

## **Appendix C: Decarbonisation Board Terms of Reference**

### **Purpose**

To oversee the implementation of the Blaenau Gwent County Borough Council Decarbonisation Plan.

### **Responsibilities**

Responsibilities will include:

- Coordination
- Performance management
- Communication
- Delivery

### **Coordination**

Board members will use their leadership positions to help direct and support their teams in the development of delivery projects aligned to the Decarbonisation Transition

This will include:

- supporting the development and completion of readiness assessments for each of the transitions and developing initiatives to respond to any development areas identified
- prioritising those projects and activities that will have the greatest beneficial impact on decarbonisation for BGCBC
- agreeing what existing and new initiatives that contribute to the BGCBC Decarbonisation Plan will be monitored by the Board e.g. assessing the contribution of existing programmes of work to the Net Zero Target
- ensuring complimentary programmes of work e.g. Active Travel and BGCBC work in supporting the Gwent Travel Charter are aligned to avoid confusion and or duplication of effort
- ensuring and supporting the development of robust programme management and governance arrangements are in place for the implementation of the plan
- ensuring appropriate systems are in place to achieve improvements and that staff and teams across the Council work effectively together
- ensuring all policy and service reviews align to the Net Zero Ambition. This will include the identification of contradictions and the development of mitigation plans to align them at a future date
- considering the impact of existing collaborative programmes of work and how they impact on / align with the Council's Decarbonisation Plan

### **Performance Management**

Board members will:

- ensure transitional delivery plans are clear with measurable performance targets
- support the development of a performance dashboard to track progress towards Net Zero
- consider risks and barriers to progress and support cross organisational problem solving
- support the development and consider the findings of readiness assessments for work plans in transitions. This might include the need for capacity building for particular specialist skills
- monitor the delivery and progress of the Board's agreed programmes of work and ensure the reporting of progress as required e.g. by Welsh Government
- agree how Scrutiny is updated on progress and commit their teams to providing any requested reports as required by the Board in a timely fashion

## Communication & Engagement

Board members will actively contribute to the development of a communications and engagement plan / strategy that supports the implementation of the Decarbonisation Plan.

## Membership

Membership of the Decarbonisation Programme Board will be determined by CLT.

## Meetings

Meetings will take place in the first instance on a bi monthly basis.

Decisions will be agreed by consensus. Where consensus cannot be reached a decision will be made on the basis of the views of the majority of those members.

## Support Arrangements

Administrative support, action notes (not minutes), agendas and meeting appointments to be provided by Governance and Partnerships.

