

**Reading Climate Change Partnership
Board Meeting Agenda, Tues 28th April 2020
Zoom meeting online, 10.00-11.00 pm**

Attendees

Chris Beales (CHAIR), Tony Page (TP), Tim Dixon (TD), Tricia Marcouse (TM), Tracey Rawling Church (TRC), Ben Burfoot (BB), Willem Londeman (WL), Poppy Harris (PoH), Paul Harrison (PH), Katie Brett (KB, Support Officer), Peter Moore (PM, guest)

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| <p>Welcome and setup</p> <ul style="list-style-type: none"> Aims for this and the next meeting <p>CB welcomed everyone to RCCP first virtual Board meeting (held on Zoom), following the Covid-19 lockdown. He noted that originally this meeting was timed to coincide with the completion of the public consultation and a discussion of the feedback received. However national lockdown following the global covid-19 pandemic outbreak has meant that we have extended the consultation deadline - currently to 31st May. This board meeting will now be split into two; with the second part planned for start of June - following on once the consultation has been finished. This meeting will focus on the new timeline for the strategy development, and for nomination of a new Chair.</p> | |
| <p>All agreed to sign-off the minutes</p> <ul style="list-style-type: none"> actions to be reviewed at next meeting minutes to be posted to website | KB |
| <p><u>Election of new chair(s)</u></p> <ul style="list-style-type: none"> Formal vote by the board <p>CB thanked everyone for their positive responses to his email in regards the completion of his RCCP Chairship. He thanked KB for her help and BB for his advice, and all the board for their support and helpful challenges. CB was disappointed to have to finish his chairship virtually, and not be able to see people in person. It has also been frustrating that, due to the challenges of Lockdown, he has been unable to do as much as he'd of hoped this past month, and also reflect on the last 2 years. CB felt the</p> | Chris - Decision |

Board should be proud of what we'd all done: The new website, the development of the Reading RCAN community, the start of an Adaptation and Zero Carbon Plans for Reading. The new strategy is also looking strong.

CB was happy to nominate and endorse Tracey Rawling Church and Tim Dixon as joint chairs. BB seconded the nomination. CB asked all to raise their hands in favour of this nomination. All raised their hands. The Chairship was passed. CB wished Tracey and Tim well in shaping the partnership going forward and bringing in much needed resources.

TRC stated that it was agreed between TRC and TD that, if nominated today, she would chair for this meeting- as CB had decided to step down from the chair of the remainder of this meeting. So TRC thanked everyone for their support and stated that she and TD will do their best in their new role. She gave a vote of thanks to CB for the way he has propelled the action planning ahead of schedule - despite the challenges of the last few months. She clarified that TD and TRC will work as Co-chairs - and responsibilities will be divided between them. TD, with his academic background, and TRC with her commercial background will bring complimentary skills to the chairship. They will alternate in chairing board meetings going forward.

TRC and TD believe there are 3 key areas of focus/challenge for the partnership in the 'first 100 days'

- To get the strategy and action plans 'over the line'.
- A Governance review: to think about the type of organisation we are - given the local strategic partnership no longer exists, and to ensure there is an appropriate reliable structure to deliver the action plans. In many ways Form will follow Function, however ground work will still be useful in regards: learnings from other Council's structures/best practice, the constitution in regards funding options going forward - TD to lead this.
- Communications and Engagement Plan - strong resources and a clear communications strategy is needed going forward - TRC to lead this.

All were asked if they felt this was the right focus.

TRC noted that the Governance review could alter the constitution leading to a change in the term of the Chair - and a 2 year term might, no longer, be appropriate. TD and TRC agree they will lead for as long as appropriate.

TD - Thanked CB for all he had done, and echoed TRCs thoughts. He was looking forward to the future. He sees his role more like a 'Caretaker manager to see us through a 12 month period of time'. He thanked TRC for chairing today.

CB - Thanked TRC and CB for their kind words and is happy to help them with handover of the chairship.

TP - on behalf of RBC he wanted to thank CB for his enthusiasm and hard work as chair, and he welcomed the next chairs - 'a formidable duo'. He felt it was a sensible agenda for the next few months and welcomed the importance of drawing on the experience of 'comparable' cities and councils - as contexts varied greatly. He highlighted PM's experience would be useful to draw upon. He welcomed working with the partnership during these strange times.

Agree new Strategy timeline

- Please see e-mails from Trish, Tony, Tracey and Chris
- Agree new deadline for consultation (e.g. end May or end June)
- Plan to update 8core Strategy based on feedback
 - Review responses with Theme groups
 - What about Health?
 - Edits to Action Plans and narratives
 - Feedback from themes - suggest posts written to ReadingCAN site + direct feedback as required
 - New deadline for this body content

TRC hoped all had read the detailed email feedback received from board members on the new strategy timeline. Currently the consultation is extended until the 31st May, is this the right date or should be extended further? TRC noted a change in attitude in the wider community over the last week - with the clouds lifting a little and space appearing for non covid emergency thinking and action, and wonders if the following 5 weeks of consultation could now be enough time to garner engagement from the Reading public. She asked for a show of hands in agreement with this thought. All agreed, accept TP and TD.

TP highlighted that RBC will be extending the transport consultation until atleast the end of August. With all the current uncertainties around the pandemic and a review of the way we are all working - to close off the consultation at the end of May arbitrary is daft. The transport consultation could be extended even further if lockdown continues, and

everything else is slipping. Cop26 has also slipped. He felt that we have to accept that all consultations will be extended.

TD highlighted that we had received only 58 consultation responses so far (KB added that its up to 76 by yesterday morning - since the Earth Day twitter launch on April 22nd). There were 120 plus attending the Launch Event last June. Perhaps its premature to cut off the consultation at the end of May. We could aim to get more than 200 responses.

TRC clarified that because of the timing of the launch and lockdown being announced on same day, we did no more promotion than a photo opportunity and press release. We could continue to push it now and get further engagement. The transport consultation was always going to finish later than our consultation. August seems a bit of a delay. There is an urgency in planning because this is an emergency. TRC acknowledged Cop26 being delayed.

All agreed to reconsider the consultation end date when we have seen responses from the social media push.

KB - to email out all June launch 2019 attendees

KB

CB - stated nothing is going to be perfect in a world of lockdown and highlighted that this consultation isn't the end of us listening - and would encourage people to continue to join after the deadline.

BB updated all on the advertising opportunities open to us now. As stated its been very low to date but there is potential to advertise on the big screen by Reading train station - which could bring in more responses. The bus advertising is not owned by RBC. Obviously, messaging would have to be sensitive to the current pandemic.

All to make a concerted effort to share the consultation link (www.reading.gov.uk/climateconsultation) to all their networks over the next couple of weeks.

All

Decision: In mid May (about 10days before the deadline - 21st may?) we will review the consultation responses and decide, on email, if there are sufficient responses to close or to extend the consultation deadline.

KB to email the consultation comments around to the board every Friday over the next 3 weeks.

KB

Consultation promotion done so far was confirmed as:

PM - in March a message went out to the Citizens Panel.
 TM - in March email to GREN Network, 3 times on Econet weekly mailing, and to Reading district monthly mailing.
 TD sent an email to his Reading University network
 CB - a video blog was uploaded onto the ReadingCan website - with an Environment Agency (EA) focus. It has also been circulated to all EA colleagues. An EA mailshot gone this week.
 TRC - shared twitter RCCP and RCAN - 8 diff social media icons, on personal networks and on LinkedIn
 WL - sent out in monthly staff newsletter
 KB - RBC has retweeted RCCP2020 tweets

TRC - Much promotion can be achieved with social media in the current climate. Since lockdown there has been a lot of activity on Facebook. Linking with communities of interest would be worthwhile. We should use this opportunity to reach out to groups who are keen on environmental issues already.

KB to send consultation reference material to all (is that the Facebook link?)
 All to share facebook link through their personal networks - facebook and Twitter.

PM confirmed that RBC Communications team, management and councillors have all expressed that climate change is an issue that remains on Council's agenda. The communications team will have capacity in the future to support us, obviously tone is paramount in the current environment.

TRC felt that some people are recognising that lockdown has some co benefits for the environment - for example cleaner air, less traffic on road, thinking more about purchasing habits, less travel - more time at home etc. We must be opportunistic to build on these positive behaviours; aware of obvious need for correct tone.

PM - highlighted that RBC is now planning for the recovery post lockdown which is reassuring. It is important to retain some of the unexpected positives and identify actions that need to be taken to hard wire these changes in future practice. New actions and interventions need to be implemented. A very active discussion is happening at the moment - 'Business as usual with improvements'.

KB

All

?CB

CB felt that a blog post -with stats, highlighting the fall in traffic in Reading and its impacts on our local carbon footprint (based on a recent Guardian article) would be timely.
CB to follow this up?

What about health?

There is currently no owner for the health theme - as Gill Ringland who kindly undertook this role in a temporary capacity, finished in December. The board was asked how we should address this issue going forward.

PH - felt that currently the health theme chapter is reactionary - and should be considered as a crosscutting subject instead, like education or business. TRC highlighted that this had been considered before.

11am: A one-minute silence was respected to honour the key workers who had died on the front line.

CB clarified that the key climate change issues could have taken on various different shapes- and the six themes that were settled on last year for this strategy were chosen together. The health theme was chosen as a stand-alone theme to give it new focus. It would seem incredibly odd to take the health theme away in the current Covid-19 outbreak circumstance. We just need to be honest that the theme is in its infancy and the intention for it to grow over the next 5 years.

PH - felt that during the health theme discussion at the launch event last June the ideas that were highlighted all linked in some way to one of the other 5 themes: 'the impact on health in the response to impact of other themes'.

TM - felt that as we have already developed the theme to this point it would be a little daft to remove it now. She felt that health will become a more important issue as time goes on. Stating clearly in the introduction to the theme that we are working on this theme for future action would help bring clarity - and that it currently can not be treated in the same as the other themes.

Do we need ownership to deliver the health action plan and incorporate feedback?

TD - we could reconfigure the health theme as a cross cutting theme- as the other crosscutting themes are not well developed as it stands. The other crosscutting themes currently do not have a Lead.

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| <p>?- resilience, recovery and health..</p> <p>TM felt it would be more difficult to incorporate health into the other themes now than to leave it as a stand alone theme. She feels it needs ownership or it 'will die'.</p> <p>PH - highlighted that health is a very wide subject matter: can be split into two streams - reactionary health ('NHS and alike') and proactive health ('public health'). Transport and air quality naturally impact on health and he strongly feels it should become a crosscutting theme.</p> <p>TP left meeting</p> <p>TRC asked to 'Test the Temperature of the board' on the issue of the health theme with a vote of hands. Those who believe that health should be a vertical theme - 3, a cross cutting them - 2, not sure - 4.</p> <p>PM suggested we wait to see what the consultation says about this concern. There is time to reflect on this - and take the decision forward to the discussion on the consultation period. Which consultation comments have a health connection?</p> <p>All themes to think about how health overlaps with their theme</p> <p>TD highlighted that the word 'health' occurred 12 times outside the specific health theme feedback, on the consultation feedback spreadsheet.</p> | <p>Theme leads</p> |
| <p>Plan for rest of the document</p> <ul style="list-style-type: none"> ◦ General feedback responses ◦ Artwork / photographs ◦ Loading onto ReadingCAN site ◦ Graphic design ◦ Creation of physical documents ◦ Deadline <p>Plan for comms and engagement for the public consultation</p> <ul style="list-style-type: none"> • Communications plan • Advertising • Art competition? • Another email to database list | |

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| <p>Decisions on the presentation of the strategy and action plan will be discussed and determined as part of the Communications and Engagement plan Project sub group - and brought back to board for agreement.</p> | |
| <p>Plans for launch of the Strategy</p> <ul style="list-style-type: none"> • Soft launch • Official event - when and how <p>CB - soft launch and official launch. Important to do formal launch - date to b c. soft launch on website. Hopeful to get soft launch by oct..</p> | |
| <p>AOB</p> <ul style="list-style-type: none"> • Date for the next meeting: Tues 9th June - 9:30-11:30 - Zoom <p>TM - Town Meal in Oct is still being planned. Currently ReadingCAN has a one hour session booked. Should this be to launch the action plans to the public audience OR for Tony Cowling and TM to highlight 'what you can all do to help climate change'. It was felt by the board to leave it flexible for now, have a Plan b. It is too early to say if the strategy will be complete by then.</p> <p>BB and CB to feed in energy/water info to TM</p> <p>PM and KB to write a Resondance report for RBC - to consolidate the consultation responses.</p> <p>RBC Climate Action Programme Board will have its first meeting on Monday - the initial March meeting was cancelled due to covid-19.</p> <p>Willem - build on looking at reponses in general, KB to address get back to them</p> <p>TM - 2 people - specify tree planting numbers - pass their comments to tree strategy staff - KB to do</p> | <p>All</p> <p>BB, CB</p> <p>PM, KB</p> |