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|  **Coventry’s Climate Change Board Meeting** |  |
| **Minutes:** |  |
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| Time and Date: Thursday 20th April 2023. 13:00 – 15:00 |
| Location: NAIC Boardroom, University of Warwick, and Microsoft Teams |

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| **Board members present** | **MS Teams** |
| Margot James (MJ) – Chair, WMG Cllr Jim O’Boyle (JO’B) -Vice Chair, Coventry City Council (CCC)Ed Green (EG) - Warwickshire Wildlife Trust Russ Hall (RH) - WMG Chris Lovatt (CL) – EonClare Wightman – CEO GrapevineSophie Mason (SM) – Coventry Building SocietyCharlotte Heeney (CH) – Severn Trent WaterSuzanne Ward (SW) – Area Environment Mngr Warwickshire &WMCA. |  | Clive Robinson (CR) – University Hospital CoventryLisa Hofen (LH) – Director of Facilities, Coventry University, |
| **Non-Board members present**  | **Non-Board members on MS Teams** |
| Claire Pointon (CP) - WMG Becky Sellers (BS) – WMG Graduate ProgrammeAndy Williams (AW) - Director of Business, Investment & Culture, CCCColin Knight (CK) - Director of Transportation & Highways, CCCRhian Palmer (RP) – Strat Lead for Green Futures, CCCBret Willers (BW) – Head of Sustainability & Climate, CCCManjit Bath – Business Development Manager, CCC  |  | Hopi Sen (HS) – WMGDarren O’Shaughnessy (DO’S) –CCC Communications OfficerKieran O’Sullivan (KOS) – Minutes CCC. |
| **Apologies**  |
| Duncan Healey (DH) – Galliford TryChris Ennew (CE) – University of WarwickMike Lewis (ML) – EonAnthony Evans (AE) – SarginsonsAudrey O’Connor (AO) – Canal and River TrustMariama Ceesay (MC) - CU Social Enterprise CICMatthew Rhodes (MRh)– CamirusRichard Eadie (RE) – Severn Trent Water Kirston Nelson (KN) – Cov CC, Liz Hopkins (LH) - West Midlands Fire Service |  |  |

**Welcome & Introductions:**

Welcome to Clare Wightman, the CEO of not-for-profit charity Grapevine and Rhian Palmer the new Strategic Lead for Green Futures at CCC who will manage the Climate Change and Sustainability Team. Kieran O’Sullivan, Colin Knight’s ESO, joined remotely to minute the meeting.

1. **Minutes and Matters arising:**

None

 **2.Change of Board Members:**

Agreement from the Board that Roger Scott from Lloyds Bank should become a Board Member as there is a need for SMEs which emit a lot of emissions to have access to affordable finance to make changes to their organisation and infrastructure.

**Action: MJ to contact Roger Scott re: joining the future CCB Meetings.**

Agreement from the Board that a representative from Citizen Housing should join future meetings and possibly join the ECP pathway group with Clare Wightman.

**Action: BW to contact Citizen and invite a rep to attend future CCB Meetings and sit on the ECP Pathway Group.**

 **3. Review of Pathway Groups with their respective Chairs:**

BS – Thanks to those Chairs that completed the questionnaire. BS is working with the respective Pathway group chairs to feedback to MJ & the Board ahead of the submission of the strategy. MJ plans to attend all Pathway Group meetings to understand the priorities and issues raised from the survey and questionnaire.

BS – Received feedback from 3 of the Pathway Groups and 2 out of 3 confirmed they require additional clarity from the CCB on the expectations and the resources available. 2 out of 3 stated that their lack of funding is considered as an issue. The next step is that a facilitated workshop is scheduled the Chairs of the Pathway Groups and Chair of the Board on 15/05/2023, managed by BS and facilitated by BW, an informal collaborative discussion on the successes, clarity of roles, objectives, direction, and recommendations of the Pathway Groups.

**Action: MJ is having meetings with each Pathway Group chair ahead of the Workshop on 15/05/2023 where the chairs can raise any issues identified from the questionnaire.**

MJ invited other Pathway Group chairs to give an update:

CL – Low Emissions Pathway had 3 parts to discuss; 1. SME exemplar examples (discussed below during item 5), 2. Deployment of Eco 4 – The issue with data has been resolved and 1000 properties have been identified in the Foleshill area and 12 properties qualified for phase 1 of full home solutions and insulation measures installed to decarbonise them. Optimistic of some real progress over the next 5 months once these properties get started however help is required in deploying this to customers.

**Action: Board Members to get in touch with CL to let him know how their organisations can assist in promoting ECO4 to residents in Coventry.**

There is work going on with CCC on a joint campaign to reach out to customers. 3. Stream of activity around transportation and collaboration at Motofest and MC Coventry Transport Summit 02 – 04th June.

EG – The Nature Based Pathway met on 15/03/2023 and discussed how the group was or was not working with the view to feedback into the workshop on 15/05/2023 taking forward ideas around Brandon Golf Course and the potential to work with the Sherbourne Project. Individual partners are busy, this activity would be happening anyway, but the Group have not linked with any active projects however this does not stop us making recommendations to CCC on what can be done to improve biodiversity and other measures. BW added that there is a potential project for which there was interest and support and that is replicating the River Sherbourne Project for the Rover Sowe and that at a recent Scrutiny meeting at the Council expressed support for a similar project for the River Sowe.

CH –Severn Trent Water expressed an interest in working with the Nature Based Pathway Group and develop their work on biodiversity and see what they are doing in relation to the other Pathway Groups such Adaptation & resilience and what, as an organisation they can do better?

**Action: CH to think about and confirm which Pathway Groups Severn Trent Water should sit on and have the most influence with.**

SW – Adaptation and Resilience Pathway went through the draft strategy in the January meeting and working with BW on writing an adaption plan and the next step is to add to the work Sustainability West Midlands have done on adaptation plans, resilience plans and the gaps so we will schedule a workshop to focus on the 3 main impacts of Climate Change and what that means in terms of Coventry, breaking that down and listing the priorities and actions and give recommendations of climate change needs to the Coventry Local Plan.

**Action: MB to schedule the date for the Adaptation and Resilience workshop in May.**

CK – An item on the next CCB agenda on the Coventry Local Plan would be beneficial as it is essential to incorporate the adaptation resilience plan and the roads and drains. If we don’t get these policies into the Local Plan now, then we won’t get the developers on board. The timeline for the Local Plan has been challenged and a meeting set up with Planning.

**Action: BW to feedback to CK on the proposals from the CCB workshop for CK to relay to Planning and the Local Plan. An agenda item and update from CK and BW on the Coventry Local Plan at the next CCB.**

CW – The Equitable Centred Person Pathway is still emerging and looking forward to the workshop. Now that the City of Culture Trust is no longer on the board there is nobody to lead on the engagement for the ECP. Clarity required on whether this Group is stand alone or not or a cross cutting role, data should be shared with the ECP to identify areas of inequality. Rep from Citizen would be beneficial to this pathway group to collaborate on retrofit project and the sharing of data on tenants and social housing.

 **4.Request for comments and feedback for the City Council’s Climate Change Strategy Identifying:**

* **Any gaps in provision or issue to address**
* **The role partner organisations have to play and how they can help to can make progress in delivering sustainability objectives.**

MJ – We have been asked to comment on the CCC Climate Change Strategy, providing input into any gaps or things we ought to address from an individual organisation perspective but is there a case for the CCB to respond formally?

BW encouraged Board Members to read the strategy and focus of the key areas of activity and specific actions and the resilience and adaptation strategy for the City, identifying key projects.

**Action: All CCB Members to add their formal response and comments to the online form** [**https://letstalk.coventry.gov.uk/climate-change-strategy**](https://letstalk.coventry.gov.uk/climate-change-strategy) **and quote areas of activity which they can fit or contribute to (encouraging partnership working) or propose additional areas of activity that can be presented to Council Members in Cabinet meetings.**

BW – Some projects will be resourced, but others will require partnership and funding. Through Membership or customer base we ask that you promote this to the wider public, we currently have 180 responses to date.

MB shared the Climate Change Strategy and Let’s Talk Page outlining the engagement plan and the dates of webinars that will be run by CCC. A QR code is available for attendees to join the webinars.

**Action: CCB Members have been asked to encourage and signpost employees and members of the public to join the Climate Change Strategy webinars and comment on the Let’s Talk page.**

**Action**: **MB to circulate the link to the dates of all the webinars with CCB Members and encourage attendance.**

RH – The Climate Change Strategy could be more explicit on ‘reducing consumption drives down emissions’ to give a better public understand. Reducing consumption of first-time products or services, encouraging people to reuse and consume right, will reduce emissions.

RP – It’s linked to the behaviour changes.

**Action**: **RH and BW to meet offline and discuss how the Circular Economy can be developed on the Climate Change Strategy to assist in public understanding.**

SW – One item I wanted to raise in relation is ‘what is Coventry doing about understanding its own carbon footprint and having its own carbon budget?’ and drive thinking in a different way.

JO’B – I want to hear what the recommendations overall will be from the CCB. It’s about actions and what the LA or city partners can take on to affect those recommendations of change.

MJ – Public consultation has always been an important part of our remit and without behavioural change on an individual basis, the city won’t achieve it’ targets.

JO’B – The CCC Climate Change Strategy should be informed by the recommendations that come from the CCB because the board is a reflection of the expertise.

MJ – The CCB should look at the feedback and responses to the consultation and not only give our view on the strategy but look at the more substantial areas and think how CCC can put them into actionable measures.

CL - On SW’s point have we got a clear budget for Coventry on scope 1-3 emissions as a city?

RH - Yes it was presented at the 1st CCB but the caveat is that scope 3 needs work.

CL - This should be the baseline we continually come back to.

**Action**: **MJ to work with the pathway Group chairs and BW to go through the recommendations of the Board and divide that up to look at a response system and actions for CCC Climate Change Strategy. BW offered direct contact to him or the Sustainability team re: recommendations or comments on the Climate Change Strategy.**

**Action:** BW to recirculate the links for Scopes 1-3 with the CCB Members as a reminder.

JO’B – Sarginsons are not present, but can we not use them as an exemplar on how to decarbonise a business?

MJ – Sarginsons is a high energy emitting manufacturing SME and because of the particular infrastructure and the age of the infrastructure and physical layout it is very expensive to put in place the recommendations made by the Pathway Group which has promoted me to invite Roger Scott and Lloyds to join the Board.

CH – Using Sarginsons as a SME exemplar was one of the 3 objectives of the Low Emissions Pathway Group and between Sarginsons, Eon and Warwick Manufacturing we did a lot of work with them in understanding all their emissions in scope 1-3 laying out their plan of what was required to fully decarbonise, trying to create a business case. The reality was the physical infrastructure was so old that solar panels could not be put on the roof and so not financially viable although funding was offered from Eon and Warwick Manufacturing.

CH – Although a useful exercise with Sarginsons, the ask now is for 2 or 3 other SME Organisations, with less heritage (lighter manufacture or retail) where Eon can really introduce the installation measures and get close to net zero suggestions as we have identified a problem with aging SMEs without spare funding.

**Action:** **RH to rekindle contact with Sarginsons, and their commitment to decarbonising, as currently still working with them on the waste heat recovery. MJ to contact Anthony Evans directly re: board membership**

**Action: RH to circulate the link to the LIPD for the CCB and all partners to make a bid for decarbonising funding.**

An Industrial Decarbonisation meeting is chaired by Matthew Rhodes on 09/05/2023 on energy efficiency for SMEs and how to reduce energy costs.

**Action**: **RH to attend the meeting on 09/05/2023 and relay back to the CCB on how to make bids for funding.**

 **5.Producing a State of the City Report – *how can we access and share data to build a more accurate picture of how sustainable the City is?***

BW – Coventry was part of a pilot called Regional Energy Systems Operator Reset, funded by Innovate UK, trying to map out energy use across the city but also looking at the infrastructure supplied energy and how we can maximise that benefit to the City in terms of trying to maximise opportunities for Zero Carbon. WMCA Energy Capital have managed to secure additional funding to take this work on mapping out energy use, and the systems behind this, and created a GIS System and pilot project which will put a lot of different data overlays together and look at energy use. We can map out the City at a local level and look at energy supply. The CCC Insight team are developing an effective database that gives a map of the city, so we have an overlay of features and information and the relationship between issues such as air quality measures and health indicators. The ask is, do any of the CCB organisations have a similar developed GIS System or tools so that data can be shared and assist strategic planning and target resources at specific issues.

**Action**: **For the CCB Members to advise what GIS systems they use and whether that data be collated with or shared with the CCC Insight team and the pilot scheme?**

CH – challenge is to share data, we must have customer permission to say they are happy for us to share the data with said individuals.

BW – TOIDS, specific target information datasets can relate to a particular household but not relate them to a named individual.

JO’B – Are you asking the CCB to share information in one place and if colleagues agree to that what do we want to do with this data and what is the recommendation of flows for that?

**Action**: RH and CH to meet offline and look at heat recovery schemes.

**Action**: RH, SW, CH, and CH to meet offline to develop the sharing of data and make recommendations on projects such as heat recovery and link with the Low Emissions or Circular Economy Pathway Groups.

 **6.Circular Economy Pathway Group - *Computer recycling and re-use proposal for the benefit of low-income families for training and development***

RH shared the Circular Economy Pathway slides and updated on the latest pathway meeting and agreed that there are issues re: resources and budgets.

RH - If we can keep things in circulation for longer then we can reduce emissions because people are not buying new things and help reduce digital inequality. Circular Economy Pathway started a project where we recycle digital equipment into the community or share with CCC who can distribute it into the city schools, households and community centres.

CCC want to develop a business case of up to 500 laptops a year that can be wiped of sensitive information and shared with the community which will; reduce emissions, create economic growth of Coventry workforce and tackle social inequalities.

CH – offering screens may be easier than equipment with hard drives.

AWi – Demand for second hand mobile phones is higher than the supply.

**Action**: **As part of The Digital Circulatory Project the CCB Members are asked for test cases and donations of laptops or smartphones that go through the full process of wiping sensitive data and prove the scheme can work and offered to the community.**

MJ – The Circular Economy Pathway Group can explore further how the organisations on the CCB clean data from hard drives and come up with a protocol for this so equipment can be reused effectively.

 **7.Identifying a New Build Exemplar**

Galliford Try not present however CK and DH (Galiford Try) met on 19/04/2023 and having this item on the next agenda where Citizen are present will be a beneficial collaboration.

 **8.AOB:**

**Action**: RH to share the link from the JNCC meeting on associated consumption.

 **DONM:** Thursday 6th July 1pm-3pm – WMG Boardroom