

Highland Environmental Forum

Highland Climate Change Declaration Working Group

MEETING MINUTES

11am, Tuesday 25th February 2014. Highland Council Headquarters, Inverness

Present: Stephen Carr (SC), The Highland Council (THC) (Joint-Chair); Alison Craig (AC), Home Energy Scotland/Changeworks & Highland Environmental Network (HEN) (Joint-Chair); Caireen Ros (CR), Home Energy Scotland/Changeworks; Daniel Greig (DG), Highland Council; Daniel Johns (DJ), Home Energy Scotland/Changeworks; Rob Snaith (RS), Home Energy Scotland/Changeworks; Stephen Boyle (SB), Resource Efficient Scotland (RES); Jo Ellen, HEN (minutes)

Apologies: Stephen Varwell (SV), Scottish Natural Heritage (SNH); Vanessa Halhead (VH), HEN

3.0 Carbon CLEVER Declaration

Revised objectives

SC confirmed he will issue the revised objectives to all the working group, including those not present for comment.

Current Signatories

SC highlighted the list of current signatories and discussion took place on how to re-engage them with the new Declaration. It was agreed that SC should contact them to advise them of the new Declaration and to establish if they wish to be part of the new rebranded version. The positive publicity provided by the Launch would hopefully encourage these organisations to re-sign and also give them the opportunity to show what they have achieved. It was agreed however that a much wider recruitment of companies and organisations was vital to the success of the Declaration.

Benefits to signatories

SC highlighted the benefits that have been discussed to those signing up to the CCD:

- Branding
- Support
- Publicity
- Awards - A detailed discussion took place on the possible way an awards system could work. SB advised how RES has developed a system which involves the awarding of four levels from Bronze to Platinum to companies who have achieved their Pledge targets. The possibility of CCD awards aligning with the RES awards or RES having a regional award were also raised. In addition The Carbon CLEVER conference in November was also highlighted as an appropriate occasion where awards could be given out. No decisions on an awards system were made at this stage.

Alignment with RES Pledge

SB gave a presentation on the Resources Efficiency Pledge, which has resulted from a Scottish Government Manifesto commitment. This is a mechanism for private sector companies in Scotland to gain recognition through pledging their commitment to zero waste and resource efficiency. RES has developed a new public pledge system with a menu of actions, such as waste prevention planning, energy monitoring, staff training, adopting sustainable procurement, and reporting on achievements. Companies working with RES will be encouraged to sign up to 3-6 actions via the RES web-site (or the RES Helpline if necessary) and support will be given to them. They then have 12 months to achieve their Pledge actions and if successful will gain a bronze award. The levels above that have different timescales and criteria.

SB also advised of the Ambassador role that large organisations can undertake, such as Unilever and M&S who have already signed up. These companies while operating in the whole of the UK can encourage their Scottish divisions, along with associated suppliers to join the Pledge and play a vital part in recruitment. It was suggested the THC would be a good Ambassador also. SC to raise this with THC Chief Executive.

4.0 Promotion

. Launch

SC, DJ and RS to look into the possibilities for this.

Gaining Signatories

It was suggested that there are many organisations that could be asked to join. It was agreed that once the Declaration is finalised this would be the time to start making approaches.

CR, DJ and RS advised that they could highlight the CCD with the companies they work with. SB also suggested that RES have local Case Studies which could be helpful in highlighting to companies what they can achieve.

To help further SB proposed that a CCD promotional text is drawn up which RES would then be happy to distribute to its companies that have signed up to the Pledge. SC to draw up the wording and put to BM and Andrew Leahy (AL)(also from RES Marketing team) for agreement.

Post Meeting Note 1: CR suggested 'Pledge CLEVER' as a way to encourage organisations to make the Resource Efficiency pledge and become a CCD signatory.

Post Meeting Note 2: AC to speak to HEN to establish how they can work with the sector to encourage involvement with Carbon CLEVER.

Pledge ambassadors

This item was not discussed.

Co-branding

It was agreed that co-branding with RES, EST & CARES would be appropriate initially. Once the Declaration is in place other options could be considered. SB asked that the CCD logo and branding be put to him. DJ to forward this on.

5.0 Updating members and HEF

- SC and AC agreed that they are happy to co-author and co-present a CCD update paper for the HEF meeting on 18th March. The paper will be put to the working group for comment prior to the meeting.

Working Group**6.0 Scope**

- It was agreed that once the Declaration is in place it would be good to widen the scope of the group and invite new members to join.

Terms of Reference

SC advised he has drawn up a simple Terms of Reference for the group. He will distribute this for comment at the next working group.

AOB

There were no items raised.

7.0

- Date of Next Meeting**

It was agreed that a meeting during week beginning 31st March should be arranged. Jo to arrange this via Doodle.

8.0**Actions:**

R e f	Who	Action	When
1	SC	To send out the redrafted Declaration Objectives to the members of the Working Group for comment	ASAP
2	DJ	To put SC in contact with BM from RES	ASAP
3	AC	To speak to RL at CARES about co-branding	ASAP
4	All	To suggest any appropriate organisations to join the working group. SC then to progress this.	ASAP
5	SC, DJ & RS	To work on a Launch event for April	ASAP
6	SC	To contact current signatories to the HCCD to advise of the new Declaration	ASAP
7	SC	To speak to THC Chief Executive to see if THC could become a Pledge Ambassador for the Resource Efficiency Pledge.	ASAP
8	SC	To draw up a simple reporting template & looking into a web portal	ASAP

9	SC	To draw up wording promoting the Declaration to go to BM & AL at RES for agreement	ASAP
10	AC	To speak to HEN to establish how they can work to encourage involvement with the CCD	ASAP
11	DJ	To forward CCD logo and branding to SB	ASAP
12	SC & AC	To draw up the paper and presentation to put to HEF on 18 th March and distribute to the working group for comment before that date	ASAP
13	SC & All	To distribute the Terms of Reference he has drawn up. The working group members to then comment at the next meeting	By next meeting
14	JE	To arrange the next date and venue of meeting, to ensure an ISDN line is available	ASAP