

## **LIVERPOOL CITY REGION CLIMATE PARTNERSHIP**

### **TERMS OF REFERENCE**

- 1) The Liverpool City Region Climate Partnership has been established to act as an Advisory Body to the Liverpool City Region Combined Authority, to which Reports and Minutes from the Partnership shall be submitted on a regular basis.
- 2) The first responsibility of the Partnership shall be to provide expert advice and support towards the development of Liverpool City Region Climate Action Plans and Strategies which will help mitigate the Climate and Ecological Emergency declared by the Combined Authority, and help ensure the Region meets its commitments to reach net zero carbon by 2040 at the latest.
- 3) The second responsibility of the Partnership shall be to advise on the establishment of community and stakeholder engagement mechanisms by the Combined Authority to engage and communicate with the widest possible range of stakeholders across the Liverpool City Region.
- 4) The third responsibility of the Partnership shall be to provide input and advice on the establishment and delivery of a Liverpool City Region Community Environment Fund and other funding mechanisms to support environmental and climate-related activity.
- 5) Membership of the Partnership shall be reviewed by the Authority on an annual basis, and the Authority may agree further co-options during the year.
- 6) Membership of the Partnership is on an individual basis, but members may nominate a named alternative, should that be necessary.
- 7) However in certain cases, with agreement from the Chair, membership of the Partnership can be rotated to other individuals within the member's organisation.
- 8) Meetings of the Partnership shall be held on a monthly basis, with a furlough month in Spring, Summer and Winter, aiming to coincide with school holiday periods.
- 9) The Partnership may establish Working Groups/ Task and Finish groups to help it fulfil its responsibilities, and to ensure all relevant expertise is engaged. To that end also, it may commission specific pieces of work or issue calls for evidence and organise listening events or evidence taking sessions.
- 10) The Partnership shall aim to work by consensus, but if votes are taken, this shall be on a majority basis with the Chair having a casting vote.
- 11) Members are expected to declare an interest as appropriate.

### **PARTNERSHIP GROUND RULES**

- 1) An approved agenda and papers will be circulated by email to all members five (5) working days in advance of meetings taking place. Paper copies of meeting papers will be available on request only.

- 2) All members may propose agenda items and/or potential speakers for future meetings at any time by making suggestion to the Combined Authority.
- 3) Post meeting comments or thoughts from members should be provided to the meeting administrator no more than five (5) working days after the meeting.
- 4) Minutes from the previous meeting will be circulated to all members no later than 15 working days after the meeting.
- 5) On acceptance of the final version of papers, minutes and other documents by Climate Partnership members and invited speakers, the Combined Authority shall make all papers publicly available on the CA's website.
- 6) From time to time it may be necessary for the Chair to make an urgent decision at short notice. Members will be advised of this at the next available meeting, or by other means, such as email.
- 7) Membership is on the understanding that this Group is not the mechanism to raise or deal with individual complaints or to lobby in relation to funding for individual voluntary and community sector organisations or other organisations. Complaints or concerns of any nature should be directed through appropriate channels in the usual manner.
- 8) To ensure that meetings run smoothly and effectively, members are requested to adhere to the following guidelines:
  - a. Members should read circulated reports and other materials in advance of meetings
  - b. Discussions should follow planned agendas
  - c. Show respect by listening to others and not interrupting
  - d. Operate on a consensus; seek general agreements
  - e. Identify actions that result from discussions and commit to following through those actions
  - f. Address items through the Chair of the meeting
  - g. Talk one at time; wait to be recognised by the Chair
  - h. Turn mobile phones off, to silent or on vibrate
  - i. Be respectful of other members' ideas, views and cultures

## 9) CONFIDENTIALITY

- a. Documents circulated by members of the Climate Partnership, and the notes from the meetings, can be shared externally **unless expressly stated as confidential**.
- b. Members are required to respect confidentiality of specific topics discussed at the meeting or those papers marked confidential, in accordance with the Environmental Information Regulations which provides for public authorities to have a 'safe space' to develop ideas, debate live issues and reach decisions.