

## Highland Environmental Forum

### Highland Climate Change Declaration Working Group

#### MEETING MINUTES

2.30pm, Thursday 16<sup>th</sup> January 2014. Fairways House, Inverness

**Present:** Stephen Carr (SC), Highland Council (Chair); Alison Craig (AC), Home Energy Scotland/Changeworks & Highland Environmental Network (HEN); 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 Varwell (SV), Scottish Natural Heritage (SNH), (by Video Conference); Jo Ellen, HEN (minutes)

**Apologies:** Vanessa Halhead (VH), HEN; Debbie Green (DG), SNH; George Hogg (GH), SNH; Warren McIntyre (WM), Resource Efficient Scotland (RES)

## 2. Refreshed Declaration

### Objectives

SC distributed a copy of the HCCD Newsletter 2011 to those present and referred to the section entitled, 'From this date we commit to:'. A discussion took place on the four original objectives.

1. *Measure our Carbon Footprint and work to reduce emissions from our own operations by 3% per year.*

A detailed discussion took place on this objective with all those present feeling that stating a figure was not a helpful way of measuring progress due to the diverse range of organisations who would hopefully sign up. The group felt a more positive and proactive wording would be more suitable.

2. *Provide an annual update of progress towards emissions reductions.*

It was agreed that the organisations would need to show what they had achieved over the previous year, but a greater emphasis be on the process they have gone through rather than data analysis of figures.

3. *Share information and work with our partners in Highland to promote good practice in mitigating and adapting to climate change.*

Clarification was sought on whether partners and signatories were the same. It was agreed that they were. This would need to be clear in the new objectives.

4. *Encourage and work with others in our businesses and communities to take action to adapt to the impact of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.*

It was agreed that the ideas in both objectives 3 and 4 are vital to the Declaration.

Following the discussions SC agreed to look at the objectives and redraft them. He will then circulate them to all to the Working Group for comment. DJ requested that the original PDF version of the HCCD information leaflet be emailed to him for distribution to WM, RES and the Energy Savings Trust (EST).

### Branding

It was agreed by those present that the idea of rebranding as the CCD fitted well with the aim of the original Declaration. A discussion took place on the benefits that signatories could get from the CCD with the use of the logo being seen as crucial. Wider from that however the group felt that there should be a package of support measures to assist organisations further in making future improvements. For example ways of sharing best practice, case studies and streamlining access to existing support were highlighted. It was suggested that while some of this information could be available to non-signatories, certain elements such as workshops, advice on funding and spotlighting in the press should be exclusive to signatories. The idea of having an Awards system was also discussed as a useful tool in encouraging continued support for the CCD.

It was proposed that it would be helpful for organisations signing up to the CCD to establish a baseline from where improvements can be made.

It was suggested that if businesses from Highland use the RES helpline they could be given information about the CCD and encouraged to join. DJ agreed he could raise this possibility with RES. Calls to this line are recorded in a database so it

### **3. Working Group**

#### Contribution to Objectives

It was confirmed that HEN will be administering the working of this Group. JE will minute the meetings and support the Working Group where necessary.

SC confirmed that THC would be able to help with the CCD where necessary by providing resources and help including the use of their web-site. DJ also advised that RES may have funds which could be used to assist with aspects such as the launch.

#### New Members

SC asked those present if they could suggest any other individuals who could be asked to join the Working Group. A discussion took place on various private and public sector organisations that could be approached to become involved. Suggestions included Business Gateway, HIE, Zero Waste Scotland, Federation of Small Businesses, Inverness Chamber of Commerce, Visit Scotland, Inverness Business Improvement District (BID), Energy North, SSE. SC asked for any other suggestions to be put to him for consideration before the next meeting.

#### Targets and Timescales

SC confirmed that this group needs to report back to the next meeting of HEF on 18<sup>th</sup> March 2014. He therefore proposed a meeting be scheduled in mid to end of February to establish the progress made and the work still to be done.

A discussion took place on how many organisations the group should aim to have signing the CCD when it is launched. It was agreed that 50 is a realistic figure.

#### Launch

SC asked those present how they feel the new Declaration should be launched. The original signing of the Declaration in 2010 took place at Great Glen House in Inverness. It was agreed by all that an event involving the press would be appropriate. Discussion took place on whether this should be a joint event with another organisation or stand alone. It was suggested that having a CCD event but asking another organisation such as RES to take part would be beneficial. If the signatories can also get additional support and information at the event this would be an added incentive to come along. It was agreed to discuss this further at the next meeting. In the meantime it was asked that all those present investigate if there are any suitable local events coming up that the launch could potentially be amalgamated with.

#### Report to HEF

SC asked if anyone present wished to lead on the report to HEF. It was agreed that this should be a joint report with Changeworks.

#### 4. Terms of Reference for Group

A discussion took place as to whether producing a Terms of Reference is necessary for this group due to the potentially small number of meetings. It was felt however that this information would be useful for new members and also important if the Working Group is to continue reporting to HEF following the Declaration being launched. While no specific action was agreed for this it was hoped this would still be drawn up in due course.

#### 5.

##### **AOB**

##### Minutes

AC asked that the actions from the Working Group meetings are listed separately in the minutes. JE confirmed that this was no problem.

##### Video Conferencing

SV asked that future meetings take place in a suitable venue which has an ISDN line to allow him to Video Conference from his office. This was not seen to be a problem and SC agreed to investigate an alternative venue for the February meeting.

#### 6.

##### **Date of Next Meeting**

SC to arrange another meeting during week beginning 24<sup>th</sup> February. This will be arranged using Doodle.

#### **Actions:**

<b>R e f</b>	<b>Who</b>	<b>Action</b>	<b>When</b>
1	SC	To redraft the Declaration Objectives and distribute them to the members of the Working Group for comment	ASAP
2	SC	To email the PDF version to DJ for distribution to WI, RES & EST	ASAP
3	DJ	To contact RES and discuss if their helpline could be used to support the CCD and also to see if co-branding possible	ASAP
4	AC & CR	To speak to the EST about co-branding	ASAP
5	AC	To speak to Chris Morris from Change Works about co-branding	ASAP
6	All	Suggestions for organisations that could join the Working Group to be forwarded to SC	ASAP
7	All	Suggestions for events taking place that the launch of the CCD could join with	For the next meeting

8	SC	To arrange the next date and venue of meeting, to ensure an ISDN line is available	ASAP
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