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**Join the Leeds Committee on Climate Change –**

**Help shape Leeds’ transition to a resource efficient and climate resilient city**

***Are you passionate about tackling climate change and its impacts? Do you have the skills and experience to support the delivery of the Leeds Committee on Climate Change’s ambitious plan?***

**Why do we need a Leeds Committee on Climate Change?**

Leeds believes that a resource efficient and climate resilient city will not only be a better place to live, it will also be more competitive and better placed to ride out future economic shocks. But this can only be achieved by bringing together the key stakeholders in the public, private and civic sectors to promote and guide on-going transitions.

Following discussions earlier this year with key representatives from these sectors, it was agreed that we should establish an independent Leeds Committee on Climate Change which mirrors the national Committee on Climate Change.

**About the Leeds Committee on Climate Change (Leeds CCC)**

The Leeds CCC will be an independent advisory body, chaired initially by the University of Leeds, which will provide a secretariat. Leeds City Council will be Vice-Chair. It will be established by January 2017 and will run until September 2018 in the first instance. The geographic scope of the Leeds CCC will be the unitary authority of Leeds City Council.

Full details of the vision, scope, deliverables, membership, governance, operating principles and Year 1 action plan can be found in the *Terms of Reference for the Leeds Committee on Climate Change* which should be read in conjunction with this recruitment material and can be found in Appendix 1.

The Leeds CCC will comprise:-

**A Strategy Group** including a Chair, Vice-Chair and at least one person from each Working Group. The Strategy group will meet 4 times per year and will:

* oversee the programme of deliverables
* take an overview of initiatives, projects and activities to ensure co-ordination, reduce duplication and foster synergy between projects
* act as a problem-solving forum
* agree, communicate and publish advice on meeting carbon reduction targets
* agree, communicate and publish advice on risk / opportunity assessment of climate change (from year 2)

**At least 4 Working Groups** (approximately 5 people per group) which report to the quarterly meetings of the Strategy Group focussing on:-

* Information gathering
* Climate Change Adaptation
* Engagement & communication
* Project portfolio delivery, funding and finance
* A number of programme delivery groups

The Working Groups will meet not less than 4 times per year and will be expected to undertake some Working Group related activity in between meetings.

More details about the *Working Groups of the Leeds Committee on Climate Change* can be found in Appendix 2.

**The Opportunity join Leeds CCC’s Strategy Group and / or a Working Group**

We are now looking for people from key organisations in the public, private and civic sectors who are passionate about tackling climate change and its impacts and have the skills and experience to support the delivery of the Leeds CCC’s ambitious plan.

We will appoint to both the Leeds CCC’s Strategy Group and to its Working Groups. It is possible to be a member of either and both.

**What’s In It For You**

By getting involved, you will have the opportunity to:

* Influence the development of climate change projects and policy in the city
* Promote your organisation’s contribution to addressing climate change challenges and any associated skills or services
* Shape the delivery of climate change programmes across all sectors of the city
* Use your skills, ideas and experience to build your organisation’s profile and reputation
* Make a difference to Leeds now and for generations to come

**What We’d Need in Return**

* Your expertise, knowledge, leadership and skills to contribute usefully to the expert work of the Leeds CCC
* Your commitment to engage with your organisation and / or sector to promote the work of the Leeds CCC
* Your willingness to champion Leeds CCC to your relevant networks and connections
* Your commitment to deliver useful, accurate and timely data to the Leeds CCC on behalf of your organisation
* Your attendance at quarterly Strategy and / or Working Group meetings plus occasional support for promotional activity and events. Most meetings will take place in Leeds city centre. For Working Groups, you will also need to be willing to under take any necessary work in order to deliver the Working Group’s programme of activity.
* Your commitment to serve from the date of appointment to September 2018

**Interested in Joining Us?**

To find out more or for an informal discussion, please contact Dr Tom Knowland, Head of Sustainable Energy & Climate Change at Leeds City Council (Thomas.Knowland@Leeds.gov.uk) and he will be in touch to arrange an initial telephone conversation.

To express an interest in becoming a member of the Leeds Committee on Climate Change Strategy Group or one of its Working Groups, please send us your CV and a covering letter briefly explaining why you are interested in this opportunity and what expertise you feel you can bring *(NB: please specify if you are interested in joining the Strategy and / or a named Working Group)*.

Please email these details to m.hanson@leeds.ac.uk

**CLOSING DATE FOR EXPRESSION OF INTEREST:**

**Monday 7th November 2016**

Appendices

* Appendix 1: Terms of Reference for the Leeds Committee on Climate Change
* Appendix 2: Leeds Committee on Climate Change Working Groups

**Appendix 1: Terms of Reference for the Leeds Committee on Climate Change**

**Leeds Committee on Climate Change Terms of Reference** - **September 2016**

1. **Background**
	1. COP21 was the 21ˢᵗ session of the Conference of the Parties to the United Nations Convention, organised by the United Nations and held in Paris which concluded on 12 December 2015 with the adoption of the first international climate agreement to aim to limit global temperature rise to below 2°C and to tend towards 1.5°C
	2. Leeds believes that a resource efficient and climate resilient city will not only be a better place to live, it will also be more competitive and better placed to ride out future economic shocks. Leading research by the Centre for Low Carbon Futures / University of Leeds ([A Mini-Stern Review for the Leeds City Region](http://www.lowcarbonfutures.org/reports/research-reports?page=1)) has set out the strategic business case for investment and commercialisation of low carbon projects.
	3. Leeds is rising to this challenge and has a vision to be the best city in the UK. A top priority is tackling climate change and creating a prosperous, sustainable economy. In 2011, Leeds City Council led the [Commission on the Future for Local Government](http://civicenterpriseuk.org/commission-final-report/) on the theme of Civic Enterprise. Relevant actions include:-
* Becoming civic entrepreneurs to create the conditions for businesses to thrive;
* Stimulating jobs, homes and good growth through infrastructure developments;
* Enabling 21st Century Infrastructure, including high-speed broadband and low carbon resource recovery facilities.
	1. While significant progress has been made towards achieving city-wide carbon reduction targets with Leeds City Council taking a leading role, many of the economically advantageous carbon reduction opportunities identified in the Mini-Stern review remain unrealised at a city-wide level. Opportunities to reduce vulnerability to climate-related risks such as flooding also remain under exploited.
	2. The task cannot be left to one actor or sector and there is much to be gained from bringing together the key actors in the public, private and civic sectors to promote and guide on-going transitions. There is also value in establishing an advisory committee to comment on objectives/targets, evaluate options, identify priority areas, build capacities for action and review progress.
	3. In the face of a challenging national policy context and the limitations on what Leeds City Council can achieve on its own, there is an opportunity to bring together key city partners to form a Leeds Committee on Climate Change (Leeds CCC) to mirror the national Committee on Climate Change. It will advise local partners and decision makers on emissions targets and prepare reports on progress made in reducing greenhouse gas emissions and preparing for climate change. The Leeds CCC would act as a focus for achieving the implementation of measures such as those identified in the Mini-Stern review by helping to make the economic case for project development, implementation and investment in low carbon and climate resilient projects in the city.
1. **Vision**
	1. Leeds [Climate Change Strategy](http://www.leeds.gov.uk/council/Pages/Climate-Change-Strategy-2012-2015.aspx) sets out the vision for a low carbon and climate resilient city. To help the council and other organisations prepare for the effects of climate change, past extreme weather events and their consequences have been examined. These tell us how organisations and communities have responded and can help us identify vulnerable areas. We can use this information to plan for the future.
	2. Leeds City Council has set a target to reduce its own carbon emissions by 40% by 2020 from a 2008/9 baseline. Many other organisations in the city have similar internal targets either set by Government, or through regulations such as the Carbon Reduction Commitment (CRC) or Energy Saving Opportunity Scheme (ESOS). In the Climate Change Strategy, the Council adopted a 40% citywide carbon reduction target based on a 2005 baseline and has established a Breakthrough Project to deliver the following aims:-
* Carbon reduction as a contribution to countering climate change;
* Greater energy security which provides the city with a competitive advantage;
* Energy consumption savings to consumers, providing advantages to
* businesses and residents;
* Reducing fuel poverty/ improving levels of affordable warmth, bringing
* benefits for health and well-being;
* Creation of jobs and apprenticeships;
* Development of skills within the environmental arena;
* Improved air quality bringing benefits for health and well-being; and,
* Greater visibility of energy usage and costs across the city.
1. **Scope**
	1. It is proposed to establish the Leeds CCC in January 2017 and for it to run for 2 years in the first instance. Progress will then be reviewed.
	2. The purpose of the proposed Leeds CCC would be to
* Promote leadership in the city on climate change, encouraging stakeholders to take effective action now, while maintaining a long term perspective;
* Provide authoritative independent advice on the most effective steps required to meet the city’s carbon reduction target so as to inform policies and actions of local stakeholders and decision makers. Initially it would focus on the top 10-15 carbon reduction activities and top 10-15 carbon emitters;
* Monitor progress towards meeting the city’s carbon targets and recommend actions to keep on track;
* Advise on the assessment of the climate-related risks and adaptation opportunities in the city and on progress towards climate resilience;
* Bring together major organisations and key groups in Leeds to collaborate on projects that result in measurable contributions towards meeting the city’s climate reduction target and also to deliver enhanced climate resilience, particularly in the area of flood risk;
* Promote best practice in public engagement on climate change and its impacts in order to support robust decision-making;
* Act as a forum where organisations can exchange ideas, research findings, information and best practice on carbon reduction and climate resilience.
	1. It is also important to be clear about what the Leeds CCC would not cover. Although it is anticipated that the Leeds CCC will need to engage with and have representation from the private sector and civil society, it is not intended to be a lobbying or campaigning organisation and will instead have a clear focus on providing independent advice and bringing together organisations to collaborate on projects. It may however, act as an advocate for further devolved powers which would enable the city to achieve more.
	2. It is proposed that the Leeds CCC will emphasise the carbon reduction element of its scope in its first year, building on the projects that are already in development. However, there are many climate resilience projects (particularly flooding related) and climate-related initiatives already being implemented and developed in the city (e.g. Leeds Flood Alleviation Scheme, Response to Storm Eva, Ouse Catchment project etc), in a multi-agency environment operating at a regional geography. The Leeds CCC will define its role in relation to these projects ensuring that it avoids duplication and adds value to initiatives.
	3. The geographic scope of the Leeds CCC would be concentrated on the area covered by the unitary authority of Leeds City Council.
1. **Deliverables**
	1. The work of the Leeds CCC would result in the following deliverables:-
* The collation of existing carbon reduction targets and measures for organisations across the city using an agreed methodology;
* Agreed strategic and shared priorities and opportunities for carbon reduction and climate resilience across the city;
* A mechanism to engage with key stakeholders to develop opportunities into specific proposals, support the development of business cases and be instrumental in securing / obtaining funding for a portfolio of carbon reduction and climate resilience projects across the city;
* Develop mechanisms such as a 'pledge based' approach for the city where the climate related commitments of large actors are aggregated, and where other actors (e.g. SMEs, households) are encouraged to make new commitments to:-
* Reducing their organisational carbon emissions and promoting climate resilience across their site and operations in Leeds;
* Reporting progress on reducing carbon emissions each year, drawing wherever possible on existing data;
* Collaborating with other organisations to identify effective carbon reduction and climate resilience measures, research and develop projects, and attract funding for project development and/or delivery;
* An annual report monitoring project delivery and evaluating progress across the city towards the city’s climate reduction target and advising on future measures and updating data on emissions in line with the city’s commitments under the European Covenant of Mayors;
* A communications platform (website) setting out the committee’s objectives, outlines programme / projects and provides key contacts etc.
	1. An action plan for the first year of the LCC is proposed in section 7.
1. **Membership**
	1. Membership of the Leeds CCC will be open to individuals representing key organisations from the public, private and civic sectors across the city that can contribute to the promotion of a low carbon and/or climate resilient economy/society within Leeds. The balance of membership of the committee will reflect the need for cross-city representation and the need for the committee to be able to address both climate mitigation and adaptation. The anticipated level of commitment required from members will be set out in recruitment material.
* All members will ensure that their participation in the Committee has been authorised at a senior level within their organisation;
* The Committee will consider mechanisms for wider participation through for instance a ‘pledge-based’ system and other forms of associate membership;
	1. Representatives on the Leeds CCC will be recruited via an open process and will be expected to demonstrate the following characteristics:-
* That they are representative of a significant organisation or sector;
* That they will engage with their organisation and sector to promote the work of the Leeds CCC;
* Although some members will represent large organisations which can make a specific commitment, others may be able to represent their sector (eg housing / small businesses) but cannot make commitment on behalf of their sector.
* That they can deliver useful, accurate and timely data to the Leeds CCC;
* That they can demonstrate sufficient knowledge and understanding to be able to contribute usefully to the expert work of the Leeds CCC;
* That they can commit the required amount of time to the Leeds CCC;
* That they have access to good networks and connections that will add value to the Leeds CCC;
* Appointments will be made initially for the first two years of the work of the LCCC
1. **Governance**
	1. The Leeds CCC will be an independent advisory body, chaired initially by University of Leeds who will also provide a secretariat. Leeds City Council will be the Vice-Chair.
	2. In order to ensure accountability and scrutiny of the work of the committee and hence provide an opportunity to report the progress that is being made by all sectors and partners towards the city’s carbon reduction target, the Leeds CCC will report progress on an annual basis to the Leeds Sustainable Economy and Culture Board.
	3. The Leeds CCC will comprise:-

A Strategy group including Chair (initially from the University of Leeds), Vice-Chair (from Leeds City Council) and at least one person from each Working Group. The Strategy group will meet 4 times per year:

* + 1. To oversee the programme of deliverables;
		2. To take an overview of initiatives, projects and activities to ensure co-ordination, reduce duplication and foster synergy between projects;
		3. To act as a problem-solving forum;
		4. To agree, communicate and publish advice on meeting carbon reduction targets;
		5. To agree, communicate and publish advice on risk / opportunity assessment of climate change (from year 2).

At least 4 x Working groups (approximately 5 people per group) meeting frequently enough to be able to report to the quarterly meetings of the Strategy Group and covering the following activities:-

* + 1. Information gathering: Monitoring the performance of actual and proposed projects in the city, capturing carbon reduction data in an agreed format and preparing reports summarising this information;
		2. Climate adaptation: Reviewing the range of climate adaptation initiatives in the city;
		3. Engagement & communication: Facilitating the provision of authoritative and influential city wide communication material on climate change in the city;
		4. Project portfolio delivery, funding and finance: Taking a city-wide view of the carbon reduction and resilience projects and how they could be financed, including securing funding for the work of the Leeds CCC.
		5. A number of programme delivery groups: Overseeing a number of carbon reduction or resilience initiatives in the city.
	1. Decisions within the Leeds CCC will be made jointly with a preference for a consensus-based approach to decision-making. If a vote is taken, each member of the Leeds CCC will be entitled to one vote, with a two-thirds majority being required.
1. **Year 1 Action Plan**

| **Task** | **Timescale** |
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| Preparatory work commences including meetings in ‘Shadow’ form, recruitment to Strategy Group, allocation of responsibilities etc | September 2016 |
| Initial meeting / Launch of Strategy Group | January 2017 |
| Information Gathering working group meetings commenceClimate adaptation working group meetings commence | February 2017March 2017 |
| * Collation of existing carbon reduction targets and measures for organisations across the city
* Collation of climate risk assessment and adaptation planning measures already underway in the city
 | End April 2017 |
| Pledge-Based working group meetings commence | May 2017 |
| Strategy Group meeting | May 2017 |
| * Workshop to agree strategic priorities and shared opportunities between organisations across the city
 | June 2017 |
| * SmartKlub (or equivalent) Sessions to engage with the supply chain and take the opportunities identified in the workshop and develop them into investable proposals
 | June – July 2017 |
| Strategy Group meeting | September 2017 |
| * Annual report
 | September 2017 |
| Project portfolio delivery and finance working group meetings commence | September 2017 |
| Programme delivery working groups for each carbon reduction programme commence | September 2017 |
| Engagement and communication working group meetings commence | November 2017 |
| Strategy Group meeting | December 2017 |
| * Audit of existing communication and engagement activity across the city published
 | Spring 2018 |

1. **Principles**
	1. The following principles are proposed within which the Leeds CCC is expected to operate:-
* No party has a monopoly on best practice, initiative or solution
* All information is shared openly where possible
* Problems are solved jointly
* Innovative proposals are positively received and reviewed
* Working relationships are friendly
* Wherever possible risks are shared
* Work is delivered to the highest standards of quality

**Appendix 2: Leeds Committee on Climate Change Working Groups**

**1 Information Gathering**

**Summary:** This Working Group will be responsible for overseeing the process of monitoring the performance of actual and proposed carbon reduction projects in the city, capturing carbon reduction data in an agreed format and preparing reports summarising this information. Key aims of the working group will be to update the mini-Stern report for Leeds and extend this methodology to include consumption based emissions to give a more complete picture of the contribution of the city to carbon emissions. It is hoped that the top ten carbon contributors in the city can be identified as these will be the most important when it comes to developing carbon reduction projects.

**Background:** Many organisations in the city have carbon reduction targets either set by Government, or through regulations such as the Carbon Reduction Commitment (CRC) or Energy Saving Opportunity Scheme (ESOS). In the Climate Change Strategy, the Council adopted a 40% citywide carbon reduction target based on a 2005 baseline. There is no requirement for the Council to collect city wide data on carbon emissions and there is no formal mechanism in place to collect this information. This means that the Council has to rely on national data which is generally at least 2 years out of date and does not provide any detailed breakdown of information. This means that it is difficult for the Council to monitor progress towards the 2020 target and more importantly to assist organisations across the city in achieving their own targets through policy measures, city-wide projects or inter-organisation collaboration.

**Requirements:** Members of the Working Group will be expected to oversee the process of assembling accurate carbon related data in the city. An ability to influence the release of carbon related information in a particular sector of the city would be an advantage. Members of the Working Group should have experience of influencing stakeholders, project oversight and data presentation and communication. Familiarity with data relating to carbon emissions and the appropriate national and international regulatory frameworks and protocols would be an advantage.

**2 Engagement & Communication**

**Summary:** This Working Group will be responsible for overseeing the process of providing guidance on authoritative and influential city wide communication material on climate change in the city. It is not intended for this Working Group to devise or produce climate change related communication material. Rather its purpose will be to provide guidance on what constitutes best practice for climate change related communications so that organisations in the city are encouraged to devise appropriate communication programmes accordingly.

**Background:** There is no current city-wide consistency regarding campaigns around the component parts of sustainable development/environment policy. Existing materials illustrate:-

* An absence of any cohesiveness between individual programmes
* No consistent branding or messaging
* Inconsistent design or style
* No interconnectedness or co-ordination between programmes
* A lack of clear priorities
* Repetition between campaigns indicating potential inefficiency and leading to possible confusion
* No clear link to other city priorities (e.g. Best City, Child Friendly City)
* No clear links to a website for further information

**Requirements:** Members of the Working Group will be expected to oversee the process of assembling guidance and good evidence-based practice on climate change communication appropriate for a range of stakeholders. Members of the Working Group should have experience of project oversight and a familiarity with programmes using a variety of communication media and supporting evidence would be an advantage.

**3 Project portfolio delivery, funding and finance**

**Summary:** This Working Group will be responsible for taking a city-wide view of carbon reduction and resilience projects and how funding could be secured to support their development, implementation and co-ordination. The group will also take an interest in securing funding for the work of the Leeds CCC.

**Background:** Leeds City Region has assembled an initial pipeline of approximately 50 carbon reduction projects across the City Region, ranging in support requirement value from c£5k to c£500k, many of which are based in Leeds. These projects have been identified as having good potential for delivery, from an initial long-list of around 120 projects.  However this snapshot is not comprehensive and new opportunities and developments are anticipated to come forward over time.

**Requirements:** Members of the Working Group will be expected to oversee the process of devising an efficient means of assembling and maintaining information on actual and potential carbon reduction and resilient projects across the city. The Working Group will also be instrumental in overseeing effective mechanisms to bring projects from different stakeholders together where appropriate in order to achieve economies of scale or greater strategic synergy between projects. Members of the Working Group should have experience of project oversight and stakeholder engagement. Experience and familiarity with project assembly and finance identification will also be an advantage.

**4 Climate Change Adaptation**

**Summary:** This Working Group will be responsible for taking an overview of the many climate resilience projects (particularly flooding related) and climate-related initiatives already being implemented and developed in the city (e.g. Leeds Flood Alleviation Scheme, Response to Storm Eva, Ouse Catchment project etc), in a multi-agency environment operating at a regional geography. The Working Group will define a role for the Leeds CCC in relation to these projects ensuring that it avoids duplication and adds value to initiatives.

**Background:** The West Yorkshire Resilience Form (which is responsible for assessing the risks faced by the community, planning for emergencies and keeping the public informed during and after an emergency) identifies six key climate risks (major river flooding, urban flash flooding, drought, heat waves, storms and gales, low temperatures and heavy snow) all of which, except drought, are rated as high risk. Flooding (from rivers and flash flooding) is the most current climate risk.

**Requirements:** Members of the Working Group will be expected to oversee the assembly of information about climate resilience projects across the city paying particular attention to where the LCCC can add value to existing initiatives. Members of the Working Group should have experience of project oversight and stakeholder engagement. Familiarity with climate resilience and its importance in enhancing city systems would be an advantage.