

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

**Date: 25<sup>th</sup> August 2016  
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)

Rosa Battle (RB) (until item 6)

Ali Abbas (AA) (from item 4)

*CIC Team*

Jonny Sadler (JS)

*Visitors*

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**Apologies**

Steve Merridew (SM)

Helen Seagrave (HS)

Simon Warburton (SW)

Simon Curtis (SC)

Will Swan (WS)

Jeremy Carter (JC)

	<b>Discussion</b>	<b>Action</b>
1.	<b>Introductions and apologies</b>  As above.	
2.	<b>Minutes from Steering Group Meeting June 2016</b>  Actions complete or covered on the agenda.	Note
	<b>MACF STEERING GROUP</b>	
3.	<b>AGM 2016 Debrief</b>  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.  Next year:  <ul style="list-style-type: none"> <li>• AGM <ul style="list-style-type: none"> <li>- 2017? Yes.</li> <li>- More diverse panel.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Inspiring speaker.</li> <li>- Needs to be more engaging...</li> <li>- ...and be augmented by a broader programme of ongoing engagement activities throughout the year</li> <li>- Consider alternative room in Town Hall.</li> </ul> <ul style="list-style-type: none"> <li>• Annual Report 2017 <ul style="list-style-type: none"> <li>- 2017? Yes.</li> <li>- But need to be less resource intensive to produce.</li> <li>- JS to develop revised approach for 2017.</li> </ul> </li> </ul>	
4.	<p><b>2050 Strategy</b></p> <p><b>a) Consultation</b></p> <ul style="list-style-type: none"> <li>- Social Media: <ul style="list-style-type: none"> <li>- RB – talk to MCC Comms team for advice. E.g. Manchester Parks Strategy. JS</li> <li>- Change Twitter name to ‘Manchester Climate’, from ‘MACF’ JS</li> <li>- Whoever is sending the Tweets needs to direct message key networks e.g. Carbon Literacy, Green Growth, etc to ask them to retweet. JS</li> </ul> </li> <li>- Community-based activities? JS <ul style="list-style-type: none"> <li>- Libraries: arrange events through MCC JS</li> <li>- GPs: posters and postcards JS</li> </ul> </li> <li>- Schools: contact as soon as back from summer JS</li> <li>- Manchester Youth Council: identify activity(ies) JS</li> <li>- JS to update and implement consultation plan, and circulate to MACF SG for further comments. JS, all</li> </ul> <p><b>b) Governance</b></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><b>Website</b></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><b>GM Transport Strategy</b></p> <p>JS to draft response for discussion at September 2016 meeting. JS, all</p>	

7.	<p><b>CIC Monthly Report</b></p> <p>Directors noted budget forecast.</p> <p>Priorities for coming month agreed as:</p> <ol style="list-style-type: none"> <li>1) Agency funding &amp; operational issues <ul style="list-style-type: none"> <li>- Meet with 5-10 potential founding members of the Manchester Climate Change Partnership, as part of developing the 2050 strategy – <i>ongoing</i></li> <li>- Confirm MCC support for 2016/17 – <i>carried over from April 2016</i></li> <li>- Accounts and confirmation statement – <i>to be submitted September 2016</i></li> </ul> </li> <li>2) Policy and political commitment <ul style="list-style-type: none"> <li>- Climate Change Strategy and Implementation Plan – deliver consultation plan – <i>ongoing to 2<sup>nd</sup> October</i></li> <li>- GM Transport Strategy 2014 – <i>draft MACF response for September</i></li> </ul> </li> <li>3) Engagement <ul style="list-style-type: none"> <li>- 2016 – further development and delivery of the Climate Lab 2016 programme – <i>ongoing to November 2016</i></li> <li>- 2017 – begin scoping 2017 engagement programme</li> </ul> </li> <li>4) Communications <ul style="list-style-type: none"> <li>- Launch new website – <i>by end-August 2016</i></li> </ul> </li> <li>5) Projects <ul style="list-style-type: none"> <li>- Horizon 2020 stage 2 bid – <i>6<sup>th</sup> September 2016 deadline</i></li> <li>- Health and climate change pilot programme 2016/17</li> </ul> </li> </ol>	<p>All</p> <p>JS</p>
8.	<p><b>CIC accounts and confirmation statement</b></p> <p>JS to circulate completed draft documents for Director comments by Wed 31<sup>st</sup> 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><b>CIC bank account – process for managing</b></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><b>AOB</b></p> <p><b>a) CIC Business Plan 2016/17-2019/20</b> To discuss once governance discussions are underway.</p>	<p>Note</p>
11.	<p><b>DONM and future agenda Items</b></p> <p>Agreed to re-establish joint Steering Group-Agency Director meetings.</p> <ul style="list-style-type: none"> <li>- 15<sup>th</sup> September</li> <li>- 20<sup>th</sup> October</li> <li>- 17<sup>th</sup> November</li> </ul> <p>Items to be scheduled:</p> <ul style="list-style-type: none"> <li>- GM Spatial Framework</li> <li>- GM Devolution</li> </ul>	<p>Note</p> <p>All</p>