

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

**Date: 16th February 2017
Venue – BDP, 11 Ducie Street, Manchester City Centre
5.30 – 7.30pm**

MINUTES

Present:

Steering Group

Gavin Elliott (GE) (chair)

Dave Coleman (DC)

Holly Bonfield (HB)

Jeremy Carter (JC)

Simon Curtis (SC)

Rosa Battle (RB)

CIC Team

Jonny Sadler (JS)

Visitors

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Apologies

Steve Merridew (SM)

Helen Seagrave (HS)

Simon Warburton (SW)

Will Swan (WS)

Ali Abbas (AA)

	Discussion	Action
1.	Introductions and apologies As above.	
2.	Minutes from Steering Group and Directors' Meeting November 2016 Complete or on agenda.	
	MACF STEERING GROUP	
3.	Manchester Climate Change Strategy 2017-50: feedback from the launch 5th December 2016 The main comments were: <ul style="list-style-type: none"> - Attendees would have liked more information from Gavin and/or Jonny – this is the opposite to the AGM 2016, where attendees stated they would have preferred less information - Attendees would have liked a Q&A session - Overall the attendees found the format interesting and appreciated that we had tried something different 	Note

	<p>SG views were that it is difficult to organise an event that will please all attendees. And that we therefore need to have a range of different events, formats and audiences. See next item.</p>	
4.	<p>Manchester Climate Change Strategy 2017-50: campaign</p> <p>GE recapped on previous discussions on the need for a programme of communications and engagement activities to help involve stakeholders to understand climate change and how they can take action that is relevant to their everyday lives.</p> <p>Now that the strategy has been launched the SG and Agency now need to prioritise such activities, ‘translating the strategy’ into tangible and tailored messages and actions for different stakeholder groups. There was recognition that a one-size-fits-all approach won’t be effective.</p> <p>RB set out that Manchester City Council could support a programme led by the Agency, making use of their existing and wide-reaching networks.</p> <p>The SG discussed the potential to organise events outside of the city centre (where previous events have been focused), and move into communities.</p> <p>The SG discussed whether to:</p> <ul style="list-style-type: none"> - create a new campaign, or - promote existing campaigns, or - a combination of both; create a new overarching campaign and ‘brand’, with discrete campaigns and initiatives within it <p>Next steps:</p> <ol style="list-style-type: none"> 1. Work with MCC Communications team to identify areas where MCC could support. Set up a meeting to discuss with RB. 2. Establish baseline of current campaigns and initiatives, including those aligned with the climate change strategy’s themes 3. Talk to potential partners for citywide campaign(s), linked to action 2 4. Review campaign ideas from previous SG discussions 	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>
5.	<p>Climate Change Strategy Governance</p> <p>GE recapped on discussions at the November 2016 meeting where it was agreed that a new governance structure was required for the new climate change strategy, linked to and as part of the wider Our</p>	

	<p>Manchester governance structures. And that membership would be a combination of:</p> <ul style="list-style-type: none"> - Existing SG members - Our Manchester Forum members - Others <p>The SG set out the importance of establishing a transparent process for establishing the new structure. And that it should be in place in time for the next AGM in July 2017 (date TBC).</p> <p>DC revisited the November 2016 meeting conclusions that:</p> <p>1: we needed a modified “Structure 3” where “non Our Manchester” MCCA directors were always a majority of MCCA directors overall;</p> <p>2: there would be a narrow overlap between the Our Manchester (OM) Board and the MCCA board but;</p> <p>3: there would be a much larger overlap with a new additional group, name TBC, which would encompass quite a number of areas of OM responsibility and a small subset of MCCA Directors.</p> <p>Next steps:</p> <ol style="list-style-type: none"> 1. JS to draft a transparent process for establishing a new governance structure by July 2017 2. Set up a task-and-finish governance sub-group of: GE, HB, DC and HS (subject to HS’s availability) 3. DC to draft a revised diagram of the “modified structure 3” discussed at the last 2 meetings for circulation to the whole group. 	
6.	<p>GrowGreen Green Infrastructure Project</p> <p>JS presented an overview of the GrowGreen Green Infrastructure Project. The bid and project is being led by the Agency on behalf of MCC (the lead partner) and the wider consortium. The bid has been awarded €11.2m over 5 years, across all 23 partners.</p> <p>It is worth c. £3m to Manchester partners. West Gorton will be Manchester’s demonstration project, as part of the wider West Gorton regeneration programme. The green infrastructure masterplan and detailed design of individual GI components will be delivered in collaboration between local residents and stakeholders, MCC, University of Manchester, MCCA, and the landscape architects (to be appointed by MCC).</p> <p>MCCA are the project manager for the overall GrowGreen project.</p>	Note

	DIRECTORS	
7.	<p>Monthly Report</p> <p>Directors noted the monthly report.</p> <p>Priorities for the forthcoming month agreed as:</p> <ol style="list-style-type: none"> 1) Agency financial & operational issues <ul style="list-style-type: none"> - Agree approach with MCC for securing funding via the Manchester Climate Change Partnership – <i>April 2017</i> - Confirm MCC support for 2017/18 – <i>by February 2017</i> 2) Policy and political commitment <ul style="list-style-type: none"> - Manchester Climate Change Strategy 2017-50: establish Manchester Climate Change Board – <i>by July 2017</i> 3) Engagement <ul style="list-style-type: none"> - 2016: Climate Lab – complete analysis of Climate Lab – <i>by March 2017 (extended from January 2017)</i> - Waste & recycling Tell Us event – <i>22nd February 2017</i> - Campaign – <i>establish baseline of current activity by March 2017</i> 4) Projects and bids <ul style="list-style-type: none"> - GROW GREEN – secure grant agreement, governance etc for c. 1st June 2017 start - Arts and culture-based engagement activities – <i>ongoing bidding</i> - Youth-focused engagement activities – <i>ongoing bidding</i> - Green and Healthy Manchester projects – <i>ongoing bidding</i> 	<p>Note</p> <p>JS</p>
8.	<p>Agency Work Plan 2017/18</p> <p>JS presented a brief overview of the draft work plan for 2017/18. All to provide comments.</p>	All
9.	<p>Draft Financial Management Policy</p> <p>All agreed to review and provide comments.</p>	All
10.	<p>AOB</p> <p>a) Governance task-and-finish sub-group As above.</p>	Note

	<p>b) Campaign, comms and engagement meeting As above.</p>	Note
11.	<p>DONM and future agenda Items</p> <p>JS to circulate dates for 2017.</p> <p>Items to be scheduled:</p> <ul style="list-style-type: none"> - Strategy governance, inc. feedback from task-and-finish sub-group - Campaign, communications and engagement - Agency work plan 2017/18 	<p>JS</p> <p>JS</p>