC Parks and open spaces team are time poor at the moment and haven't got time for meaningful partnerships.</p>	<p>TRC</p>
<p>NG link to Lauren Shute about developing a blog post around work at the Royal College of Psychologists around youth mental health and climate change and eco distress.</p>	<p>NG</p>

<p>TP left meeting</p> <p><b>Communications</b> – Rachel Hazell has now been appointed as the new lead for Communications and Engagement. Lauren Shute, from government Kickstart programme, starts on Monday 25 hours a week for 6 months. She will work with theme leads to develop a programme of online/live events.</p> <p>Overall on green/amber. A KPIs dashboard needs to be developed – that are appropriate and can be measured.</p> <p>All to link with RH if you are missing any content from the current website, and she will work with you to get it back online</p> <p>Reading Climate Festival is now an annual event, each year in run up to COP. Mon 20<sup>th</sup> – 26<sup>th</sup> sept. online and live content with a greater culture focus this year, alongside the talks and workshops. Links being made with Reading University youth led art installations. Seeking Arts Council funding for cultural involvement for the weekend at the end of the festival – RCCP will invest £1.5k to support this. The Reading Town Meal event is 25<sup>th</sup> Sept, and we need to link with this appropriately.</p> <p>IT infrastructure – Ionos is our domain host and can also provide cloud based file storage for the partnership which Rachel will implement.</p>	<p>ALL</p>
<p>AOB</p> <p>WL thanked everyone for being an inspiring group, and he hopes he can find a similar group in Kiel, Germany. All shared Thanks for his hard work and engagement.</p> <p>TM would like to see some ‘action to change government’ work be developed. The need to identify barriers to climate change under current legislation, then pick a challenge at a time to focus on (monthly, quarterly) to try and gain 10,000 signatures – to take to the legislative. RH to lead on this</p> <p>NG – showed a one minute film on eco distress and solutions</p> <p>Date for the next meetings: Tues 14<sup>th</sup> Sept 10-12noon, Tues 23 Nov 10-12noon</p>	<p>RH</p>