

## Appendix 1 – Route to Zero (R20) Terms of Reference

### Project information

Project Title	Route to Zero (R20)
Senior Responsible Officers	Jonathan Tew and Ian MacLeod
Directorate(s)	Partnerships, Insight and Prevention and Inclusive Growth

### Purpose

The initial purpose of the Route to Zero (R20) project is to develop a recommended action plan and get it approved at Full Council in June 2020 which sets out how the city intends to respond to the climate emergency and deliver on its ambition to become net zero carbon by 2030, or as soon as possible after as a just transition permits.

### Project goals

The initial stages of the project will take place from October 2019 to June 2020.

- Communities, businesses, partners, and other stakeholders will be engaged to enable them to share expertise, ideas, learning, and understanding to shape the development of the action plan.
- Key lines of enquiry will be agreed and explored to inform the development of a baseline report, action plan, and future related activity.
- Building on previous baseline work, further analysis will be done on the city's and Council's current carbon emissions; the city's and Council's predicted carbon trajectory; and, building an understanding of what needs to be done for Birmingham to meet its 2030 ambition. This work will utilise area expertise and be based on robust evidence; inform the development of the action plan; and, serve as a benchmark and provide a critical reference point for assessing change and impact.
- A carbon reduction action plan will be developed and brought to Full Council in June 2020 which will inform the Council's future budget setting. The action plan will set out practical and deliverable recommendations for mitigation and adaptation for the whole city (including individuals, communities, businesses, partners, the Council, and others) to ensure we can bring about the radical changes that are required to reduce the city's carbon emissions and meet the 2030 target. It will be informed by the work that will have been carried out by the Taskforce, service area reviews, consultants, and others.

### Project Governance

The project consists of the R20 Taskforce (see Appendix A for more detail) and the R20 Project Board.

- The **R20 Taskforce** is the advisory group for the project and members will work together to provide a voice for the city and to discuss, debate, and make recommendations on Birmingham's priorities for achieving the 2030 ambition. The Taskforce is a cross-party and cross-sector group of Council Members and officers, partners, environmental campaigners, and other key stakeholders.
- The **R20 Project Board** is the executive decision making group and will provide overall direction and management of the project. The Board is made up of the Chair of the Taskforce and Council officers.

The project will be informed and supported by consultants, experts, partners, and others currently engaged in climate action in the region.

### Timeline

- December 2019 to February 2020 – Taskforce action planning workshops
- December 2019 to March 2020 – Phase 1 public communications and engagement
- January to March 2020 – Consultancy support to complete the baseline, scenario modelling, and impact and viability assessments
- January to March 2020 – National Climate Assembly (held in Birmingham)
- February 2020 – Interim report to Full Council
- March 2020 – Birmingham Climate Assembly
- June 2020 – R20 recommendations to Full Council
- TBC – Phase 2 public communications and engagement

## Membership

Name (and role)	Position and Organisation	R20 Project Board	R20 Taskforce
Councillor Waseem Zaffar (Chair)	Cabinet Member for Transport and Environment, Birmingham City Council	✓	✓
Councillor Sharon Thompson (Vice Chair)	Cabinet Member for Homes and Neighbourhoods, Birmingham City Council		✓
Councillor Peter Fowler	Conservative Group Member, Birmingham City Council		✓
Councillor Roger Harmer	Liberal Democrats Group Member, Birmingham City Council		✓
Councillor Julien Pritchard	Green Group Member, Birmingham City Council		✓
Jonathan Tew (Senior Responsible Officer)	Assistant Chief Executive, Partnerships, Insight and Prevention Directorate, Birmingham City Council	✓	✓
Ian MacLeod (Senior Responsible Officer)	Acting Director, Inclusive Growth Directorate, Birmingham City Council	✓	✓
Rishi Shori	Head of the Leader's Office and Cabinet Support, Finance and Governance, Birmingham City Council	✓	✓
Eleri Roberts	Assistant Director (Communications), Partnerships, Insight and Prevention Directorate, Birmingham City Council	✓	✓
Liam Byrne	MP for Hodge Hill Constituency, Birmingham		✓
Jackie Homan	Head of Environment, West Midlands Combined Authority		✓
Andrew Page	Future Mobility Lead, Transport for West Midlands		✓
Tim Pile	Chair, Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP)		✓
Carol Herity	Interim Locality Director (West Birmingham) and Head of Partnership, Birmingham and Solihull Clinical Commissioning Group (CCG), NHS		✓
Phillippa Hentsch	Head of Strategy and Analysis, University Hospitals Birmingham NHS Foundation Trust (UHB)		✓
Paul Faulkner	Chief Executive, Greater Birmingham Chambers of Commerce		✓
Lee Barron	Midlands Regional Secretary, Trades Union Congress (TUC)		✓
<i>Rotating membership:</i> Jules Todd, Simbi Folarin, Fiona Morgan, Bob Whitehead, and Brian Sheridan	Steering Group, Climate Action Network West Midlands (CANWM)		✓
Michael Addison	Chair, Greener Birmingham Coalition		✓
Chris Martin	Secretary, Footsteps		✓
Sam Hunter Jones	Lawyer, Climate Accountability, Client Earth		✓
Cheryl Hiles	Director, Energy Capital		✓
David Horsfall	Director, Tyseley Energy Park		✓
<i>Rotating membership x 2</i>	Birmingham Youth Strike 4 Climate (YS4C)		✓
Prof Martin Freer	Director, Birmingham Energy Institute, University of Birmingham		✓
Prof Patricia Thornley	Director, European Bioenergy Research Institute, Aston University		✓
Joanna Birch	Director, Innovation, Enterprise, Employability and Engagement, Birmingham City University		✓

The project will be supported by:

Name (and role)	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
Naomi Todd (Project Manager)	National Management Trainee, Partnerships, Insight and Prevention, Birmingham City Council

R20 Taskforce		
Purpose	Objectives	Deliverables
<ul style="list-style-type: none"> <li>The R20 Taskforce is the advisory group for the project and members will work together to provide a voice for the city, harnessing the expertise and commitment of partners and stakeholders across the region</li> <li>It aims to provide a space for healthy cross-party and cross-sector collaboration and to be a positive forum for sharing expertise, learning, ideas, information, and good practice to support the delivery of project goals</li> </ul>	<ul style="list-style-type: none"> <li>To contribute to and inform the development of the action plan by working together to discuss, debate, and make recommendations on what communities, businesses, the city (including partners, the Council, and others), and the government can do to ensure Birmingham meets its 2030 ambition</li> <li>To operate as its own 'community of practice' with members working together with communities across the city to build public support for the R20 ambition</li> </ul>	<ul style="list-style-type: none"> <li>To advocate for the community and stakeholder engagement events (e.g. contributing information, knowledge, and ideas, attending events on behalf of the Taskforce, hosting events, etc.)</li> <li>To contribute knowledge, expertise, ideas, and information to support the development and delivery of the key tasks</li> <li>To discuss and make recommendations for the key tasks and associated activity to inform the development of the action plan</li> <li>To strengthen networks and identify opportunities to work together to help the city achieve its 2030 ambition</li> </ul>
Roles and Responsibilities		
<p><b>All</b></p> <ul style="list-style-type: none"> <li>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</li> <li>Other specific roles and responsibilities to be discussed and agreed by the Taskforce</li> </ul> <p><b>Councillor Waseem Zaffar (Chair)</b></p> <ul style="list-style-type: none"> <li>To provide overall leadership, direction, and ownership for the project</li> </ul> <p><b>Councillor Sharon Thompson (Vice Chair)</b></p> <p><b>Councillors Peter Fowler, Roger Harmer, and Julien Pritchard</b></p> <ul style="list-style-type: none"> <li>To continue their role as principle movers of the climate emergency declaration</li> <li>To continue to liaise with their political groups to maintain cross-party support for the action plan</li> </ul>		
Expectations	Protocols	
<ul style="list-style-type: none"> <li>Members 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</li> <li>Members will engage with and offer considered contributions to the issues under discussion</li> <li>Every meeting will be engaging, strategic, positive, and focussed on achieving clear outcomes</li> <li>Members will remain informed by participating in communications and conversations outside of meetings if/as required</li> <li>Members will comply with all relevant Council policies and codes of conduct, and will adhere to the Nolan Principles of Public Life</li> <li>If conflicts of interest occur, members will be open and honest in order to resolve any issues</li> </ul>	<ul style="list-style-type: none"> <li>The Taskforce will meet for two hours every four to eight weeks</li> <li>Members will attend community engagement and stakeholder events and other meetings if/as agreed</li> <li>Agendas and papers will be circulated a week in advance of the meeting</li> <li>Minutes and action points showing the individual/organisation responsible will be circulated within a week of the meeting</li> <li>The Taskforce will report decisions and outputs to the Project Board as required</li> <li>Members will attend meetings and events as agreed and provide apologies in good time if necessary</li> <li>Members may nominate a substitute to attend in their place if they are unable to attend a meeting; substitutes should be in a position to contribute to meeting discussions and decision-making</li> </ul>	

R20 Project Board		
Purpose	Objectives	Deliverables
<ul style="list-style-type: none"> <li>The R20 Project Board is the executive decision making group for the project</li> <li>It will provide overall leadership, direction, and ownership for the project</li> <li>The Board is ultimately responsible for assurance that the project remains on course to deliver the project goals</li> </ul>	<ul style="list-style-type: none"> <li>To make decisions, in accordance with the Council's constitution, on what Birmingham's priorities should be for achieving the 2030 ambition</li> <li>To provide oversight and assurance of the project, ensuring each task is completed to a high standard</li> <li>To ensure the project aligns with the Council's objectives and priorities</li> <li>To monitor and review progress against the goals of the project</li> </ul>	<ul style="list-style-type: none"> <li>The baseline report</li> <li>The action plan</li> <li>Reports for CMT, EMT, Cabinet, Full Council, and other forums as required</li> </ul>
Roles and Responsibilities		
<p><b>All</b></p> <ul style="list-style-type: none"> <li>To take ownership of the project outcomes and any identified risks</li> <li>To share draft versions of the action plan and any other appropriate documents with the Taskforce and Policy Reference Group</li> <li>To supply (directly or indirectly) the Taskforce and relevant others with relevant, timely, and accurate information, knowledge, and support that will contribute to the successful completion of the project tasks</li> <li>To have oversight of any publicity or other dissemination of information about the project</li> <li>To arbitrate on any conflict and negotiate a solution to any problems within the project</li> <li>To provide service area expertise and insight</li> <li>To provide a link between the Project Board and service areas within the Council</li> <li>To delegate responsibility to officers within the Council as required</li> </ul> <p><b>Councillor Waseem Zaffar (Chair)</b></p> <ul style="list-style-type: none"> <li>To provide overall leadership, direction, and ownership for the project</li> </ul> <p><b>Jonathan Tew and Ian MacLeod (Senior Responsible Officers)</b></p> <ul style="list-style-type: none"> <li>To provide corporate leadership and hold ultimate accountability for the project</li> <li>To make final decisions on all aspects of the project, including financial and managerial</li> <li>To ensure required resources are committed and support from relevant areas of the Council is negotiated</li> </ul>		
Expectations	Protocols	
<ul style="list-style-type: none"> <li>Members 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</li> <li>Members will engage with and offer considered contributions to the issues under discussion</li> <li>Every meeting will be engaging, strategic, positive, and focussed on achieving clear outcomes</li> <li>Members will remain informed by participating in communications and conversations outside of meetings if/as required</li> <li>Members will comply with all relevant Council policies and codes of conduct, and will adhere to the Nolan Principles of Public Life</li> <li>If conflicts of interest occur, members will be open and honest in order to resolve any issues</li> </ul>	<ul style="list-style-type: none"> <li>The Board will meet for one to two hours every four to five weeks</li> <li>Agendas and papers will be circulated two working days in advance of the meeting</li> <li>Action points with the individual/organisation responsible shown will be circulated to the group within two working days of the meeting</li> <li>The Board will report decisions and outputs to CMT and other forums as required</li> <li>Members will attend meetings and events as required and provide apologies in good time if necessary</li> <li>Members may nominate a substitute to attend in their place if they are unable to attend a meeting; substitutes should be in a position to contribute to the meeting and decision-making</li> </ul>	

## **Appendix A**

### **R20 Taskforce – Strategic Context**

#### **Background**

- The Taskforce has been 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 Taskforce presents an opportunity for the Council, WMCA, the NHS, environmental campaigners, faith communities, young climate campaigners, universities, and other key partners and stakeholders to come together to support the city and Council to move from declaration to delivery on the 2030 ambition.
- The Taskforce will harness the expertise and commitment of partners and stakeholders across the region to ensure the city takes a leading role in responding to the climate emergency.
- The Taskforce will support work that seeks to identify the system change and investment required for delivery on the 2030 ambition, harnessing the need to act now on climate with the objective to facilitate the growth of prosperous, inclusive, and climate resilient communities across the city.

#### **The approach**

- Community events and meetings will take place to engage with communities of place, practice, and interest to inform the development of the zero carbon pathway, drawing on robust data and relating key lines of enquiry and policy to immediate needs of security, safety, health and prosperity.
- The Taskforce's method of working and the policy development process will seek to develop an understanding of the city's different communities so that their interdependency and the impact of the Route to Zero can be understood, and inconsistencies reconciled.