

## Highland Environmental Forum

### Highland Climate Change Declaration Working Group

#### MEETING MINUTES

10.00 am - 12.00 pm, Wednesday 30<sup>th</sup> July 2014. Fairways House

**Present:** Stephen Carr (SC), The Highland Council (THC) (Joint-Chair); Alison Craig (AC), Home Energy Scotland/Changeworks & Highland Environmental Network (HEN) (Joint-Chair); Daniel Greig (DG), Highland Council; Daniel Johns (DJ), Resource Efficient Scotland (RES)/Changeworks; Caireen Ros (CR), Home Energy Scotland /Changeworks; Chris Donald (CD), Scottish Natural Heritage (SNH); Jo Ellen, HEN (minutes)

## 1.0 Welcome and Apologies

- There were no apologies.

SC welcomed all present and introductions were made to CD from SNH who is replacing SV on the Working Group. He advised that he is an Operations Manager based in Aviemore whose remit includes Climate Change and Biodiversity.

## Actions from the Previous Meeting

### 2.0 Action 1

DG confirmed that a first CCD Newsletter/bulletin was emailed out to 60 individuals. This contained an introduction to the Working Group members, with their areas of expertise and contact details plus information on how the CCD works and a Case Study. 70% of recipients opened the Newsletter which was a good response. The number clicking further, such as into the new CCD web-site, was slightly lower but still showed a reasonable interest rate.

DG advised that the new Highland Council (THC) web-site is now up and running and will hopefully be more user friendly than the old version. The CCD web-site will require further work over the next few months but currently the web-team are very busy so this may take a little more time than hoped. In the meantime survey monkey can be used on the web-site to allow new signatories to register. They will be able to load their company logos on and these can be displayed on the web-site.

The importance of dialogue with signatories was highlighted by all. While the number of signatories is small DJ and the local RES team can cope with most queries, but as the numbers grow it was acknowledged that help filtering queries via the RES hub in Glasgow would be necessary.

AC asked that in future the Working Group members be included in the list of recipients of the Newsletter. It was agreed that this should be produced every two months. DG to circulate a timetable of dates of publication to the Working Group to allow them to contribute information where necessary.

### Action 2

The action to produce a hard copy CCD certificate for signatories is still to be completed. DG and SC to progress this.

### Action 3

DJ advised that he had spoken to the RES Team about the changes to the SRDP and the possible role RES could play with this but more details were required to progress this further. CD advised that the details of this scheme are still being finalised but hopefully it will open up next year with contracts being signed in January 2016. DJ to follow this up with RES and CD to check for further detail which can be provided to the Working Group.

### Action 4

DJ advised that producing a list of the organisations which have signed to the RES Pledge had not been as straightforward as initially thought. This information

### 3.0 Report for Working Group

#### . Existing & New Signatories

DG distributed a list to those present of the 49 current signatories to the CCD and stated that he is confident 50 would be achieved shortly.

Discussion followed on what would be a good case study to highlight in a press release when 50 signatories are achieved. The merits of both small and large, more high profile companies was discussed. It was agreed that approaching both Inverness Caledonian Thistle and Ross County FC would be a good idea. DJ to approach both football clubs to see if they would be willing to do this. DG to work on the publicity side of this.

#### Supporting Signatories

DG reported that THC has been working with Changeworks to run Individual, Social & Material (ISM) workshops. These are designed to promote positive behaviour changes in relation to lowering carbon emissions in both individuals and groups. Currently there are 12-15 members of staff being trained on this and there will be 4 Gurus who will help encourage staff to reduce printer usage, paper etc. DG suggested that signatories of the CCD could benefit from this approach and asked the Working Group members if they had any ideas of companies who could volunteer to try it. CR asked for more information to be forwarded to her on this as she had an idea of a company which may be interested.

It was agreed that FuelGood is a benefit that should be promoted in the next CCD Newsletter. CR advised that this is currently fully funded for applicable organisations, but this could change to partially subsidised funding in the next financial year. She added that for a FuelGood trainer to undertake a days on-site training, 8 drivers are needed, with one hour required per driver.

DG gave a brief outline of the Community Grant Fund which THC is hoping to launch next year (if approved by committee in August). There will be £200K pot of money which community groups can apply to for the capital costs of low carbon projects. Applicants will need to demonstrate match funding and applications will need to be in line with the principals of Carbon CLEVER. Discussion followed on whether the opportunity to apply for this Grant should only be available to CCD signatories. It was felt that while applicants should be told of the benefits of signing up, this should not be a condition of a successful application.

*(SC left at 11.15am, AC Chaired the meeting from this point)*

### **Signatory Reporting**

- 4.0 AC reiterated that any reporting process for the CCD should be qualitative and avoid duplication of work. Those signatories who are signed up to the RES Pledge, or other schemes will only have to report their data to them and this information can then be forwarded to the CCD. Only those organisations not signed up to another scheme will need to report directly to the CCD.

CD suggested a Flow-Chart would be a good way to demonstrate to signatories the process of reporting and the support available. DG agreed to draw one up to put round the Working Group for comment or addition. Once finalised this can be put on the CCD web-site.

It was queried if the new Energy Savings Opportunity Scheme (ESOS) where energy savings audits will be undertaken and recommendations made to companies would be relevant here. DJ advised this scheme is aimed at large organisations and unlikely to affect many of our signatories.

The need for baseline information for signatories to know how they are improving was emphasised as crucial. DJ suggested that showing signatories how to do this would be possible via RES. CR advised that EST would only be able to signpost signatories to where they could get this information, rather than provide this themselves.

## 5.0 Promotion, Web-site & Case Studies

- DG advised that it would be useful to get more case studies to promote the Declaration. In the meantime George Hogg, from SNH has provided one for the next Newsletter. DG to forward the details of this to CD. It was agreed that case studies from a wide variety of business types would be most beneficial and a number of potential options were discussed. DJ advised that RES can help with this and there is already a case study for the Boat of Garten Hotel ready to go, which he can forward to DG.

A discussion followed on how the CCD can support land-based signatories. CD advised that SNH run one day seminars from their offices which could be promoted to these organisations. SNH would be keen for other groups to run any applicable sessions. DJ suggested that RES could possibly get involved and agreed to discuss this with CD out with this group.

## 6.0 HEF Report

AC advised that the next HEF meeting will take place on Thursday 18<sup>th</sup> September. AC and DG to work on the report for this and distribute round the Working Group for comment.

## 7.0

### AOB

There were no items discussed

## 8.0

### Date of Next Meeting

Tuesday 28<sup>th</sup> October at 10am at Fairways House (subject to confirmation).

*The meeting finished at 12pm.*

### Actions:

Ref	Who	Action	When
1	DG	To draw up a timetable for issue of future Newsletters and distribute to the Working Group	ASAP
2	DG & SC	To produce a hard copy CCD certificate to go to signatories with a covering letter	ASAP
3	DJ & CD	To inform the RES Team about the SRDP and see how the two can work together	ASAP
4	DJ	To circulate a list of organisation who have signed up to the RES pledge	ASAP
5	SC & DG	To look at the list of events the CCD could possibly have a presence and decide the most appropriate	ASAP
6	DJ	To look into the possibility of attending a Caithness or Lochaber Chamber of Commerce meeting	ASAP

7	SC	To contact DD at HIE to see how HIE can assist with the CCD	ASAP
8	DJ	To arrange a meeting with SC, EB and himself	ASAP
9	CR & VH	CR pass on information about Social Enterprises she deals with and VH to discuss this with HEN	By 18 <sup>th</sup> August
10	DJ & DG	DJ approach ICT FC and Ross-County FC to see if they would be willing to be case studies for the CCD. DG to assist with publicity of this	ASAP
11	DG & CR	To forward information on ISMs to CR who will suggest this to a company she works with if appropriate	ASAP
12	DG	To include information on FuelGood in the next Newsletter	ASAP
13	DG	To draw up a Flow-Chart to show process of reporting and Support for the web-site and distribute to the Working Group for comment	ASAP
14	DG	To forward George Hogg's email to CD	ASAP
15	DJ	To forward details of the Boat of Garten Hotel Case Study to DG	ASAP
16	DJ & CD	To discuss if RES could hold any seminars at SNH to support land based signatories	ASAP
17	AC & DG	To draw up a report for the next HEF meeting on 18 <sup>th</sup> September and distribute for comment	ASAP