

**Bristol Advisory Committee on Climate Change****Terms of Reference****Purpose**

To act as an independent technical committee to advise the Bristol City Office, the six One City thematic boards, Bristol City Council and other stakeholders on mitigating greenhouse gas emissions and adapting to climate change.

Through its actions, the Committee will seek to accelerate Bristol City's progress to achieving net zero by 2030 and to adapt to climate change in an effective, efficient, inclusive, and just manner.

The Committee will become a trusted voice on climate change in Bristol.

The urgency of the climate emergency requires the Committee to work at pace.

**Terms of Reference**

- To review and advise on evidence on current emissions and expected trajectories for the city (e.g. considering population, energy demand etc.), covering GHG Protocol Scopes 1- 3.
- To provide independent technical advice on measures to mitigate emissions and on the role of carbon sinks to support the achievement of a carbon neutral Bristol by 2030.
- To provide independent technical advice on adaptation needs and measures in response to the consequences of anticipated climate change.
- To liaise with the National Committee on Climate Change.
- To liaise with key stakeholders in Bristol, such as its largest businesses and organisations, education, service and healthcare providers to share evidence and analysis and to support mitigation and adaptation within the public, private, voluntary and domestic sectors.
- To establish an Expert Register comprising individuals with specific technical expertise who can be called upon to support the work of the Committee.
- To provide a biennial report on progress in reducing emissions and achieving carbon budgets and targets.
- To provide a biennial report on adaptation needs and progress in implementing measures.
- To provide such *ad hoc* reports as required to address emergent issues or urgent technical questions
- To undertake such tasks as may be necessary to support progress towards achieving a carbon neutral and climate resilient Bristol by 2030.
- The Committee will agree on a definition of key terms including “carbon neutral” and “climate resilient Bristol”, subsequently these will guide the future work of BACCC.
- To refer to the Government Office for Science’s Principles of Scientific Advice to Government when offering advice.

**Membership**

- Two co-chairs.

- Initially around twenty (20) appointed individuals with the technical expertise and the capacity to engage.
- Such co-opted members as the Committee requires to discharge its business.
- Co-chairs and Members will be appointed for up to three years in the first instance but can be reappointed by the City Office for further periods of office.
- Bristol Advisory Committee on Climate Change members have been appointed on the basis of their individual applications but may be in a position to represent and leverage their organisations to help deliver the committee's purpose ambition.
- Committee members will not be able to hold or actively seek political office, nor be a spokesperson for any political party. This does not preclude Board members from being a member of a political party.
- Members may by notification end their own appointment, and the committee shall implement such provisions as are appropriate to fill any vacancy arising.
- The organisation to which the member ending their appointment is affiliated may wish to recommend an alternative member of sufficient seniority for committee members to consider. On receipt of such a recommendation, the Committee must approve the appointment by a simple majority in a quorate meeting.
- Committee members will not be able to hold or actively seek political office, nor be a spokesperson for any political party. This does not preclude Committee members from being a member of a political party.
- It is expected that members will work professionally and co-operatively towards the Committee's shared ambition and agreed ways of working.

#### **Term of appointment and ending of appointment**

- The Committee is able to deselect members, can nominate members and co-opt such expertise as is needed to discharge the terms of reference.
- Committee members may by notification end their own appointment, and the committee shall implement such provisions as to fill any vacancy arising, via an application process or co-option. The organisation that the member ending their appointment was representing may wish to recommend an alternative member of sufficient seniority for Board members to consider.
- The Mayor of Bristol appoints the co-chairs for a three-year period of office. The Committee by a majority vote can indicate to the Mayor that they no longer have confidence in one or both co-Chairs.

#### **Decisions**

- Wherever possible, the Committee's decisions should be made by consensus as reached through open debate and discussion. In circumstances where a formal vote is necessary, a majority decision shall be required. In the event of a tie, the chair of that meeting shall hold a casting vote.

#### **Clerk to the Board**

- COO, or nominee, of the Bristol Green Capital Partnership.

#### **In Attendance by Invitation**

- Individuals on the Expert Register.

- Officers of Bristol City Council.
- Bristol Green Capital Partnership.
- Such others as may be necessary for the Committee to discharge its business.

**Quoracy**

- One third of the membership.

**Meeting Frequency**

- Once a month, or as required.

**Reporting Relationships**

- One City Office.
- One City Boards.
- Bristol City Council.
- Other entities as may be necessary to meet the purpose of the Committee.

**Reporting Bodies**

- Task and Finish Groups and such other structures as may be appointed by the Committee to discharge its work.

**Legal**

- The Bristol Advisory Committee on Climate Change will not be a legal entity. It does not directly control resources, employ staff, nor will it be able to enter into contractual arrangements.
- It will not be able to make decisions about the use of public money. It also shall not be regarded as a statutory body.
- Its legal basis, powers and ability to raise and direct funds and powers may be reviewed in future.  
Bristol Advisory Committee on Climate Change meetings will not be held in public and its proceedings will not be published except where formal reports are published. Some information shared with the Committee members will be confidential and this will be marked as confidential and members will treat it as such. Other information relating to the committee is not-confidential and can be shared with relevant partners for the purpose of discharging the Committee's purpose.

**Register of interests**

- All members of the Board must complete a register of interests and declare any items under discussion that are of direct or indirect personal or professional pecuniary or non-pecuniary interest.

**Bristol Climate Change Advisory Committee****November 2019**