

Route to Zero (R20) Community Assembly Terms of Reference

Project information

Project Title: Route to Zero (R20) Community Assembly

Senior Responsible Officers: Ian MacLeod

Directorate(s): Partnerships, Insight and Prevention and Inclusive Growth

Background

- The Taskforce was established following a cross-party declaration of a climate emergency at Full Council in June 2019 which set the ambition for the Council and the city to become net zero carbon by 2030, or as soon after as a just transition permits.
- The Route to Zero Taskforce's purpose was to support the preparation of a Route to Zero Action Plan. The R20 Action Plan was endorsed by Full Council in January 2021. As part of a review of the wider Governance arrangements for Route to Zero, it has been agreed that the Taskforce should now transition to a Community Assembly.

Purpose

- The purpose of the R20 Community Assembly is to bring together Members and officers from the council and representatives from across the City, including the West Midlands Combined Authority, the NHS, higher education, the business community, faith communities, young climate strikers, climate campaigners, and other key partners and stakeholders, including members of the public.
- The Community Assembly will provide a forum for the City Council and other organisations to update members and the wider community on the work being undertaken to achieve net zero carbon.
- The Forum will provide an open and inclusive platform for the sharing of information which is relevant to the City's journey to net zero carbon.

Membership

- The R20 Community Assembly membership will be open to everyone.
- There will be no limit to the number of people who can be members of the Community Assembly and no formal process for joining.
- We will need to ensure that the voices within the R20 Community Assembly are balanced and everyone gets the opportunity to voice their issue and that no one voice is dominant. To ensure this, whilst organisations can send multiple representatives to Assembly meetings, we will ask organisations to elect a spokesperson to speak on behalf of the organisation.

The R20 Community Assembly will be supported by:

Name	Position and Organisation
Councillor Liz Clements (Observer)	Chair of Sustainability and Transport Overview and Scrutiny Committee, Birmingham City Council

Lisa Trickett (Advisor and Co-convenor)	Places in Common
Polly Billington (Advisor and Co-convenor)	UK 100
Rose Horsfall (Project Coordinator)	Cabinet Support Office, Finance and Governance, Birmingham City Council
Maria Dunn	Head of Development Policy
Amit Bratch	Principal Energy and Sustainability Officer, Birmingham City Council
Eleanor Crook	Senior Planning Officer, Birmingham City Council

Format and Running Arrangements

- Meeting will be held three times per year. Meetings will take place in February, June, and October, with dates to be set in October for the following year.
- Meetings will initially be 2 hours in duration, taking place in the early evening (4pm-6pm) to allow a wider number of participants.
- As Covid-19 restrictions continue meetings will initially be held virtually. Once Covid-19 restrictions are removed, meetings will take place in-person, in an accessible city centre location but with an option to join the meeting remotely if preferred. Once meetings can be held in person, there will be an opportunity to network informally over tea and coffee or set up mini exhibitions for an hour before the meeting.
- On-line meetings will take place on teams and will be hosted by Birmingham City Council. For as long as Covid-19 social distancing restrictions remain in place meetings will be held virtually. Once it is possible to meet in person, we will explore the possibility of a hybrid meeting format to allow participants to either attend in person or dial in virtually.
- All presentations and papers will be circulated at least one week before the meeting is to take place. Questions will need to be submitted via email in advance of the meeting. Those with questions will then have an opportunity to table their questions during the meeting.
- The Council will provide administrative support to the Community Assembly and will provide regular updates on its own work, however, agendas will be open for anyone to bring relevant items to the meeting.
- A process will be established whereby requests for items to be included on the agenda should be submitted no later than 4 weeks before the meeting is due to take place.
- The meetings will be structured around the key priority actions: housing retrofit, waste, transport, new build housing, EV charging, energy, the natural environment and. An update will be given on all priority areas at each Community Assembly
- There will be a 15 minute slot at the end of each meeting which will be open for up to three short announcements or updates from external partners. This slot can be used for R20 Community Assembly participants to share information or highlight areas of work which are of interest to the Community Assembly. If there are more than three requests at each meeting the chair will select three items based on the relevance to the wider membership and fit with the Action Plan themes/current work programme as well as the degree to which they are time specific.

- Agendas will be agreed with the chair who will have final discretion on what is to be discussed. If there are too many items for consideration at the meeting, the chair will have the discretion to prioritise items and defer some items to a later agenda or to extend the duration of the meeting to allow discussion for a greater number of items.

Roles and Responsibilities

All

- To contribute information, specialist knowledge, expertise, ideas, and learning as required to drive forward discussions and decision-making; members are there to collaborate rather than represent the interests of their own organisation
- Other specific roles and responsibilities to be discussed as the R20 Community Assembly evolves.

Councillor Waseem Zaffar (Chair)

- To provide overall leadership, direction, and ownership for the project

Councillor Sharon Thompson (Vice Chair)

- To deputise for the chair where necessary.

Expectations and Protocols

- Participants will adopt a partnership ethos that stresses inclusivity, openness, and transparency in its deliberations, and which drives positive action and improvement as a result of its decisions.
- Every meeting will be engaging, strategic, positive, and focussed on achieving clear outcomes.
- Participants will comply with all relevant Council policies and codes of conduct, and will adhere to the Nolan Principles of Public Life.
- If conflicts of interest occur, participants will be open and honest in order to resolve any issues.
- Agendas and papers will be circulated a week in advance of the meeting.
- Minutes and action points showing the individuals/organisations responsible will be circulated within a week of the meeting.