

Highland Environmental Forum

Highland Climate Change Declaration Working Group

MEETING MINUTES

9am, Wednesday 28th May 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); Daniel Greig (DG), Highland Council; Daniel Johns (DJ), Resource Efficient Scotland (RES)/Changeworks; Rob Snaith (RS), RES/Changeworks; Caireen Ros (CR), Home Energy Scotland /Changeworks; Stephen Varwell (SV), Scottish Natural Heritage (SNH); Caroline Vawdrey (CV), HEN; Jo Ellen, HEN (minutes)

Apologies: There were no apologies

3.0 Signatories

Information for Signatories

SC initiated a discussion on what those signing up to the CCD will receive now to ensure their continued support and progress. Following a detailed discussion it was agreed that DG will draw up a newsletter to be distributed round the signatories. This will not be a lengthy detailed document, but contain some 'headline' case studies, latest news and details of who to contact from the CCD team for advice.

It was agreed also that all signatories will be given a CCD certificate to display if they wish. SC & DG to work on this and a covering letter to go out with it, which can hopefully be signed by SB.

SC advised that the new THC web-site will go live shortly and following this a micro-site for the CCD should hopefully be ready by mid to late June. This will be where a large amount of information can be stored and should hopefully be very useful for signatories and others looking for information about the Declaration. It was emphasised that giving companies access to the CCD logo for their paperwork via the web-site is very important. A page detailing the key CCD contacts should also be included. It was also felt that listing the signatories with links back to their own web-sites would promote sharing of information and be positive publicity for them. Linked to each signatory could be some detail about their organisation, when they signed the CCD and key achievements relating to the CCD, etc.

Discussion took place on the benefits of a flow diagram to make it clear what signatories are expected to do and the support they can get. The need to explain the distinction and benefits of both the CCD and RES Pledge was also seen as very important as there is possibly still some confusion over this.

Signatory Feedback

It was suggested that along with the newsletter could be a very brief survey which signatories could detail the support they are looking for and future plans so that they can get the best out of the CCD. It was agreed that signatories providing the details of key contacts in their businesses would also be very useful. In larger organisations the person who signed the CCD may not be the person who will deal with relevant day to day issues. Alternatively this information could be collated via a personal email or phone call.

Benefits for Signatories

The RES help-line was again emphasised as one of the major benefits to signatories. DJ advised that it may be possible for them to assist THC with events that signatories could attend for further support.

CR suggested that one fairly straightforward way to start helping businesses is by supporting them to reduce transport costs. Emphasising the benefits of The FuelGood training sessions run by the EST would be a way of doing this.

SV talked briefly about the revised Scottish Rural Development Programme (SRDP)

4.0 New Signatories

Identifying pledge organisations

DJ advised that he can get a list of those who have signed up to the RES Pledge. In response to a question, DJ advised that joining the CCD is not a current Pledge action, as this is a Scotland wide web-site. However Highland businesses could create their own action to join the CCD which would be acceptable.

Maintaining Momentum

A discussion took place how to attract new signatories. SC advised that it was clear that many of the current signatories were located close to Inverness, with few from more remote areas such as Caithness, Sutherland and Lochaber. SV suggested that THC asks its Service Points, Ward Managers and relevant committees to help with this. In addition the role of organisations such as the Chamber of Commerce in these areas, the Federation of Small Businesses (FSB) and BID was seen as crucial. The role of the Highland LEADER programme was also discussed as a potential way to get the CCD message out.

DJ suggested that RES could help to fund some road-show type events out-with the Inverness area, although it was acknowledged sometimes such events are not well attended. RES piggybacking onto existing events was felt to possibly be a more effective way to do this. Groups such as the FSB should be able to advise of suitable upcoming events.

DJ suggested that it may be useful to have Eddie Boyd (EB), THC Principal Engineer for Energy & Engineering work more closely with the CCD working group. SC agreed that this could be useful so DJ to suggest some dates for the three of them to get together and discuss this.

Promotion

DJ suggested that issuing joint press releases with signatories would be beneficial for both to highlight significant carbon reducing achievements. It was felt that as long as the companies themselves do not have to write the articles in full, most would be happy to gain from the positive publicity.

SC advised that there will be Carbon CLEVER events during the year, including one at the Black Isle Show plus the Conference in November which will be good opportunities to promote the Declaration.

The CCD web-site will be another good place to promote the good work of the CCD and provide information for those thinking of signing up.

Working with the Voluntary Sector

A detailed discussion took place on how the Voluntary sector can be encouraged to sign up or support other organisations to do so. Discussion took place how to involve groups such as Scottish Council for Voluntary Organisations (SCVO) and Highland Third Sector Interface (HTSI) who could be very useful in supporting a wide range of groups from the very small to larger ones who could all benefit from the CCD. It was agreed that once the CCD web-site is up and running such organisations and groups will find it easier to support the Declaration.

5.0 AOB

- There were no items discussed.

Date of Next Meeting

- 6.0** It was agreed to hold the next meeting about a month before the next HEF meeting which is currently scheduled for 18th September.

The meeting finished at 10.40 am

Actions:

R e f	Who	Action	When
1	DG	To draw up a newsletter to go out to signatories	ASAP
2	DG & SC	To produce a hard copy CCD certificate to go to signatories with a covering letter	ASAP
3	DJ	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	All	To look into opportunities for regional events to encourage more signatories	ASAP
6	DJ	To try to organise a meeting with SC and EB and himself	ASAP
7	AC & CV	To raise the issue of how to increase Voluntary Sector involvement with CCD at the next HEN meeting	ASAP