

# Winchester District Low Carbon Board

## Terms of Reference

### Aims

- a) To provide leadership for the community of the Winchester District in meeting agreed targets for carbon reduction.
- b) To drive forward the implementation of Winchester's Low Carbon Programme as set out in:
  - Portfolio Plans;
  - The Winchester District Community Strategy;
  - The Economic Strategy;
  - The Route Map to a Low Carbon Economy;and other relevant strategies or corporate plans as approved by Members of the City Council.
- c) To provide a sounding board for the City Council on relevant legislation, funding opportunities, good practice and local application of carbon reduction technologies.

### Objectives

- Championing the vision of a low carbon Winchester District
- Providing clear direction for the programme
- Joining up effort to deliver the vision, both across the City Council and with other agencies in the District

### Role

The following activities will be core to the Board's work:

- a) Programme Development:
  - ensuring that there is a programme of projects which should achieve intended outcomes
  - ensuring that the project work streams progress towards and achieve intended outcomes
  - defining targets and milestones for the programme overall
  - identifying key projects that will contribute to the outcomes
  - recommending decisions on funding for the projects
- b) Programme Monitoring:
  - monitoring progress against carbon reduction targets for the Council and wider District
  - monitoring the progress of the programme against outcomes
  - initiating extra activities and other management interventions wherever gaps in the programme are identified or where intervention is required to enable a project to progress
  - ensuring the programme's continued alignment with its objective

## **Membership and Arrangements**

### *Core Members*

Winchester City Council, Portfolio Holder for Environment, Health and Wellbeing

Winchester City Council, Portfolio Holder for Transport

Winchester City Council, Shadow Portfolio Holder for the Environment

Winchester City Council, Shadow Portfolio Holder for Transport

Winchester City Council, Assistant Director (Economy and Communities)

Winchester City Council, Assistant Director (Environment)

WinACC trustee or other nominated representative

Hampshire County Council officer nominee

Hampshire County Council nominated Member representative for WinACC

Chairs of workstreams within the programme eg Renewables Partnership

Secretariat: WinACC staff member (Director or nominated colleague)

The Board may choose to delegate tasks or workstreams to sub-groups (temporary or longstanding), and these may include people who are not on the main Board but have experience of the relevant area of work.

Others, including portfolio-holders and officers, will be invited to meetings of the Board or sub-groups on an ad-hoc basis where this would be useful. This includes, but is not limited to, the project managers of projects in the programme.

## **Frequency of Meetings**

The Board will meet bi-monthly unless specific issues require more frequent liaison.

## **Chair**

The Board will be chaired by the Assistant Director (Economy and Communities).

## **Reporting and Accountability**

The Assistant Director (Economy and Communities) is accountable for the work of the Board and will report on it as relevant, for example to their line manager, Portfolio Holder and the Overview and Scrutiny Committee.

The Board was formerly established under the Winchester District Strategic Partnership, and should report to the organisations which form the Partnership if it feels this is necessary to ensure the success of the programme.

## **Review Arrangements**

The Terms of Reference will be reviewed annually at the first meeting after the annual Council meeting.

**Last revised June 2016**