

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

**Date: 23rd 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)

	Discussion	Action
1.	<p>Introductions and apologies</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>Minutes from Steering Group and Directors' Meeting February 2017</p> <p>Outstanding actions:</p> <ul style="list-style-type: none"> - JS to discuss with MCC Communications team how MCCA and MCC can collaborate on climate change communications. 	<p>JS</p>

	MACF STEERING GROUP	
3.	<p>Report from Governance Task and Finish Group</p> <p>Structure agreed as:</p> <ul style="list-style-type: none"> - Manchester Climate Change Board (see membership below) to provide strategic direction and champion the implementation of the Manchester Climate Change Strategy - Manchester Climate Change Agency Board (to be a subset of the MCCB) (i.e. formal directors of the Agency Community Interest Company) - 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 <p>Membership and recruitment process:</p> <ul style="list-style-type: none"> - 1 x existing MACF SG Chair (also a member of Our Manchester Forum) - 5 x MACF SG existing members - 2 x MCC (Exec Member for Environment and senior officer from CEO's management team) - 4 x co-optees - 3 x public applicants: 2 x 16-25 year olds; 1 x 26+ year old <p>Terms:</p> <ul style="list-style-type: none"> - Chair: GE agreed to remain as chair until the governance refresh is complete. A process for his replacement will be required in due course. - MACF SG: appointed indefinitely - MCC: Exec Member as per political appointment process; officer selected from CEO management team - 4 x co-optees: appointed indefinitely - 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 <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"> - MACF SG: 5 x volunteers to be invited; existing members not joining MCCB can become Ambassadors, if they wish - 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 - Public applicants: process to be developed and launched at 	<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 10th 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>Baseline of current climate change-related campaigns</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"> 1. As is: continue to promote other campaigns through MCCA channels 2. Coordinate and add value to existing campaigns, seeking to provide light touch alignment with the Manchester Climate Change Strategy and consistent messages 3. Create a new Manchester climate change campaign 4. Advocate for a new Greater Manchester campaign <p>A hybrid of options 1, 2 and 3 were chosen for JS action:</p> <ul style="list-style-type: none"> - 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' - 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 <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 www.manchesterclimate.com</p>	<p>JS</p> <p>JS</p> <p>JS</p>
5.	<p>Annual Report and AGM/Climate Change Conference 2017</p> <p>Annual Report 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>AGM/Annual Conference 10th July 2017 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.	
	CIC DIRECTORS	
6.	<p>Financial Management Policy: final draft for approval</p> <p>Three issues raised in comments following Feb 2017 meeting:</p> <ul style="list-style-type: none"> - Increase number of signatories required for expenditure, to manage risk associated with only one needing one signatory - 3 quotes for procuring work over £X - Proposal for a sustainable procurement policy <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"> - Have an account for 'working capital', with a maximum of £2,500 in at any one time - 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. <p>c) Establish a Sustainable Procurement Policy. HS to support.</p>	<p>JS</p> <p>JS</p> <p>JS, HS</p>
7.	<p>Annual Accounts 2015/16: for approval</p> <p>Due for submission 3rd 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.	CIC 34	

	<p>Due for submission 3rd June 2017.</p> <p>Directors approved the report for submission by JS.</p>	JS
9.	<p>Corporation Tax</p> <p>Due for submission 30th 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>Agency Work Plan 2017/18</p> <p>Directors noted:</p> <ul style="list-style-type: none"> - The addition of 'Faith' as an engagement priority - The removal of 'Green and Healthy' due to difficulties in engaging NHS and Public Health colleagues, who are focused on other priorities - The addition of business and university-focused engagement through a 'climate innovation' project <p>The work plan was agreed subject to:</p> <ul style="list-style-type: none"> - amendments to typos - updating the 'campaign' item to take account of earlier discussion <p>JS to finalise.</p>	JS
11.	<p>Monthly Report</p> <p>2017/18 budget projection: noted the budget projection and need to secure project funding and private sector sponsorship.</p> <p>Priorities: 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>AOB</p> <p>UN Climate Dialogue: JS and Henry McGhie (Manchester Museum) presented to the Dialogue 15-16th 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

