

Highland Environmental Forum

Highland Climate Change Declaration Working Group

MEETING MINUTES

10.00 am - 12.00 pm, Tuesday 28th October 2014. Fairways House

Present: Alison Craig (AC), Home Energy Scotland/Changeworks & Highland Environmental Network (HEN)(Joint-Chair); Daniel Greig (DG), Highland Council; 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 apologies from Stephen Carr (SC), The Highland Council (THC) (Joint-Chair); Daniel Johns (DJ), Resource Efficient Scotland (RES)/Changeworks; Vanessa Halhead (VH), HEN

AC welcomed all present.

Actions from the Previous Meeting

2.0 Action 1

DG confirmed the list of dates have been distributed to working group members and draft newsletters will be circulated to members before circulation.

Action 2

DG confirmed that hard copies of the certificate will be produced for the conference and distributed to signatories.

Action 3

CD updated the group of the timescale and scope of the SRDP.

Jo Ellen arrived at 10.20 am and took over the note taking from DG

Action 4

AC confirmed she received an email from DJ with a link to the RES web-site which shows all the businesses who have made the RES Pledge. This has been forwarded on the all the working group members.

Action 5

DG confirmed that Carbon CLEVER attended the Highland Energy Saving Expo on 24/25th October. The next event will be the Carbon CLEVER Conference on 17th November.

Action 6

There was no update on whether DJ has looked into the possibility of attending a Caithness or Lochaber Chamber of Commerce meeting. A discussion followed on the benefits of attending such events with CR emphasising how much networking and sharing of information takes place. DG agreed to speak to Bruce Wares (BW) and SC to look into this option.

Action 7

DG confirmed that Diane Duncan from HIE is attending the CC Conference and this may be an opportunity to discuss HIE involvement further.

Action 8

AC confirmed that Eddie Boyd and SC have met. No detail of the discussions were given.

Action 9

CR advised that as yet she and VH have not been in touch to share information on Social Enterprises

3.0 Update on:

HEF

DG advised that he had discussed the CCD with a number of people attending the HEF meeting on 18th September. Hopefully as a result of this the RSPB (an original signatory to the Climate Change Declaration in 2010) will sign up to the new CCD shortly..

Energy Saving Expo Weekend

AC gave a brief overview of this two day event on 24/25th October which took place at Eden Court, organised by Scottish Provincial Press (SPP), EST, RES and Carbon CLEVER. She advised that one of the focusses of the event had been to promote Electric Vehicles and this had hopefully been achieved. Discussion would take place with SPP shortly analyse the success of the Expo and to decide whether to do a similar event again, possibly on an annual basis. Those present felt that as technology in this area is rapidly changing, annual events would definitely be beneficial. It was also stressed that for future events the financial savings that businesses can achieve by undertaking some of the measures on show must be made very clear.

The event will feature in SPP publications this week which will hopefully provide positive publicity for this and future events.

Working with Signatories

CR advised that EST will be commencing an intense period of follow-ups with the businesses they work with shortly. This is the opportunity to find out what they have done and what further assistance they need. It was agreed at this point that it would be useful for working group members to have a 'live' list of CCD signatories on the web-site so that the CCD could be suggested to those they work with who have not already signed up. DG agreed to set this up and also to advise the working group by email when a new signatory is obtained.

A discussion followed on the way that interested businesses commence their relationship with the CCD. Currently there is a form at events where they can provide contact details and this will then be followed up by an email giving details and how to sign up. Discussion took place if this should be an individual form for each company to complete, possibly with a tick box listing of areas of support required and the benefits of the CCD highlighted. Following a detailed discussion on the alternatives, DG agreed to look at the signing up process.

Discussion followed on the need for company details to be shared with EST, RES and SNH for them to receive the maximum benefits of signing the CCD, if signed up directly by THC. It was stressed that Data Protection would have to be followed strictly and how this is best achieved was discussed. An opt-out box for sharing their details is a possibility, but it would need to be clear that ticking this could restrict the help made available to them. DG to speak to THC Data Protection Officer to clarify the situation.

Discussion followed on the link between the work CR and DJ do with businesses and how they can help to promote the CCD. It was agreed that if they speak to businesses keen to sign up they should with permission pass on their details to

Priorities going forward

- 4.0 CD suggested that while the benefits to signatories are important to highlight, it will also be vital to show the wider public benefit from the changes made, as this is ultimately why Carbon CLEVER and the Declaration have been introduced. AC asked that those present think about the possible public benefits (e.g better air and water quality, health benefits, etc) so this can be discussed in due course. CD asked CR if this is a question that businesses will be asked during their annual follow-ups. CR advised that this could be asked, but it was agreed that the most comprehensive overview of the public benefit may come from this working group in the future.

5.0 AOB

Remote & Rural Collaborative Working

AC advised that HEF and HEN have been looking into how organisations can encourage more people from outwith Inverness to get involved with groups such as this one. Bearing this in mind she suggested it would be useful to get someone from further afield to join this working group, such as an individual from the Lochaber Chamber of Commerce. All agreed this would be a good idea and also the business view would be helpful. Visit Scotland was also suggested. DG to progress this.

6.0 Date of Next Meeting

Tuesday 27th January 2015, from 10am - 12pm at Fairways House

The meeting finished at 12 pm.

Actions:

Ref	Who	Action	When
1	DG & DJ	DG discuss with Bruce Wares & SC the possibility of going to Chamber of Commerce events. DJ to update if attendance at a Caithness or Lochaber Chamber of Commerce event has been arranged	ASAP
2	AC & DG	To speak to Alex Hilliam to ask if he's looking for more companies to volunteer for ISM workshops	ASAP
3	AC, CR & DG	To draw up a draft Flow Chart to support CCD signatories	For the next meeting
4	DG	To put a 'live' list of signatories on the CCD web-site and to email working group members when anyone else signs up	ASAP
5	DG	To look at the paperwork used to recruit new signatories for the CCD and check the Data Protection requirements	ASAP

6	DG	To trial run any new signatory recruitment process with a small business to assess its suitability	ASAP
7	DG	To create a PDF version of the CCD publicity postcard currently being drafted and add a list of signatories of the back page. A copy of the current draft to be circulated ASAP	ASAP
8	DG	To speak to SC to see if EST & RES could be included in the running of two workshops at the CC Conference	For 17 th November
9	DG	To look into the best ways to promote the CCD during the CC Conference	For 17 th November
10	DG	To put a list of the delegates attending to all the working group	ASAP
11	AC & DG	To assess how Twitter could be used to promote the CCD during the CC Conference	ASAP
12	All	To start to think about the wider public benefits of the CCD	For the next meeting
13	DG	To look into inviting someone from outwith Inverness to join this working group	For the next meeting