

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

**Date: 25th August 2016
Venue – BDP, 11 Ducie Street, Manchester City Centre
5.30 – 7.30pm**

MINUTES

Present:

<p><i>Steering Group</i> Gavin Elliott (GE) (chair) Dave Coleman (DC) Holly Bonfield (HB) Rosa Battle (RB) (until item 6) Ali Abbas (AA) (from item 4)</p>	<p><i>CIC Team</i> Jonny Sadler (JS)</p> <p><i>Visitors</i> -</p>
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Apologies

<p>Steve Merridew (SM) Helen Seagrave (HS) Simon Warburton (SW) Simon Curtis (SC)</p>	<p>Will Swan (WS) Jeremy Carter (JC)</p>
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	Discussion	Action
1.	<p>Introductions and apologies</p> <p>As above.</p>	
2.	<p>Minutes from Steering Group Meeting June 2016</p> <p>Actions complete or covered on the agenda.</p>	Note
	MACF STEERING GROUP	
3.	<p>AGM 2016 Debrief</p> <p>129 attendees. Feedback was a clear split between those who enjoyed the event and found the content interesting, and those who didn't; very little middle ground.</p> <p>Next year:</p> <ul style="list-style-type: none"> • AGM <ul style="list-style-type: none"> - 2017? Yes. - More diverse panel. 	

	<ul style="list-style-type: none"> - Inspiring speaker. - Needs to be more engaging... - ...and be augmented by a broader programme of ongoing engagement activities throughout the year - Consider alternative room in Town Hall. <ul style="list-style-type: none"> • Annual Report 2017 <ul style="list-style-type: none"> - 2017? Yes. - But need to be less resource intensive to produce. - JS to develop revised approach for 2017. 	
4.	<p>2050 Strategy</p> <p>a) Consultation</p> <ul style="list-style-type: none"> - Social Media: <ul style="list-style-type: none"> - RB – talk to MCC Comms team for advice. E.g. Manchester Parks Strategy. JS - Change Twitter name to ‘Manchester Climate’, from ‘MACF’ JS - Whoever is sending the Tweets needs to direct message key networks e.g. Carbon Literacy, Green Growth, etc to ask them to retweet. JS - Community-based activities? <ul style="list-style-type: none"> - Libraries: arrange events through MCC JS - GPs: posters and postcards JS - Schools: contact as soon as back from summer JS - Manchester Youth Council: identify activity(ies) JS - JS to update and implement consultation plan, and circulate to MACF SG for further comments. JS, all <p>b) Governance</p> <p>Meet with Sir Howard to get views on how best to engage businesses in supporting the MCCA and 2050 strategy. RB, GE, JS</p> <p>JS to talk to Mark Atherton on where the Agency fits in the context of GM governance. JS</p> <p>JS and GE options paper for September 2016 MACF Steering Group on governance. GE, JS</p>	
5.	<p>Website</p> <p>Add ‘search’, if possible JS</p> <p>Change the ‘Get Involved’ sub-menus: at home; at school/college; at work; volunteer JS</p>	
6.	<p>GM Transport Strategy</p> <p>JS to draft response for discussion at September 2016 meeting.</p>	JS, all

7.	<p>CIC Monthly Report</p> <p>Directors noted budget forecast.</p> <p>Priorities for coming month agreed as:</p> <ol style="list-style-type: none"> 1) Agency funding & operational issues <ul style="list-style-type: none"> - Meet with 5-10 potential founding members of the Manchester Climate Change Partnership, as part of developing the 2050 strategy – <i>ongoing</i> - Confirm MCC support for 2016/17 – <i>carried over from April 2016</i> - Accounts and confirmation statement – <i>to be submitted September 2016</i> 2) Policy and political commitment <ul style="list-style-type: none"> - Climate Change Strategy and Implementation Plan – deliver consultation plan – <i>ongoing to 2nd October</i> - GM Transport Strategy 2014 – <i>draft MACF response for September</i> 3) Engagement <ul style="list-style-type: none"> - 2016 – further development and delivery of the Climate Lab 2016 programme – <i>ongoing to November 2016</i> - 2017 – begin scoping 2017 engagement programme 4) Communications <ul style="list-style-type: none"> - Launch new website – <i>by end-August 2016</i> 5) Projects <ul style="list-style-type: none"> - Horizon 2020 stage 2 bid – <i>6th September 2016 deadline</i> - Health and climate change pilot programme 2016/17 	<p>All</p> <p>JS</p>
8.	<p>CIC accounts and confirmation statement</p> <p>JS to circulate completed draft documents for Director comments by Wed 31st August 2016.</p> <p>JS to sign-off final versions with GE, for submission in September 2016.</p>	<p>JS</p> <p>JS</p>
9.	<p>CIC bank account – process for managing</p> <p>JS to produce process paper for managing CIC Co-operative Bank account, for approval at September 2016 meeting.</p>	<p>JS, all</p>

	<p>Include copy of bank account statement in monthly CIC report.</p> <p>Produce a draft 'CIC financial management' paper for discussion at September meeting.</p>	<p>JS</p> <p>JS</p>
10.	<p>AOB</p> <p>a) CIC Business Plan 2016/17-2019/20 To discuss once governance discussions are underway.</p>	<p>Note</p>
11.	<p>DONM and future agenda Items</p> <p>Agreed to re-establish joint Steering Group-Agency Director meetings.</p> <ul style="list-style-type: none"> - 15th September - 20th October - 17th November <p>Items to be scheduled:</p> <ul style="list-style-type: none"> - GM Spatial Framework - GM Devolution 	<p>Note</p> <p>All</p>