

- Attendees**      **Co-chairs:** Ann Cousins (Arup) Cllr Martin Fodor (BCC)  
**Members:** Ian Barrett, Jackie Clayton, Lucy Edgar, Gwen Frost, Megan Gallagher, Emma Geen, Roger Hoare, Andrew Linfoot, Janine Michael, Alex Minshull, Chris Priest, Angela Rose, Lizzi Testani, Sam Willitts  
**Invitees:** Heloise Balme (BFN) Francesca Barclay (City Office), Gnisha Bevan (BCC), Lara Davies-Jones (BCC), Dan Green (Wessex Water), Jo House (BACCC)
- Apologies**      Enda Hayes, Roy Kareem, Iain Mcguffog, Katherine Piper, Ben Shayler, James Sterling, Savita Willmott, Olivia Sweeney
- Secretariat**      Reem Khreisheh (BCNP) – minutes, Vicki Woolley (BCNP)

ITEMS	ACTIONS
<b>Closed workshop session</b>	
<b>Welcome, quorum &amp; declaration of interests</b>	
<p>The Board welcomed Cllr Martin Fodor as a new Co-Chair.</p> <p>No new declaration of interest. Meeting is declared quorate. Two public observers in session.</p>	
<b>Minutes of last meeting &amp; action register</b>	
<p>Minutes of last meeting approved and signed off.</p> <p><u>Outstanding &amp; ongoing actions</u></p> <p><b>153 Savita Willmott to send draft templates for letters of support and further information on the National Forest bid to the Board.</b> Alternative support was decided upon. Item can be removed and update on bid outcome to come.</p> <p><b>155 Francesca Barclay to email Jo House and Enda Hayes for oceans and clean seas contacts.</b> Complete.</p> <p><b>156 City Leap to share statement and briefing note with Board when their business plan is published.</b> Business Plan is now in public domain. City Leap can do a presentation in future meeting if wanted.</p> <p><b>130 Roy Kareem (RK) to share learnings from upcoming training event from Diversity Trust with Board.</b> Related to training from Alix Dietzel and Alice Venn, who are preparing videos for sharing learnings. Proposal to move to complete with Partnership / RK to circulate learnings when these come out. Agreed.</p> <p><b>134 EDI Group, Nina Skubala &amp; Vicki Woolley to meet to discuss possibilities for coordinating EDI/JT best practice sharing before next Board meeting &amp; 135 EDI Group to think about diversification of Board and bring thoughts and suggestions to next meeting.</b> VW and EG discussed these items and proposed these are moved to ongoing actions and align with refresh of TORs and member refresh to do alongside City Office. Board agreed to move to ongoing action between board members and secretariat.</p>	<p><b>Action:</b> RK / VW to circulate Alix Dietzel and Alice Venn Diversity Trust training event learnings to Board when these become available.</p>

**157 Board to share significant plans with BACCC Co-Chairs, Jo House and Enda Hayes, to be built into their schedule for upcoming year.** Ongoing. Will be added to agenda for next BACCC meeting in September.

**139 Francesca Barclay will raise question on role of Economy and Skills Board in capturing Goal 5 Business target, at Multi Board.** Covered as agenda item.

**145 Francesca Barclay and Hannah Roddis to meet to discuss suggestions of what multi-board working could look like and map this out across the next 5 years. & 146 Francesca Barclay and Hannah Roddis to come back to board with proposals on how we can best use Environment Board meetings and members capacity and time in the new year.** VW suggested this stays as ongoing or moved to complete. With changes in personnel across City Office, will need to return to this conversation on an ongoing basis to think about how best to support multi-board working. FB: Best to keep in amber during gap while role is recruited again to ensure it stays on the agenda for City Office.

**136 Ann Cousins, Alex Minshull to discuss partner engagement for Goal 1 with David White. & 140 Alex Minshull to discuss Goal 6 with Parks and Green Space Strategy Team.** Items superseded by new discussions and now some capacity from Combined Authority to work on green infrastructure which will wrap up these actions.

**133 EDI Group to create specific suggestions/recommendations for endorsing and embedding JT declaration in our organisations and Boards, and bring these back to Board.** Covered as agenda item.

**151 Marley Bennett to initiate plan for meeting between new committee and Environment Board post May.** No longer required.

**144 Jo House and Ian Barrett to meet to discuss working with UoB students around collecting and analysing data. & 126 Jo House and Ian Barrett to discuss options for preparatory groundwork for progress report of Ecological Emergency Strategy (UoB student opportunities to support)** JH has been in discussions with UoB around setting up more regular fieldwork and opportunities. JH will catch up with CP on this. IB and JH can share opportunities /asks as they come up and JH offer to support Ecological Emergency Strategy stands. Remove from register.

**Updates & Discussion**

Update on Bristol Food 2030 framework. Heloise Balme (HB), Bristol Food Network presented – refer to slides.

Key discussion and questions:

- RH: Suggestion regarding the Hospitality Guide, to link up with the Combined Authority around engagement of business sector. Conversations are not only around economic growth and carbon but also nature. A more complete story around sustainability and food would be interesting.
- Resource Futures have been involved in this work. GF reflected:
  - Key question of how to fund all of this?
  - How to access businesses? Currently working on pitch to businesses and staged offering. Basic assessment in terms of what they do and legislative requirements.
  - Noted by 1st April 2025 for businesses, new legislation mandates separate food waste collections. Where does the responsibility for waste lie with businesses and commercial organisations?

<ul style="list-style-type: none"> <li>○ Potential opportunity for conversations and an education piece for businesses to prepare them for legislative change.</li> <li>● LE: Blockers to recycling include practicalities around storage, limits of bins on streets, collection location, and costs i.e. whether there is a rebate or a cost depends on waste outlet. This infrastructure, the routes and finances, i.e. practicality and ease of participation, will impact whether small businesses are not only complying but inclined to do this. More communal elements might be necessary as is being done with bid to support commercial side.</li> <li>● LT: Suggestion to hear learnings from Heart of BS13 who are running a demonstrator project on closed loop recycling involving collecting resident’s food waste. Key here is that the community partner is incentivised to have this compost to support their flower farm from which they generate income.</li> <li>● LE: Flag that animal byproduct regulations apply to businesses but not at domestic level.</li> <li>● MF: Some High Streets are subject to new requirements around waste presentation.</li> <li>● JC: Speaking to Bath bid and what they have done to engage businesses around food waste. Suggest hearing their learnings. JC to link with HB around this.</li> </ul>	<p><b>Action:</b> JC to link with HB around Bath bid learnings from engagement with businesses around food.</p>
<p>Update on Bristol Just Transition (JT) Declaration. Emma Geen (EG), Bristol Climate &amp; Nature Partnership updated:</p> <ul style="list-style-type: none"> <li>● Using Spring to carry out more engagement across the city focussing on increasing ownership, community feed-in, and making slight alterations.</li> <li>● Worked with FB at City Office to create structures around professionalising the declaration. Now has branding and undertaken work on a messaging strategy.</li> <li>● Bristol Climate &amp; Nature Partnership Community Leadership Panel offered to act as panel to review statement of intent when funding is secured.</li> <li>● In process of applying for funding for an organisation to carry forward the secretariat role in the long term.</li> <li>● Will be starting an early adopter push at the end of the month. If any organisations represented at EB would like to join, need to receive statement of intent by July 15 2024. Process for this is on the Bristol Climate Hub website <a href="https://bristolclimatehub.org/Just-Transition-Declaration-sign-up-process.pdf">Just-Transition-Declaration-sign-up-process.pdf (bristolclimatehub.org)</a>.</li> <li>● Early adopters of JT do not need to be perfect or already have embedded all 10 principles. It is about making progress and being on journey towards making work just. Offer of an informal chat with JT team for guidance.</li> <li>● There will be further opportunities to sign up in future.</li> </ul> <p><u>Suggestions for how to embed JT declaration at board:</u></p> <ul style="list-style-type: none"> <li>● Hold JT as a standing agenda item so any future items brought to board for endorsement can be checked against the principles.</li> <li>● Assign a Board member to represent each principle at meetings so that the principles are kept in mind throughout discussions and they can raise any issues relating to those principles.</li> </ul>	

- The Board stated that they were going to create an external blog, when they endorsed the declaration, to promote and encourage organisations to sign up. This is currently outstanding, ask for this to be written and promoted.

Key discussion and questions:

- **How to operationally utilise JT as a standing agenda item?**
  - Possibility to ask the organisation within their presentation to mention how their item relates to the JT principles. Then will be able to flag anything that has been missed i.e. part of ask in terms on preparation.
  - Noted that Board may need to test different methods for how to effectively utilise this in meetings. Will trial at next meeting and see how this works.
- **Board member representatives for each JT principle:**
  - Perhaps easier to allocate this per meeting as board member attendance varies.
  - Could secretariat assign people before meeting? Challenging as don't always receive RSVPs. Asking for volunteers can be difficult but secretariat can be proactive by sharing JT declaration each time with papers in advance, for members to consider if they can volunteer for a principle before each meeting.
  - Suggestion that having fixed members representing each principle will be most effective and that if a person can't attend, this will then be re-allocated either in advance or at meeting.
  - Will trial an option at next Board meeting, VW and Co-Chairs to discuss approach ahead of next meeting and send a reminder and preparation information two weeks before next meeting to clarify how to approach and think about representing assigned principles at a meeting.
- **Blog:** EG to draft blog and send to Co-Chairs to review, and Partnership to support publishing under One City website.

**Action:** Board to trial at next meeting requesting in advance speakers/presenters to prepare a section of their time to speak about how their item relates to JT principles.

**Action:** VW to discuss with Co-chairs and send clarifying information on how to approach representing a JT principle at the board meeting at least two weeks before the next meeting.

**Action:** EG to draft blog on the JT declaration and send to Co-Chair to review and pass on to Partnership.

One City Plan: Opportunities for joint Board working (Co-Chairs / City Office)

The Environment Board (E Board) has been sent opportunities that might lead to joint working across different boards:

1. The Economy & Skills Board (E&S Board) would like to jointly explore the following two goals:
  - a. **Environment 2024/25:** With support from the Economy and Skills board and business support partners, 50% of citizens and businesses have actively made changes and are working towards a carbon neutral and nature rich city by 2030.
  - b. **Economy and Skills 2024/25:** Following work in 2023, Bristol's skills provision reflects our economy's required skills (e.g. jobs which address the climate and ecological emergencies) and builds career opportunities for those traditionally underserved and/or living in our most deprived communities

Key discussion and questions:

- JH: BACCC recently carried out a workshop on resilience focusing on heatwaves. Next steps include engagement work. Previously E Board has discussed working with universities and colleges around skills element. The piece about reaching out to people who are underserved and underprivileged is less obvious and very important. We need to think seriously about how to go about this. One avenue is through community partners involved in the Community Climate Action Project, who have much lived experience and expertise.
  - LT: Economy and skills are a theme that comes through the CCA plans, can review these and share relevant elements with E&S Board.
- Skills is part of Bristol City Leap’s social value piece. AR updated:
  - Ambition to create 1000 jobs generally across supply chain in 20-year project, with 410 required to be in Bristol. 102 jobs already created as of March 2024.
  - Working alongside Black South West Network in their supply chain so approaching those from different areas across city and different backgrounds.
  - Work experience programmes run every 6 months with Future Talent, for students from underrepresented areas only.
  - Working on an internship programme.
  - Much of focus, alongside internal company of BCL, is in supply chain, developing skills across delivery of projects i.e. in retrofit, domestic or large-scale renewables and heat network. This naturally contributes to carbon neutrality, nature rich city and reducing fossil fuel usage so lends itself into both goals
  - Social value report due on Monday so update coming soon. Can include social value targets update in presentation on business plan.
- Discussion around capturing progress and reporting activities against these goals:
  - RH: Multiple green skills programmes in train and underway. Are these captured anywhere or reported to City plan?
  - FB: Not currently being captured by City Office. Could be a role for E Board and E&S Board to record this work review and identify any gaps to address collaboratively.
  - IB: How are we monitoring and measuring the goal?
  - FB: City Plan refresh next year, may be useful to think now about whether these need to be reviewed / amended.
  - IB: Regarding nature aspect of goals, Savita Willmott is working on business and nature and leading on Ecological Emergency Strategy. AWT has undertaken a lot of work on behaviour change. Unclear how best to feed this into the process, need clarity on this?
  - LT: Previously invited E&S Board to collaborate on this goal and established a working group in 2023. Worked with a representative from E&S Board and a representative from Visit Bristol. This work brought a paper back to E Board. Is there anywhere tracking progress?
  - FB: Have a dashboard but not necessarily tracking those outcomes.
  - LT: If there is no feedback loop the work only exists in living memories, which is a problem if someone goes on leave/moves role etc. Believe we need that macro system, that we’re feeding into, to say what has happened to help demonstrate value of One City system.

**Action:** LT to review CCA plans and share relevant themes with E&S Board.

- VW: Discussed cross-board working with E&S Board Co-Chair last month (Victoria Matthews, Business West). We explored the opportunity to jointly map the many existing programmes, initiatives and projects offering businesses support to take action on climate and nature, and the opportunity to work together to increase uptake in them from organisations represented on all city boards (e.g. through an event or workshop). This could also enable the City Office to report on progress against this goal in a more qualitative way, reflecting all the activities and events being undertaken and increasing the number of organisations taking advantage of what's already there (in addition to identifying potential gaps).

2. The Homes & Communities Board (H&C Board) is also keen to explore: Cllr Barry Parsons has suggested the following item for the next H&C Board meeting: Proposing a new piece of work looking at skills, retrofitting and construction. Specifically looking at how we ensure local people can benefit from work related to housing and development and retrofitting.

Key discussion and questions:

- MF: Need to find a way to join up this work, now proposed by three boards, and take stock.
  - DG: Can City Office maintain the evidence base?
  - RH: Agree with suggestion for signposting to increase uptake. Will take action to summarise what WECA are doing on green skills and nature. Would be helpful for everyone to lay out their offer for nature. WECA perspective focuses on businesses.
- MF: Response to H&C Board to say that E Board is speaking about the same things and would like to explore how to create collaboration.
  - FB: Need to bring together key players from each board and set outcomes of what we want to achieve.
- AC: Request for volunteers/suggestions for cross board working representatives?
  - Katherine Piper, Angela Rose, Darren Perkins, Jessie Agnew volunteered or suggested.
  - JH to contact Ed Atkins to see if he would be available as UoB representative.
  - JM can feed in around Retrofit West's supply chain work i.e. training programmes and on the job training.
- FB will take this back to City Office about how to hold the wider outcomes in a more holistic way so that these can be shared.
  - LT: Helpful to have instructions from City Office to understand what organisations need to do to report what has and hasn't been achieved and what still needs to be done against a goal, ensuring everyone is working in a consistent way.
  - FB will take this away and respond to representatives from these boards on E Board's behalf.

Updates from City Office (FB)

- **Membership refresh:** All boards carrying out board membership refresh. Traditionally refreshed every 18 months, not necessarily happened at E Board. From September / October onwards City Office will share process for reapplying, nominating and suggesting voices that should be included and share framework on member selection.

**Action:** RH to summarise WECA's activities/offer on green skills and nature to share with the Board.

**Action:** JH to check if Ed Atkins would be available to act as UoB representative for cross board working.

**Action:** FB to take discussions back to City Office re. capturing progress against goals and instructions for members to report progress.

**Action:** FB to respond to E&S Board and H&C Board on behalf of E Board.

**Action:** City Office to share membership refresh process with Board.

**Action:** FB to share City Office recruitment with Board.



<ul style="list-style-type: none"> <li>• <b>Recruitment:</b> Carrying out permanent recruitment of Head of City Office. FB to share.</li> <li>• <b>City Gathering:</b> Next City Gathering hosted by UoB at Wills Memorial Building Friday 8<sup>th</sup> November 1-5pm. Theme not shared yet, please put hold in diaries. FB to share Eventbrite when live.</li> <li>• FB is moving on from her role at City Office and this will be her last E Board meeting.</li> </ul>	<p><b>Action:</b> FB to share City Gathering Eventbrite link when live.</p>
<p><b>AOB</b></p>	
<ul style="list-style-type: none"> <li>• <b>Jo House, BACCC:</b> Recently held a resilience workshop focussing on heatwaves. Speakers included: Lucy Vilarkin (WECA) on their climate and ecological strategy action plan and ARP4 report; Ben Smallwood (BCC) on adaptation plans and 5 key areas of work; Sam Willitts (North Bristol NHS Trust) on health impacts from heat and flooding and key areas of adaptation planning; Vic Wakefield-Jarrett (Eastside Community Trust) on community perspective, lived experience and community response and information sharing. Discussed need for multi-board involvement and potentially a cross-board working group, need for baseline data, how to share best practice and barriers, how people have coped and how it exacerbated inequalities across cities. Next steps are to continue work across boards with E Board involvement. JH to share Jim Longhurst’s resilience workshop blog.</li> <li>• <b>Savita Willmott, Natural History Consortium (written update):</b> Festival of Nature 2025 is going to have a “water” theme, so we are particularly looking to see how we can use the event to make progress on the Water chapter of the One City Ecological Emergency Strategy plan.</li> <li>• <b>Meghan Gallagher, Future Leap, on behalf of Katherine Piper:</b> Checking in with Board members around Goal 43 ‘Bristol holding annual awards to recognise individual, communities and organisations.’ Currently, Future Leap runs the organisational part of this but there isn’t cover for the individuals and communities. This is very resource intensive from Future Leap’s perspective, so would like to ask if anyone is able to provide support from a resource or financial perspective? <ul style="list-style-type: none"> <li>○ Currently the funding model is a sponsorship model. Bristol City Leap is the headline sponsor, but there are two key sponsors and one drinks and reception sponsor outstanding. Immediate call for anyone able to support with this to get in touch with KP.</li> <li>○ From ongoing 2025 perspective, KP would appreciate thoughts on how this can be sustainable, whether through longer-term sponsorships or shared capacity and support amongst this group to make this achievable.</li> </ul> </li> </ul>	<p><b>Action:</b> JH/BCNP to share Jim Longhurst’s resilience workshop blog with Board.</p> <p><b>Action:</b> All members to get in contact with KP if they are able to offer support for awards event through resource or financial sponsorship. Two key sponsors and one drinks and reception sponsor outstanding.</p>