

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

**Date: 17th November 2016
Venue – BDP, 11 Ducie Street, Manchester City Centre
5.30 – 7.30pm**

MINUTES

Present:

<i>Steering Group</i>	Ali Abbas (AA) (from item 3)
Gavin Elliott (GE) (chair)	
Dave Coleman (DC)	<i>CIC Team</i>
Holly Bonfield (HB)	Jonny Sadler (JS)
Jeremy Carter (JC)	
Simon Curtis (SC)	<i>Visitors</i>
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Apologies

Steve Merridew (SM)	Will Swan (WS)
Helen Seagrave (HS)	Rosa Battle (RB)
Simon Warburton (SW)	

	Discussion	Action
1.	Introductions and apologies As above.	
2.	Minutes from Steering Group and Directors' Meeting August 2016 Website: <ul style="list-style-type: none"> - Ensure that web analytics are available - Add search function, subject to budget - SG to review the new site and provide any comments, ideas etc for future website development All other actions complete or covered on the agenda.	 JS JS All
	MACF STEERING GROUP	
3.	Manchester Climate Change Strategy 2017-50 a) Consultation and Updated Draft JS provided an overview of the draft consultation summary. SG noted that final analysis is underway and figures are subject to final amendments. 700 responses.	

	<p>SG members discussed 10 areas that have been identified from analysis of responses, and discussed the amendments to be made to the draft strategy:</p> <ol style="list-style-type: none"> 1) Important for Manchester to act? 97% believe it is important for Manchester to act on climate change. 2) Ambitious enough? <ul style="list-style-type: none"> - 89% yes; 8% no - But analysis of those submitting more detailed responses, inc. referencing further evidence developed since July 2016, 35% believe the draft vision and objectives are ambitious enough; 24% not ambitious enough, to be in line with Paris Agreement - JC raised that in October 2016 the IPCC agreed the scope for its planned report on the global impacts of 1.5°C and greenhouse gas pathways – https://www.ipcc.ch/report/sr15/ - The SG agreed that the final strategy should include Manchester carbon budgets that are consistent with 1.5°C and 2°C 3) Not clear how we'll meet our targets: <ul style="list-style-type: none"> - As per above, the SG agreed to include carbon budget scenarios - The strategy needs to make it clear that this is a first step to meeting our zero carbon target, and that we are operating within a fast-changing international policy and science landscape - It is based on what we know today - We've chosen to publish the strategy before we have all the knowledge we need, so we can start to act now - Include an action in the Implementation Plan to review the carbon budget scenarios in 2017/18, with a view to selecting the correct one in 2018. - In the meantime taking as much practical action as possible to decarbonise 4) 5-year carbon budgets & implementation plans – the strategy should adopt 5-year carbon budgets, aligned with UK Government carbon budgets 	<p>Note</p> <p>AA, JS</p> <p>JS</p> <p>JS</p>
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	<ul style="list-style-type: none"> - The SG agreed to include an action to calculate 5-year budgets, for all carbon budget scenarios - The SG agreed to use the same timescales for the strategy's 5-year IPs <p>5) Actions in the IP for areas where respondees want more action. The SG agreed the top 3 should form the basis of new projects/campaigns/etc, for inclusion in the 2017-22 IP.</p> <ul style="list-style-type: none"> a) Transport b) Education and awareness c) Waste and recycling <p>6) Adaptation as a cross-cutting issue</p> <ul style="list-style-type: none"> - The SG agreed the need to strengthen adaptation as a cross-cutting issue throughout the strategy <p>7) Airport and aviation emissions – the strategy needs to recognise the challenge (locally and globally) of meeting 1.5 or 2°C target, whilst even sustaining current levels of aviation emissions . The SG agreed the need to recognise this and that work was needed (as part of the 2017-22 IP) to look at growth options for Manchester Airport</p> <p>8) Building Standards – Manchester should adopt building standards that are consistent with becoming a zero carbon city</p> <ul style="list-style-type: none"> - The SG agreed <p>9) Funding</p> <ul style="list-style-type: none"> - The SG agreed the strategy needs to include a new section on how its implementation will be funded. <p>10) Senior leadership required, across all sectors</p> <ul style="list-style-type: none"> - The SG agreed. <p>11) Governance arrangements for the strategy</p> <ul style="list-style-type: none"> - The SG agreed to include a section in the strategy, to reflect the governance discussion (below) <p>JS to redraft the strategy to reflect the above, and send to SG for comments by Fri 25th November. Final amendments and design to be complete w/c 28th November.</p> <p>b) Launch 5th December, 5.30-7.30pm at Manchester Museum.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS, all</p>
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	<p>Agreed to respond to comments from the MACF AGM 2016 and breakdown the ‘us’ and ‘them’ dynamic at most events, which have a keynote, panel, etc, and have a more inclusive format. To have tall ‘poser’ tables and ‘speakers’/provocateurs as part of the audience, to initiate the conversation. The intention being to have a facilitated discussion that reflects the collective ownership of the strategy; whereas a stage-based panel and Q&A implies ownership by a smaller group of organisations.</p> <p>Potential speakers/provocateurs:</p> <ul style="list-style-type: none"> - Rogers Govender; Dean, Manchester Cathedral - Young person/UpRising Environmental Leadership Programme/ Manchester Youth Council - Dr Sam Illingworth, MMU/ poet - Health TBC - Private sector TBC - Arts and culture TBC <p>JS to organise.</p> <p>c) Governance</p> <ul style="list-style-type: none"> - The SG discussed the need for the strategy’s governance structure to continue to reflect the views of stakeholders from across the city and for it to enable the engagement and influencing of the city’s senior leaders and decision-makers. - Agreed that links to the <i>Our Manchester Forum</i> are key, given that it has been developed to a) represent the city’s stakeholders, and b) its membership is senior leaders and decision-makers. - SG agreed that the SG and Manchester Climate Change Agency Board operated as separate entities in the early months of the Agency’s operations and that the roles of the two groups have become increasingly similar in recent months. - It was therefore agreed to: <ul style="list-style-type: none"> - Combine the MACF Steering Group and the Climate Change Agency Board, under the working title ‘Manchester Climate Change Agency Board’ - Invite new directors to the Board, from the <i>Our Manchester Forum</i>, and outside, as required, to ensure the involvement and representation of the diverse range of Manchester stakeholders, including those that could help to progress specific areas of the new climate change strategy - Undertake analysis of the OMF membership and begin to identify how they might best support the implementation of the new climate change strategy - Include a new governance section in the new climate change strategy 	<p>JS</p> <p>Note</p> <p>JS</p>
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	<ul style="list-style-type: none"> - Propose an outline governance structure for approval at the 13th December 2016 <i>Our Manchester Forum</i>; GE and JS to draft - To be discussed further at the January 2017 MACF SG/MCCA meeting 	<p>JS, GE</p> <p>JS</p>
	DIRECTORS	
4.	<p>Monthly Report</p> <p>Directors noted the monthly report.</p> <p>Priorities for December agreed as:</p> <ol style="list-style-type: none"> 1) Agency financial & operational issues <ul style="list-style-type: none"> - Secure commitments from founding members of the Manchester Climate Change Partnership – <i>by February 2017</i> - Confirm MCC support for 2017/18 – <i>by February 2017</i> 2) Policy and political commitment <ul style="list-style-type: none"> - Climate Change Strategy and Implementation Plan – <i>launch 5th December 2016</i> - GM Spatial Framework – <i>respond by 23rd December 2016 deadline</i> 3) Engagement <ul style="list-style-type: none"> - 2016: Climate Lab – complete analysis of Climate Lab – <i>by January 2017</i> - 2017: ‘Zero Carbon Manchester’ (working draft title) – define the outline programme and commence funding applications - Waste & recycling Tell Us event to be arranged – <i>for February 2017</i> 4) Projects and bids <ul style="list-style-type: none"> - Arts and culture-based engagement activities - Youth-focused engagement activities - Green and Healthy Manchester projects 	<p>Note</p> <p>JS</p>
5.	<p>Draft Financial Management Policy</p> <p>JS presented a brief overview of the draft policy. Agency staff are currently operating in line with the draft policy.</p> <p>All agreed to review and provide comments on any changes to Agency staff activities, before end-November 2016.</p>	<p>Note</p> <p>All</p>

	To be discussed in further detail at the January 2017 meeting.	All
6.	<p>AOB</p> <p>a) Carbon Literate Organisation MCCA to be awarded accreditation at the 29th November 2016 awards ceremony. GE and JS to be invited.</p> <p>Note that AA is a trustee of the CL Trust and that DC is a Director of Cooler Projects, the organisation appointed by the CL Trust to coordinate the delivery of the CL Project. AA and DC were not involved in the accreditation process for the Agency.</p>	<p>Note</p> <p>Note</p>
7.	<p>DONM and future agenda Items</p> <p>No meeting to be held in December. JS to circulate dates for Christmas drinks.</p> <p>JS to circulate dates for January 2017.</p> <p>Items to be scheduled:</p> <ul style="list-style-type: none"> - Strategy Governance - MCCA Draft Financial Management Policy 	<p>JS</p> <p>JS</p>