

GREEN CITY PARTNERSHIP BOARD

1. Purpose and Function

- 1.1 The purpose of the Green City Partnership Board is to provide leadership and strategic oversight of the development Sheffield's approach to low carbon, resilience and sustainability.
- 1.2 The Board is responsible for commissioning and overseeing the delivery arrangements to achieve the vision set out the Green City Strategy.
- 1.3 The Board will work to align activities across partner organisations and will broker agreement at strategic level to resolve apparent barriers to delivery of a low carbon economy, and will explore and realise opportunities to secure investment.
- 1.4 The Board has a key role to enable all residents, businesses, institutions and communities to play a role in developing and delivering the solutions that will take Sheffield towards a zero carbon future. It will work to increase awareness and understanding that will lead to behavioural change.
- 1.5 The Board will monitor progress on the delivery and implementation of a transition towards a low carbon economy, and will prepare Sheffield to adapt to the unavoidable effects of climate change and thus become a more resilient city.

2. TERMS OF REFERENCE

The Green City Partnership Board will:

- 2.1 Work with partners to ensure that Sheffield can achieve Green City Strategy objectives and deliver a low carbon, resilient and sustainable city.
- 2.2 Oversee the preparation, development and implementation of policies and strategies which contribute to achievement of the Green City Strategy Objectives.
- 2.3 Commission programmes that will deliver low carbon benefits.
- 2.4 Ensure that the Green City Strategy receives the full support and approval of each partner organisation and ensure that the plans and strategies of all relevant partner organisations support and contribute towards the City Strategy.
- 2.5 Ensure that activities being progressed by the board and its partners are in line with local and national priorities.
- 2.6 Ensure that there is a robust evidence base for decision-making, support the identification of risks and opportunities and regularly evaluate performance against the City's priorities.
- 2.7 Ensure that the activities of the Green City Partnership Board and its' partners are integrated with and contributes to broader City priorities, communicating regularly with other structures, partners and organisations.
- 2.8 Work together to influence local, national and international policies, legislation and programmes in order to deliver a low carbon future for Sheffield.

GREEN CITY PARTNERSHIP BOARD

3. MEMBERSHIP

Emma Bridge (EB)	Community Energy England
Jenny Carpenter (JC)	Sheffield Climate Alliance
Greg Fell (GF)	Director of Public Health, Sheffield City Council
Cllr Mark Jones (MJ)	Cabinet Member for Environment, Streetscene and Climate Change
Cabinet Advisor	Sheffield City Council
John Grant (JG)	Sheffield Hallam University
Edward Highfield (EH)	Sheffield City Council
Prof Lenny Koh (LK)	University of Sheffield
Laraine Manley (LM)	Exec. Director Place – Sheffield City Council
Andy Sheppard (AS)	Arup Sheffield
Martin Toland (MT)	Amey
Nigel Wilson (NW)	Veolia
Richard Wright (RW)	Sheffield Chamber of Commerce and Industry
Mark Whitworth (MW)	Climate Change and Sustainability – Sheffield City Council

4. OPERATING PRINCIPLES

Meetings

- 4.1 The Board will meet on a bi-monthly basis. Meeting dates will be set one year in advance, following the annual meeting.
- 4.2 The annual meeting of the Board will be held in September.
- 4.3 Papers will be issued five working days before meetings, and a meeting note will be issued within two weeks of the meeting date.
- 4.4 The Board will be accountable to the partner organisations. The Board will make recommendations to the relevant partner's organisations as appropriate.

Support Arrangements

- 4.5 Support arrangements will be provided by Sheffield City Council.

5. ROLES AND RESPONSIBILITIES

Chair of the Board

The Chair of the Board will:

- 5.1 Provide strategic direction for Sheffield's low carbon approach.
- 5.2 Maintain oversight of key programmes within the portfolio.
- 5.3 Ensure alignment between low carbon programmes and broader Sheffield priorities.
- 5.4 With the lead Executive Director, agree the agenda and papers for each meeting.
- 5.5 Provide strategic input and direction to Sheffield and national leadership.
- 5.6 Represent the Board in high profile discussions, events and activities at Sheffield, city region and nationally.
- 5.7 Represent the Board in engagement with other partners, institutions, organisations and government.

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Board Members

The Members of the Board will:

- 5.8 Regularly attend, and positively contribute and participate in meetings.
- 5.9 Thoroughly review and inform the work of the Board.
- 5.10 Actively identify and advise upon the adoption of good practices.
- 5.11 Individually lead specific programmes which contribute to strategic objectives where appropriate.
- 5.12 Act as a conduit to and represent the group, organisation and/or professional field they come from.
- 5.13 Ensure that they maintain full accountability and transparency to the Board any activities carried out on behalf of the Green City Partnership Board.
- 5.14 Ensure that any comment or activity undertaken in their capacity as a Board member is aligned with and endorsed by the Board.
- 5.15 Support and enable communication with wider stakeholders about the work of the Green City Partnership Board, acting as advocates for the Board's work.

END – July 2018
(Review six month)