

## Appendix 3 - Portsmouth Climate Action Board Terms of Reference

### **1. Background**

- 1.1 Earlier this year, Portsmouth City Council declared a climate emergency. The authority recognises that we are experiencing a global climate emergency that poses a threat to our health, our planet and our children's and grandchildren's future. It was agreed that there is no time to waste if we are to avoid the negative consequences of a global temperature rise above 1.5°C, both in Portsmouth and globally.
- 1.2 It is imperative therefore that Portsmouth transition's to become a sustainable city. This means ensuring that every organisation and individual can play a part in reducing the climate impact of the city and ensuring that the city is well placed to adapt and respond to the challenges and opportunities of a changing climate.

### **2. Aim of the Board**

- 2.1 To drive the city's response to the global climate emergency through the creation of a partnership-based Climate Board. The Portsmouth Climate Action Board will have a key role to inspire climate action in the city, lobby local and national government to take action, and provide a forum to coordinate climate action on a city-wide basis. The Board will lead the creation of a cross-agency citywide climate strategy.
- 2.2 The Board will offer support and constructive challenge to organisations in the city with respect to their efforts to reduce carbon emissions and adapt to climate change. The Board will hold the city true to its vision for a sustainable future and to become one of the greenest cities in the world.
- 2.3 The Board will be cross-organisational and non-political in nature. The Board is an independent body that can pursue its own actions. It is not a decision-making body of the local authority. It will commission specific pieces of work to be undertaken on a "task and finish" basis by working groups.

### **3. Board Objectives**

- 3.1 The Board will work with all relevant partners to:
  - a. Facilitate the development of a Portsmouth Climate Action Strategy that is consistent with the Paris Climate Agreement, the best climate science, and is built on the views of the city's residents and stakeholders.

- b. Champion climate action in Portsmouth by promoting actions within the private sector, public sector, third sector, academia, and in all communities, including by staging events and activities to engage and inspire residents, businesses and visitors.
- c. Support and enable the successful implementation of Portsmouth's Climate Action Strategy by engaging and influencing relevant partners and networks, and by providing access to and/or signposting to relevant funding for climate action initiatives.
- d. Provide honest and transparent reports on the city's progress towards its climate strategy, and constructive challenge to partners to support their full contributions.
- e. Secure the resources required to enable the Board to fully realise its aim and objectives, including through funding applications to external bodies.
- f. Lobby and advocate on behalf of Portsmouth's climate action.

#### **4. Membership, Membership Terms and Recruitment**

4.1. Chair - For first 2 years this will be held by the Director of Sustainability and the Environment, University of Portsmouth. Thereafter, to be appointed through agreement by the Board.

4.2 Full membership will be:

- 1 x members of Portsmouth City Council
- 1 x member of local Extinction Rebellion
- 1 x member of local Friends of the Earth
- 1x representative of Shaping Portsmouth
- 1x representative of business community (tbc)
- 1x representative of Airbus (business community)
- 1x representative of the Hive (VCSE representation from Carole Damper)
- 1 x representative, University of Portsmouth
- 1 x representative, Portsmouth Hospitals Trust
- 1 x representative, Natural England
- 1 x representative, Environment Agency
- 1 x representative, Portsmouth Naval Base

- 1 x representative, University of Portsmouth Students' Union
- 1 x representative, Portsmouth Football Club
- 1 x representative, Portsmouth Education Partnership
- 1 x representative, Portsmouth International Port
- 1 x representative, Portsmouth Water
- 1 x representative, Waste Management

4.3 The Board may co-opt other members with agreement from a majority of members of the board.

4.4 Membership and terms are subject to annual review, with conclusions and recommendations on this topic to be included in the annual report.

## **5. Sub-groups**

5.1 The Board can establish sub-groups, both indefinitely and on a task-and-finish basis, in order to progress discrete areas of work. Sub-groups can invite non- Board 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).

## **6. Decision-making, Quorum and Meetings**

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

6.2 The quorum for meetings is three-fifths.

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

6.4 The Board will normally meet bi-monthly and Portsmouth City Council will provide the Board's secretariat.

## **7. Reporting Progress**

7.1 The Board will provide an annual public report setting out progress against its aim and objectives, to be presented publicly via the Cabinet Member for Environment and Climate Change at the City Council.