

Manchester – A Certain Future
Thursday 13th December 2012
Number One First Street – room 4.02

Action Points

Item	Discussion	Action
1.	<p>Introductions and apologies</p> <p>Present: Cllr Nigel Murphy, Executive Member for the Environment (NM) Richard Sharland, Environmental Strategy, MCC (RS) Jonathan Sadler, Environmental Strategy, MCC (JS) David Coleman, Coleman Consulting and Cooler Project (DC) (Chair) Phil Korbelt, Director of Radio Regen and Cooler Project (PK) Nigel Rose, Chorlton Refurb/Irwell Group (NR) Andrew Karvonen, University of Manchester (AK) Helen Seagrave, ENWORKS (HS) Clare Lowe, Corridor Manchester (CL) Holly Bonfield, Federation of Small Businesses (HBo) Nicola Percival, Soul Sustainability (NP) Maggie Walker, Manchester Care and Repair (MW) Paul Beckett, Phlorum (PB) Jayne Mann, Groundwork (JM) Kate Morley, Groundwork (KM)</p> <p>Apologies: Steve Connor, Creative Concern (SC) Clare Fallon, University of Salford (CF) Helen Bidwell, Vision Twenty One, (HBi) Karen Greig, Manchester Metropolitan University (KG) Nigel Barlow, Inside the M60 (NB) Cllr Jeff Smith, Executive Member for Finance and Human Resources (JS) Keith Bevan, Carbon Consultancy Company (KB) Vin Sumner, Clicks and Links (VS) Brian Morris, Beverley Clifton Morris Consulting (BM) Tayo Adebawale, Cirkadia (TA) Gaby Porter, AFSL (GP) David Haley, Manchester Metropolitan University (DH) Steve Turner, Commission for the New Economy (ST) Gordon Richardson, Arup (GR) Steven Glynn, Sustainable Change Cooperative (SG) Barry Gillespie, NHS (BG) Debbie Ellen, EMERGE (DE)</p>	
2.	<p>Minutes of 13/12/2012</p> <p>Governance Subgroup – take forward to next meeting. In particular the</p>	<p>Carried forward</p>

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	<p>issue of avoiding silo working with the new subgroup structure.</p> <p>Low Carbon Paper – take forward to review</p> <p>RS reported that Manchester did not get through to the second round of the Future Cities bidding process.</p>	<p>to Governance subgroup</p>
<p>3.</p>	<p>Refresh Update</p> <p>JS gave a verbal update on the Refresh process to date:</p> <ul style="list-style-type: none"> • Consultation closes at 5pm on Friday 14th December. Feedback has been vastly positive. • Comments collated by 9am on Monday 17th December 2012 • Final draft completed by 21st December 2012 • Submission to the Manchester Board for endorsement on 8th January 2013. • Submission to MCC Exec 16th January 2013. <p>The Refresh launch will be supported by a campaign, JS asked for volunteers to form a task and finish group to work with MCC between Jan-Mar on the campaign. Other volunteers from the SG are welcome to join the group.</p> <p>RS noted that due to budgetary constraints, the campaign budget may have to be revised. More will be known in the new year.</p> <p>RS also noted that the Refresh more or less aligns with the GM Plan. Consultation on the GM wide plan closes on 19.12.12. Comments to Bryan Cosgrove at MCC</p>	<p>NR/MW/DC/PK to work with MCC.</p> <p>KM to forward GM plan to SG members</p>
<p>4.</p>	<p>MACF Conference</p> <p>HBo gave a verbal update on behalf of the conference subgroup – the group consists of HBo/GP/CF/JM (in KM's absence). HBo presented a number of items for discussion which required urgent action/decisions from the SG.</p> <ul style="list-style-type: none"> • Number of delegates – agreed to keep at 100 max • Half day or full day conference – half day • Target audience / who the SG wanted to invite – organisations not individuals. Support required from SG members on organisations to invite • How much we have to stick to the standard format – format was a suggestion, conference group can deviate • Should workshops repeat so that delegates could attend two out of five workshops rather than two out of ten - will look at timing for conference and then make a decision. • Consider a guest speaker from another UK city – Possibility of Oxford or Birmingham. <p>RS noted that it would be prudent not to have a speaker on the Green Deal at the conference as GM will have started its procurement process</p>	<p>KM to email SG members for ideas on organisations and key influencers</p> <p>ALL to send ideas to KM ASAP.</p> <p>RS to consider guest speakers for the conference</p>

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	<p>by this point.</p> <p>In order to create a value to the conference, the subgroup will consider levelling a small charge for the conference (even just to cover catering costs).</p> <p>Decided to use the Refresh as the basis for workshops. Part update and part interview of someone interviewed as part of the consultation. This would give a focus to/for the workshops.</p> <p>HBo asked for members of last year's conference group to support them to share their experience. NR volunteered to attend the next meeting as a one off.</p> <p>Venues and sponsorship – part of Groundwork contract to bring additional value to the MCC contribution to the MACF Conference</p>	<p>JS to supply group with a list of interviewees from the Refresh process</p> <p>NR to attend next subgroup meeting on 14.01.13</p> <p>KM to investigate with JM</p>
5.	<p>Thematic subgroups</p> <p>Ten external volunteers have come forward to chair the thematic subgroups. DC discussed the need to establish a process for selecting these chairs, to include existing SG members who wish put themselves forward as Chairs or members of the thematic groups.</p> <p>Governance subgroup to meet / teleconference preferably before Christmas to agree</p> <ul style="list-style-type: none"> • A process for appointing thematic chairs / vice chairs • The process for inviting existing SG members to join a thematic subgroup • The wider implications of establishing these groups e.g. the need for an anchor organisation and the provision of facilitators and secretariat support for each of the groups. <p>KM to send out communication to the external volunteer candidates to update them on progress.</p>	<p>PB to arrange a teleconference of Governance subgroup</p> <p>KM to update volunteer candidates</p>
6.	<p>Chairing MACF</p> <p>DC gave a verbal update on how SC is to stand down as Chair of MACF by the next annual conference. DC covered the role description which SC had prepared. Including what he felt the role included and the time commitments it required.</p> <p>PK covered how SC was appointed when the MACF was formed. The group discussed the need to identify a process for appointing a new</p>	<p>DC to send out SC's role description</p> <p>NP/HS/DC/SC to discuss process</p>

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	Chair and Vice Chair – what the role(s) need to include, what can be included within the Thematic Chair roles, internal and external candidates and timescales for appointment.	for appointing a new chair in early Jan 2013
7.	<p>AOB</p> <p>A) Non-domestic retrofit The Chair noted how well received and attended the paper/event on non-domestic retrofit and thanked BM, TA & NP for all their work. Comments from the paper/event are to be included within the Refresh process.</p> <p>B) Forward Plan – No dates for 2013 MACF meetings as of yet.</p> <p>C) MW requested that we look to include guest presentations at future meetings again.</p>	<p>KM to send out meeting dates for 2013</p> <p>KM to invite MAST to present at the Feb SG</p>
8.	<p>Date of next Steering Group Meeting</p> <ul style="list-style-type: none"> • Thursday 7th February 2013, 4-7pm – Venue TBC • Thursday 4th April 2013, 4-7pm – Venue TBC 	