

Terms of Reference for the East of England Climate Change Forum (RCCF)

Updated April 2024

Responsibilities of the East of England Regional Climate Change Forum

- The East of England Regional Climate Change Forum is responsible for providing regional-level support for local authorities in the region in achieving their net zero and other climate change related targets.
- The Forum will only carry out activity where it adds real value to the work being undertaken in local areas and will aim to reduce duplication.

Activity of the Forum

The Forum exists to achieve the following outcomes:

- To develop an understanding of the progress, strengths and areas for improvement in achieving climate action targets across the East of England. Which may include sharing of best practice and directing additional analytical work for the benefit of all members of the group.
- To support improvements via:
 - Accelerating the adoption of best practice across the region and targeting peer-led assistance where it is most needed.
 - Delivery of targeted projects (where taking a regional approach adds value and reduces duplication in the work of councils and key strategic regional partners e.g. STBs and LEPs towards achieving climate action targets)
- To explore opportunities for joint procurement of climate action solutions and support at the regional level where this approach achieves economies of scale, greater pace and reduces resource burden for local areas and authorities.
- To identify funding opportunities from central government and other bodies which we could collaborate on with joint bids. Also, identify where bid expertise and resources are available across the region to support this objective and mobilise a team when such opportunities arise.
- To provide a unified voice for the region when advocating for greater investment from central government to support climate action and as a platform for showcasing the work of the region as a whole.
- To achieve greater consistency with methodologies and tools used to evaluate the impact of climate change interventions where this makes sense to do so.

Membership

The membership of the Forum will initially consist of the lead elected member and lead officer of existing climate change partnerships/commissions at the county level. Where these do not exist, the lead member and officer from the upper-tier authority will be invited to join the Forum.

Representatives from other strategic partner organisations will be invited to attend the Forum on exception where there is a need and added benefit to do so.

The Chair and Vice Chair will rotate on a bi annual basis:

- Chair – Cllr Peter Schwier from January 2024 to January 2026
- Vice Chair – Cllr Lucy Nethsingha – From July 2023 to July 2025

Frequency of Meetings

The Forum will meet quarterly from May 2023. This will be kept under review.

Lead Officers meetings will take place quarterly from April 2023. This will be kept under review.

Forum Sub-groups

In order to achieve the outcomes and key deliverables of the Forum, it may be necessary to initiate sub-groups of members and/or officers to complete specific tasks. The formation of any sub-groups will be discussed at Forum meetings and agreed upon prior to their initiation.

Activity of Forum Sub-Groups

- To support the work of the Forum on its specified priority activity
- Work collaboratively to deliver the priority activity outcome(s) to the agreed date(s)
- Agree a meeting schedule, with sub group members attending and providing input to each session and delivering agreed actions
- Provide input to quarterly highlight reporting (via the RCCF priority activity lead) to provide an update on progress to the Forum
- Utilise the RCCF Knowledge Hub platform and save all working documents to this area
- Share and communicate the work of the sub group and RCCF with relevant colleagues/groups/stakeholders as required
- The sub group lead to liaise with the RCCF project management provider as required - creating a link between the sub group and the Forum

Governance and Reporting Arrangements

The Forum will provide quarterly update reports to the East of England LGA's Management Committee and bi-annual update reports to the East of England LGA's Assembly of all local authority leaders.

The Forum will also act in an advisory capacity to the work of the East of England LGA's other political panels: the Infrastructure and Growth Panel, the Improving Outcomes for People and Communities Panel and the Local Government Employers Panel.