



## Terms of Reference

### 1) Purpose:

The Harrogate District Climate Change Coalition brings together organisations from the public, private and voluntary sectors in order to champion carbon reduction throughout the Harrogate District, helping the district achieve net-zero emissions.

The coalition promotes and implements activities which engage a wide range of organisations and individuals in collaborative work to achieve this aim.

### 2) Board and sub-groups:

To enable effective working, the coalition consists of a board, and sub-groups.

The board has no more than 20 members and meets quarterly, setting the action plan and reviewing progress. Board meetings are usually administered by Harrogate Borough Council. A substitute may be nominated if a board member cannot attend a meeting, by agreement in advance with the chair.

The chair is appointed annually from the board for a one-year term. If two or more members wish to take on the role, the board will elect the chair.

Initially the chair is Harrogate Borough Council's Cabinet Member for Carbon Reduction and Sustainability.

Sub-groups will be set up to work on specific projects, and sub-group leaders will be able to invite other specialists to meet and participate as required. (Not all work areas will require a sub-group, some actions may be led by individual coalition partners or ad-hoc working groups, reporting to the board on progress.)

### 3) Membership:

Membership of the board and sub-groups is drawn from organisations who are willing to proactively support the coalition's purpose and activities.

The coalition will ensure that a range of organisations are represented on the main board. Guided by consensus within the group, the chair may invite new members to represent relevant organisations and whose skills and experience complement the coalition's purpose and agreed action plan.

Member organisations will represent a range of sectors and interests, including:

- Private sector: For example business representatives from large energy users, key sectors outlined in the council's Economic Growth Strategy and other businesses relevant to the coalition's action plan
- Voluntary sector: For example the local CVS and Zero Carbon Harrogate
- Public sector: For example members of Harrogate Borough Council, the Public Services Leadership Board and other relevant public sector bodies

Sub-group leaders may invite other participants to support their work areas.

There is no fixed term of membership, but the group will review its activities annually and may change the membership by mutual agreement to suit current priorities.

Organisations interested in participating in either the coalition board or sub-groups are invited to send their proposed representative's contact details and a statement describing their area of interest and skills and experience to the coalition secretary.

#### **4) Action Plan:**

The coalition will agree an annual action plan, to deliver achievable outcomes for the benefit of the Harrogate District.

The Coalition does not have an allocated budget. Where action plan projects require funding, this will depend upon finding external resources, and making use of in-kind support.

#### **5) Participation principles:**

Membership of the coalition and its sub-groups does imply a degree of shared ownership to help to ensure that priorities are delivered.

For transparency, the Terms of Reference and meeting notes will be published online.

Membership of the coalition and its sub-groups is not remunerated, but is mutually beneficial to the work of the coalition members in achieving the coalition's purpose as stated in these Terms of Reference.

Each priority for the coalition needs to be led by a member of the coalition or its sub-groups who will update progress regularly.

A sub-group leader can draw on the resources and skills of other members of the coalition and its sub-groups in order to progress the priority.

The coalition secretariat (currently provided by Harrogate Borough Council) is there to help facilitate the achievement of priorities through acting as a central resource for the administration, organisation and associated activities, but not leading priorities.

#### **6) Agreement:**

Terms of reference agreed: 19<sup>th</sup> November 2019

First revision: 25<sup>th</sup> August 2020