

**Manchester: A Certain Future Steering Group  
&  
Manchester Climate Change Agency CIC Board of Directors**

**Date: 23<sup>rd</sup> May 2017  
Venue – BDP, 11 Ducie Street, Manchester City Centre  
6.00 – 8.00pm**

**MINUTES**

**Present:**

*Steering Group*

Gavin Elliott (GE) (chair)

Dave Coleman (DC)

Ali Abbas (AA)

Richard Elliott (RE)

Helen Seagrave (HS)

*CIC Team*

Jonny Sadler (JS)

*Visitors*

-

**Apologies**

Steve Merridew (SM)

Simon Warburton (SW)

Jeremy Carter (JC)

Simon Curtis (SC)

Will Swan (WS)

Holly Bonfield (HB)

Angeliki Stogia (AS)

	<b>Discussion</b>	<b>Action</b>
1.	<p><b>Introductions and apologies</b></p> <p>As above.</p> <p>Richard Elliott, Head of Policy, Partnerships and Research, Manchester City Council was welcomed to the Group.</p> <p>Noted that Cllr Angeliki Stogia, Executive Member for Environment, Manchester City Council has joined the Group but has had to send apologies due to attending the Albert Square vigil.</p>	<p>Note</p> <p>Note</p>
2.	<p><b>Minutes from Steering Group and Directors' Meeting February 2017</b></p> <p>Outstanding actions:</p> <ul style="list-style-type: none"> <li>- JS to discuss with MCC Communications team how MCCA and MCC can collaborate on climate change communications.</li> </ul>	<p>JS</p>

	<b>MACF STEERING GROUP</b>	
3.	<p><b>Report from Governance Task and Finish Group</b></p> <p>Structure agreed as:</p> <ul style="list-style-type: none"> <li>- Manchester Climate Change Board (see membership below) to provide strategic direction and champion the implementation of the Manchester Climate Change Strategy</li> <li>- Manchester Climate Change Agency Board (to be a subset of the MCCB) (I.e. formal directors of the Agency Community Interest Company)</li> <li>- Ambassadors group: for those with an interest in the agenda and an ability to support climate change action in Manchester, but without the time to become MCCB members</li> </ul> <p>Membership and recruitment process:</p> <ul style="list-style-type: none"> <li>- 1 x existing MACF SG Chair (also a member of Our Manchester Forum)</li> <li>- 5 x MACF SG existing members</li> <li>- 2 x MCC (Exec Member for Environment and senior officer from CEO's management team)</li> <li>- 4 x co-optees</li> <li>- 3 x public applicants: 2 x 16-25 year olds; 1 x 26+ year old</li> </ul> <p>Terms:</p> <ul style="list-style-type: none"> <li>- Chair: GE agreed to remain as chair until the governance refresh is complete. A process for his replacement will be required in due course.</li> <li>- MACF SG: appointed indefinitely</li> <li>- MCC: Exec Member as per political appointment process; officer selected from CEO management team</li> <li>- 4 x co-optees: appointed indefinitely</li> <li>- 3 x public applicants: to be appointed on 12-month terms. At the end of their terms they can a) be co-opted, b) become an Ambassador, c) step down entirely</li> </ul> <p>The membership and terms to be reviewed 12 months after the 3 public applicants have been appointed.</p> <p>MACF SG agreed to implement the new structure and membership imminently:</p> <ul style="list-style-type: none"> <li>- MACF SG: 5 x volunteers to be invited; existing members not joining MCCB can become Ambassadors, if they wish</li> <li>- Co-optees: suitable candidates to be identified and approached by GE and JS, including from the Our Manchester Forum and beyond; to be recruited as soon as possible</li> <li>- Public applicants: process to be developed and launched at</li> </ul>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>All</p> <p>GE, JS</p>

	<p>AGM/Conference 10<sup>th</sup> July 2017</p> <p>Terms of Reference for the MCCB and Ambassadors Group to be drafted by the Governance Task-and-Finish Group.</p>	<p>JS, GE, HB, HS, DC GE, HB, HS, DC</p>
4.	<p><b>Baseline of current climate change-related campaigns</b></p> <p>JS presented a draft baseline of current climate change-related campaigns in Manchester and 4 options for MCCA:</p> <ol style="list-style-type: none"> <li>1. As is: continue to promote other campaigns through MCCA channels</li> <li>2. Coordinate and add value to existing campaigns, seeking to provide light touch alignment with the Manchester Climate Change Strategy and consistent messages</li> <li>3. Create a new Manchester climate change campaign</li> <li>4. Advocate for a new Greater Manchester campaign</li> </ol> <p>A hybrid of options 1, 2 and 3 were chosen for JS action:</p> <ul style="list-style-type: none"> <li>- Create a new overarching brand/logo to act as an umbrella for all climate change-related campaigns in Manchester that wish to be associated with it e.g. 'Zero Carbon Manchester'</li> <li>- Continue to promote other campaigns, using the new brand/logo to help create a wider campaign/movement that is bigger than the sum of the individual parts/campaigns</li> </ul> <p>Quality control was raised in terms of how the new brand/logo is used. Agreed to develop guidelines for partners to follow.</p> <p>In addition, MCCA should seek to provide a central sign-posting function for climate change-related campaigns in Manchester. JS to explore a web-based map and portal, that could be part of <a href="http://www.manchesterclimate.com">www.manchesterclimate.com</a></p>	<p>JS</p> <p>JS</p> <p>JS</p>
5.	<p><b>Annual Report and AGM/Climate Change Conference 2017</b></p> <p><b>Annual Report</b> Agreed JS to produce report that will cover the period 2010-17 and be the final report against the MACF strategy. It will provide a high-level summary of progress. This will minimise resources required for completion. Scope will be as per the 2016 report: completed action (MACF SG, MCCA, citywide); priorities 2017/18 (MACF SG/Manchester Climate Change Board, MCCA, citywide).</p> <p><b>AGM/Annual Conference 10<sup>th</sup> July 2017</b> To be held at the Royal Exchange Theatre; thanks to SC. Agreed with the outline agenda. JS to secure a keynote speaker and complete</p>	<p>JS</p> <p>JS</p>

	arrangements.	
	<b>CIC DIRECTORS</b>	
6.	<p><b>Financial Management Policy: final draft for approval</b></p> <p>Three issues raised in comments following Feb 2017 meeting:</p> <ul style="list-style-type: none"> <li>- Increase number of signatories required for expenditure, to manage risk associated with only one needing one signatory</li> <li>- 3 quotes for procuring work over £X</li> <li>- Proposal for a sustainable procurement policy</li> </ul> <p>JS raised that the Agency would shortly receive c. £100k for GrowGreen.</p> <p>Directors agreed to:</p> <p>a) Approve the policy, on the basis that</p> <p>b) To manage the risk associated with managing Agency funds to:</p> <ul style="list-style-type: none"> <li>- Have an account for 'working capital', with a maximum of £2,500 in at any one time</li> <li>- A second account for the remainder of Agency funds; 2 signatories would be required to enable funding to be transferred from this account to the 'working capital' account. JS to investigate Co-op and Triodos for this second account.</li> </ul> <p>c) Establish a Sustainable Procurement Policy. HS to support.</p>	<p>JS</p> <p>JS</p> <p>JS, HS</p>
7.	<p><b>Annual Accounts 2015/16: for approval</b></p> <p>Due for submission 3<sup>rd</sup> June 2017.</p> <p>Directors queried the differences between the Annual Accounts (item 7), which shows income of £364 on the profit and loss table, and the Corporation Tax return (item 9), which shows income of £400 (box 145).</p> <p>Directors asked JS to query with the Agency's accountant. Provided there is an acceptable explanation Directors approved the accounts for submission.</p>	<p>JS</p> <p>JS</p>
8.	<b>CIC 34</b>	

	<p>Due for submission 3<sup>rd</sup> June 2017.</p> <p>Directors approved the report for submission by JS.</p>	JS
9.	<p><b>Corporation Tax</b></p> <p>Due for submission 30<sup>th</sup> September 2017.</p> <p>See relevant action under item 7, RE box 145.</p> <p>Box 90 – why does it say we have previously submitted a tax return? JS to query with accountant. Provided there is an acceptable explanation Directors approved the reports for submission.</p>	<p>Note</p> <p>Note</p> <p>JS</p>
10.	<p><b>Agency Work Plan 2017/18</b></p> <p>Directors noted:</p> <ul style="list-style-type: none"> <li>- The addition of 'Faith' as an engagement priority</li> <li>- The removal of 'Green and Healthy' due to difficulties in engaging NHS and Public Health colleagues, who are focused on other priorities</li> <li>- The addition of business and university-focused engagement through a 'climate innovation' project</li> </ul> <p>The work plan was agreed subject to:</p> <ul style="list-style-type: none"> <li>- amendments to typos</li> <li>- updating the 'campaign' item to take account of earlier discussion</li> </ul> <p>JS to finalise.</p>	JS
11.	<p><b>Monthly Report</b></p> <p><b>2017/18 budget projection:</b> noted the budget projection and need to secure project funding and private sector sponsorship.</p> <p><b>Priorities:</b> agreed as per those in the work plan 2017/18.</p> <p>Be specific about the time period this covers i.e. April-March.</p>	
12.	<p><b>AOB</b></p> <p><b>UN Climate Dialogue:</b> JS and Henry McGhie (Manchester Museum) presented to the Dialogue 15-16<sup>th</sup> May 2017, as part of the UNFCCC and Paris Agreement process. Full report and news article to follow. (MCCA have spoken at 6 international conferences over last 18 months).</p>	Note

13.	<p><b>DONM and future agenda Items</b></p> <p>6-8pm at BDP, unless stated:</p> <ul style="list-style-type: none"> <li>- 20<sup>th</sup> June</li> <li>- 10<sup>th</sup> July – AGM/Annual Conference</li> <li>- 19<sup>th</sup> September</li> <li>- 17<sup>th</sup> October</li> <li>- 21<sup>st</sup> November</li> </ul> <p>Items to be scheduled:</p> <ul style="list-style-type: none"> <li>- As per actions arising from above</li> </ul>	<p>All</p> <p>JS</p>