

# Shropshire Climate Action Partnership

**Steering Group Meeting      13<sup>th</sup> January 2021**

## **DRAFT MINUTES**

**Attending:** SCAP representatives: Allan Wilson, Chair; Jane Cullen, Vice Chair, Sue Burnell, Recorder; Mark Fermor, Director; Lorraine Waumsley, Robert Saunders, Liz Knowles, Jo Blackman.

Adrian Cooper and Sam Kirby-Bray, SC; Simon Jeffery, Harper Adams; Andrew Howe, Shrewsbury Food Hub; Chris Deaves, GSX; Phil Holden, Shropshire Hills AONB.

1. Chair's Welcome and Introductions
2. Apologies - Fliss Mercer, T&WC
3. Declarations – none received.
4. Minutes of the last meeting confirmed.
5. Governance of SCAP –
  - Allan Wilson was confirmed as the Chair of SCAP Steering Group and Jane Cullen as the Vice Chair following the election concluded 7<sup>th</sup> January 2021.

SCAP to improve administration and transparency of SG proceedings:

- Request for SCAP to re-engage more SG members. Attendance by members is poor.
  - Request for SG meeting minutes to be shared 5-days after the SG meeting as set out in the Terms of Reference.
  - Request to publish monthly progress reports on SCAP website.
  - Request to publish SG meeting minutes on website when approved. Also, to publish agenda on website ahead of meetings.
  - Request to add a statement to Terms of Reference to say no politicians can serve on the SCAP SG
  - Request to consider observers attending SG meetings and making an amendment to Terms of Reference. Consider how observers could ask questions. Consider if the press can attend. If so, how would this be administered? Which platform would allow security and flexibility?
  - Send any further request to sue@acceleratedsuccess.co.uk.
6. Director's Report, presented by Mark Fermor and sent out in advance. Mark announced he is stepping down as Director of SCAP having delivered on the ZCS plan. Mark will

## Shropshire Climate Action Partnership

remain involved as a Strategic Advisor, SG member via Shropshire Cycle Hub, running special projects in SCAP and participating in the Transport Working Group. Mark reminded the group that the hard work to implement the plan starts here and SCAP will be reaching out to members for help and support.

7. Overview report on launch of ZCSP, Allan Wilson. The meeting agreed to hold-off launching the report until the media has more bandwidth. Ideally it will be time to coincide with the US inauguration and an announcement to re-join the Paris Agreement.
8. Seeking guidance on accessing funding for SCAP – held over until the next meeting. SCAP intends to ask the SG advice on how to access funding for projects and part-time key roles.
9. SCAP 2021, Sue Burnell Programme Manager – Brief report on how SCAP is focused on transitioning from start-up to sustainable organisation that can drive implementation of the ZCS Plan over the next 10 years. We will share priorities with the SG at the next meeting and ask for SG member support.
10. Communications & Engagement Working Group, Sian Thomas and Kevin Oubridge – held over until the next meeting.
11. Engagement with other parties –The Green Party is considering if and how to support of ZCSP.

Request to offer seats on Carbon Literacy training to SCAP and send invitations to [sue@acceleratedsuccess.co.uk](mailto:sue@acceleratedsuccess.co.uk). SC attended Carbon Literacy Training with CAT in February 2020 and may get a copy of the event that can be made available via SCAP.

Promotion of SCAP aims within SG business / work sectors - Adrian Cooper invited SCAP to share a platform for Shrewsbury Big Town Plan presentation and Shropshire Chamber of Commerce Professionals event. Sam Kirby-Bray offered to present to ZCS Task Force on SC Climate Task Force activities.

Please inform [sue@acceleratedsuccess.co.uk](mailto:sue@acceleratedsuccess.co.uk) of events where SCAP could present the ZCS Plan.

12. AOB

Date of next Steering Group meeting 10 February 2021 3.30pm to 5pm.