

Manchester Climate Change Partnership

Terms of Reference

Approved by the Partnership – 18th March 2021

1. The Partnership

The Partnership brings together organisations from the city's public, private, community, faith, education and academic sectors that share the common goal to achieve the ambitious objectives and targets in the Manchester Climate Change Framework 2020-25. Partnership members will:

- Take urgent action within the scope of their own activities, and
- Work collaboratively through the Partnership to help others in the wider Manchester community and economy to take urgent action

The Partnership Board (Board) is responsible for identifying potential Partnership members who meet the above criteria and inviting them into membership of the Partnership. The names of all potential members of the Partnership shall be submitted to the Partnership for approval prior to them coming into membership of the Partnership.

Further details on the Partnership Board are provided in Section 8.

2. Aim of the Partnership

The aim of the Partnership is to work with the Manchester Climate Change Agency, the Manchester communities, and other relevant partners to ensure that Manchester develops and successfully implements a city climate change strategy aligned with the latest science and built on the views of city stakeholders. It shall also be consistent with:

- a) The commitment in the Our Manchester Strategy 2016-25 and the Manchester Climate Change Framework that the city will 'play its full part in limiting the impacts of climate change... and create and healthy, green, socially just city where everyone can thrive'
- b) the declaration of a climate emergency by Manchester City Council in July 2019,
- c) the Paris Agreement, and any subsequent global agreement signed by the UK Government to limit global climate change,
- d) the critical importance, as noted in the Our Manchester Strategy, to create a fair and equitable city where everyone can contribute to and share in success.

3. Organisational Context

Our Manchester is the city's overarching strategy for 2016-25. It was developed based on the views of residents and organisations from across the city, as part of a programme of devolution and decentralisation being facilitated by Manchester City Council and was reset in 2020. The programme has been developed to enable all city stakeholders to have a role in both the development and the implementation of policy in Manchester.

The *Our Manchester* Strategy's implementation is championed and overseen by the *Our Manchester* Forum.

The Manchester Climate Change Partnership is a member of the Forum, with responsibility for developing and driving the delivery of a strategy to ensure the city 'plays its full part in limiting the impacts of climate change'.

4. Policy and Legislative context

Since 2009, Manchester's response to climate change has grown from action by both Manchester stakeholders, and government both local and national level. This includes.

- a) Manchester : A certain future (2009), the city's first ever climate change strategy
- b) Manchester Climate Change Framework 2020-25, prepared by the Partnership and the Agency, and endorsed by MCC as the city's formal strategy
- c) Decision of Manchester City Council to declare a Climate Emergency (16th July 2019)
- d) The Greater Manchester 5-Year Environment Plan (2019-2024)
- e) The Climate Change Act (2008) and subsequent UK Carbon Budgets and UK Net Zero 2050 Amendment.
- f) The Paris Agreement on climate change. The Agreement is an international agreement which sets out that all Governments, citizens, businesses and other organisations will work together to limit global average temperature increases to 'well below 2°C', aiming for 1.5°C, relative to pre-industrial temperatures.

5. Partnership Objectives

The objectives of the Partnership are to work with the Manchester Climate Change Agency, member of the Manchester Climate Change Partnership, Manchester City Council, Greater Manchester Combined Authority and other relevant partners to achieve the following.

- a) **Targets:** Ensure the city maintains targets based on the Paris Agreement and the latest science, informed by the advice of the Partnership's Independent Advisory Groups, and the council's objectives for diversity, inclusion and social justice.
- b) **Strategy and Implementation Plan:** Develop a Manchester Climate Change Strategy and Implementation Plan to meet the city's science-based targets, built on the views of the city's stakeholders, and a governance structure for the successful delivery of that Plan.
- c) **Action:** Champion the delivery of the Strategy and Implementation Plan by raising awareness and promoting urgent and sustained action within the private sector, public sector, third sector, education sector, academia, and in all communities.
- d) **Action:** Where actions within the Implementation Plan are within the control of the Manchester community, take responsibility for initiation of those actions by engaging and influencing relevant partners and networks, and by providing support to secure the resources required for action.
- e) **Action:** Where actions within the Implementation Plan are outside the direct control of the Manchester community, working collaboratively with colleagues in Greater Manchester, the Partnership will take responsibility for engaging with the responsible bodies to secure their active involvement and to offer, where appropriate, to mobilise the support of the Manchester community for the achievement of the action. In parallel, to monitor the progress of the responsible body towards achievement of the action, and report to the Manchester community on that progress.
- f) **Progress reporting:** Provide evidence based and transparent reports on the city's progress against its climate change strategy and implementation plan, drawing on analysis by the Partnership's Independent Advisory Groups.
- g) **World class:** Aspire to establish Manchester as a world class city for action on climate change by 2025, in line with the Our Manchester Strategy vision.

6. Operation of the Partnership

The Partnership will achieve its objectives through the work of the partners, individually and collectively, to develop, share and inspire climate action. This will be through

- a) The actions of each member of the Partnership within their own organisation and community
- b) Meetings and other events of the Partners
- c) Coordination by the Partnership Board
- d) Collaborative working with the Manchester Climate Change Agency, including their collaborative programmes with national and international bodies such as the EU and the C40
- e) Listening to and collaborating with the Manchester Climate Change Youth Board
- f) Work by sub-groups to advise the members of the Partnership on approaches to climate action
- g) Collaborating with other bodies including the Our Manchester Forum and the Greater Manchester Green City Partnership Board.
- h) work to reach and engage Manchester's diverse communities, with a particular focus on groups not currently involved in or benefiting from the city's collective climate efforts

7. Partnership Meetings

- a) The Partnership shall meet quarterly, or other frequency as deemed appropriate by the Partnership.
- b) Meetings shall be arranged by the Board with the support of the Agency
- c) Meetings shall include opportunities for Partners, the Agency, and the Board to share and discuss examples of Climate Action in order to inspire wider action
- d) Each meeting shall receive a report from the Director of the Climate Agency and the Chair of the Partnership on their activities in the previous quarter.
- e) The first meeting after May each year shall agree the composition of the Board for the next year.
- f) The Board and the Partnership members may arrange other activities in support of the Objectives of the Partnership.

8. The Partnership Board

8.1 Function of the Board

The Partnership Board shall be formed to coordinate and support the work of the Partnership and the Agency.

Its functions shall include

- a) Working with the Agency to deliver the mutual objectives of the Agency and the Partnership,
- b) Advising and supporting the Agency Director on the necessary funding of the Agency, including seeking sources of funding from the membership of the Partnership and external bodies.
- c) Working with the Agency and the Partnership's Independent Advisory Groups to prepare an annual report on city's progress against its climate change strategy and implementation plan and approving any such report on behalf of the Partnership.
- d) Proposing Partnership members with the appropriate skills and experience to become Directors of the Manchester Climate Change Agency.
- e) Engaging with bodies outside of the Partnership on behalf of the Partnership
- f) Seeking to bring new organisations from the city's public, private, community, faith, education and academic sectors into the Partnership, helping the Partnership to grow its experience and impact across the six Priority Areas of Action of the Manchester Climate Change Framework 2020-25, and reflecting the diverse make-up of Manchester's communities.
- g) Organising the activities of the Partnership, including quarterly meetings, to provide the Agency and Partners with the opportunity to share best practice and initiatives to help achieve the Objectives.
- h) Reporting on the activities of the Board to the Partnership
- i) Establishing and supporting Independent Advisory Groups, and using their advice to inform Partnership decisions
- j) Establishing and supporting Sub Groups as set out in Section 11.
- k) Reviewing the structure of the Partnership and the Agency annually, and proposing any amendments required to better achieve the Objectives.

The Board shall seek to carry out these functions efficiently, to minimise the time spent not directly delivering on Climate Action.

8.2 Board Membership

The members of the Board shall comprise

- a) 1 x Chair
 - to be appointed by the Board through a public application process
 - 3-year term, with provision for 1-year extension
 - If a chair wishes to stay longer than 3+1 years they will need to apply through the public application process.
 - The Board Chair shall also be the Partnership Chair
- b) 2 x Manchester City Council
 - Executive Member for the Environment – based on latest incumbent
 - Chief Executive, or member of Chief Executive's Senior Management Team nominated by the Chief Executive. The term of this member of the Board shall be unlimited.
- c) 1 x Youth Board

One member of the Manchester Climate Change Youth Board nominated by that Board for a single 3-year term.
- d) 1 x Director of the Manchester Climate Change Agency
- e) 6 x members of the Manchester Climate Change Partnership
 - Two annually to be nominated by the Board, and endorsed by the Partnership, from the membership of the Partnership, based on their skill and experience to contribute to the work of the Board, and of experience reflective of the six priority areas identified in the Framework.
 - 3-year term, with an option to be re-appointed by the Board, for a maximum of a further 3-year term.
 - In making nominations of Partnership members to the Board, the Board shall ensure that the Board reflects the diversity of the Manchester community

Two members of the Board will each year be appointed by the Board as Deputy Chairs, to substitute for the Chair in their absence.

8.3 Leaving the Board

Members wishing to leave the Board should express their intention and timescales in writing to the Chair. A minimum notice period of two months is requested.

8.4 Meetings and Secretariat

The Board will normally meet monthly. The Manchester Climate Change Agency will arrange for the Board's secretariat.

8.5 Decision-making and Quorum

Each Board member has equal weight in decision-making matters. Where a majority has not been reached the chair shall make the ultimate decision.

The quorum for meetings is half.

Where a quorum is not present Board meetings can proceed and make decisions in principle, for ratification by all members, via email.

8.5 Reporting Progress

The Board will provide an annual public report setting out progress against its aim and objectives, to be presented publicly.

9. Relationship with the Manchester Climate Change Agency

Manchester Climate Change Agency was established in 2015 to provide a new resource to enable all stakeholders in Manchester to actively contribute to climate change action in the city.

9.1 Constitution of the Agency

The Agency is currently constituted as a not-for-profit Community Interest Company. The objects of the Company are

“to carry on activities which benefit the community and in particular (without limitation) to undertake activities that support, encourage and enable individuals and organisations in Manchester and beyond to take action on climate change.”

The Board shall maintain the structure of the Agency under annual review, and may advise the Agency Directors if they believe another structure will more successfully achieve the objectives of the Agency

The Partnership, Partnership Board and Agency shall maintain common objectives.

9.2 Agency Directors

The Board shall propose a minimum of two Partnership members with the appropriate skills and experience to become the Directors of the Manchester Climate Change Agency.

In fulfilling the role of Agency Directors, the Partnership members shall direct the Agency to best contribute to the achievement of the Partnership and Agency Objectives.

9.3 Agency Support for the Manchester Climate Change Partnership

The Agency will support the Partnership to achieve their mutual objectives, including where appropriate organising administrative support.

9.4 Reporting

The Director of the Agency shall provide a quarterly report to the Partnership on the contribution of the Agency towards the achievement of the Manchester Climate Change Strategy and Implementation Plan.

The Director of the Agency shall provide a quarterly report to the Board on the resources of the Agency.

10. Relationship with the Manchester Climate Change Youth Board

The Partnership recognises long term nature of climate change and therefore the importance of it to young people in Manchester. It is therefore vital that the voices of young people influence the actions taken today to protect their future.

To achieve this the Partnership, the Agency, and the partners will

- a) Support the creation and ongoing operation of the Manchester Climate Change Youth Board
- b) Seek to support the activities of the Youth Board, including promoting the Youth Board within their organisations
- c) Welcome a representative of the Youth Board onto the Partnership Board, giving them equal weight as other Board members
- d) Ensure that each meeting of the Partnership and Board includes a space for the Youth Board to share their priorities and seek the support and engagement of the members of the Partnership.
- e) Seek out opportunities to support the development of the members of the Youth Board as future leaders of climate action in the city.

11. Sub-Groups

The Board can establish sub-groups on a task-and-finish basis, in order to progress discrete areas of work. Sub-groups can invite non-Partnership members to join them, as required, if they offer a particular skill, experience, knowledge or position that would enable the sub-group to successfully complete its task(s).

Each Sub-Group shall have a clear statement of purpose and this, and the membership of the Sub-Group, shall be agreed with the Board.

Sub-groups are accountable to the Board for their activities, and their conclusions will need to be reviewed and agreed by the Board before wider communication.

The Board will keep the outputs of these sub-groups under review and advise when their work should be terminated.

12. Relationship with Other Key Bodies

12.1 Our Manchester Forum

The Our Manchester Forum is the body with responsibility for championing and overseeing the successful implementation of the Our Manchester strategy.

The Chair of the Manchester Climate Change Board is a member of the Forum. This enables the city's climate change progress to be reported to the Forum, and for the Chair to engage Forum members in tasks that could support the implementation of Manchester's climate change strategy.

12.2 Greater Manchester Green City Region Partnership (GMGCRP)

The GMGCRP is responsible, on behalf of the GMCA, for overseeing the monitoring and delivery arrangements for the Greater Manchester 5 Year Environment Plan.

The Chair of the Partnership, the Manchester City Council Executive Member for the Environment, and the Director of the Agency will ensure that the work of the Partnership and Agency is coordinated with the work of the GMGCRP.

12.3 UK Government

The successful delivery of Manchester's Climate Change Strategy and Implementation Plan requires collaborative working with UK Government, focusing in particular on areas where government has legislative, policy-making and/or funding powers that do not exist at the local or regional level. The precise nature of this collaborative working arrangement will be determined in partnership with Manchester City Council and the Greater Manchester Combined Authority.