

Manchester – A Certain Future
Thursday 7th February 2013
MMU Business School – Room 3.22

Action Points

Item	Discussion	Action
1.	<p>Introductions and apologies</p> <p>Present: Steve Connor (SC) (Chair) David Coleman (DC) Cllr Nigel Murphy (NM) Phil Korbel (PK) Andrew Karvonen (AK) Helen Seagrave (HS) Clare Lowe (CL) Holly Bonfield (HBo) Nicola Percival (NP) Maggie Walker (MW) Paul Beckett (PB) Steve Turner (ST) Gordon Richardson (GR) Steven Glynn (SG) Barry Gillespie (BG) Brian Morris (BM) Clare Fallon (CF) Richard Sharland, MCC (RS)</p> <p>Support: Kate Morley, Groundwork (KM)</p> <p>Apologies: Helen Bidwell (HBi) Nigel Barlow (NB) Cllr Jeff Smith (JS) Keith Bevan (KB) Vin Sumner (VS) Tayo Adebawale (TA) Gaby Porter (GP) David Haley (DH) Debbie Ellen (DE) Nigel Rose (NR) Jonathan Sadler, MCC (JS)</p>	
2.	<p>Minutes of the previous meeting</p> <p>Resume presentation slots within the Steering Group agenda; specifically invite presentation from MAST for the 04/04/2013 meeting.</p>	KM

Item	Discussion	Action
3.	<p>Publicising Refresh</p> <p>MCC will be issuing a short print run on the completed Refresh or Update 2013 documents for the Conference. This will also include leaflets for Residents, Businesses and Students on action on climate change.</p> <p>Leaflets will be translated into different languages by late May.</p> <p>Update 2013 will be included as part of the electronic delegates packs for the MACF Conference. RS will circulate the final text to Steering Group members.</p> <p>MW raised how the leaflets will be used and how they will be distributed. These will also be handed out to delegates at the end of the conference.</p>	<p>RS to circulate</p> <p>RS to add to Neil Jones' brief</p>
4.	<p>MACF Conference</p> <p>HB gave an update from the Conference subgroup:</p> <ul style="list-style-type: none"> • Speakers from Liverpool, Leeds and Manchester (SC) will look at who leads on action on climate change in cities and how they govern their CCAP. • Conference will be opened by Sir Richard Leese. • 12 roundtable workshops will ask delegates to look at six difference themes – buildings, energy, transport, SC&P, blue & green infrastructure and culture. • Following feedback from last year's conference that it contained the 'usual suspects' there has been a concerted effort this year to engage with a wider audience. Bookings received to date seem to reflect that. <p>Steering Group members would be briefed on any tasks that they were required to do at the conference prior to the event</p>	<p>ALL</p>
5.	<p>Thematic Subgroups</p> <p>The group reviewed the applicants who volunteered to be chairs of the thematic subgroups, all but two were known to the group. After discussions, John Hall decided to withdraw from the process. Appointments have not yet been made as not all the groups have Chairs – there was no clear candidate for Chair of the Transport Subgroup.</p> <p>Thematic Chairs will then form the subgroups - Steering Group members will then need to select which of the groups that they'd like to be part of.</p> <p>SC acknowledged that a number of discreet groups had been carrying out a lot of work recently.</p> <p>MW wanted to follow up on the work she and NR had undertaken on the Update publications, specifically how these would be taken forward.</p>	<p>SC to complete interview process</p> <p>KM to produce a system for matching members to groups.</p> <p>MW & NR comms item on</p>

Item	Discussion	Action
		next agenda.
6.	<p>Charing MACF</p> <p>NP outlined the process for appointing a new Chair.</p> <ul style="list-style-type: none"> • Job Advert, roles & responsibilities and qualities required of the new chair have been drafted. • The appointment will be a for a fixed three year term. • Interviews will be held on the last week in April and will consist of both an internal and external panel. • RS will approach a number of potential candidates directly. • HR support in the process will come from MCC • Job advert to go out ASAP. • Vacancy to be advertised at the conference 	<p>RS to facilitate HR support from MCC.</p>
7.	<p>AOB</p> <p>NP requested that all steering group members undertake the Carbon Literacy Training. Additionally training could be sourced for members on how to remain positive whilst working to combat climate change.</p> <p>Action points need to be posted on the website. This to be amended to remove member's organisations as each member attends the Steering Group on a voluntary capacity.</p>	<p>NP to look at the costs for training Steering Group members</p> <p>KM to amend action points and post of MACF website</p>
8.	<p>Events & Conferences</p> <p>Hydrogen Partnership will be launched at 5pm on Monday 4th March at All Saints MMU.</p>	
9.	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Thursday 30th May 2013 4-7pm. Venue TBC • Thursday 25th July 2013 4-7pm. Venue TBC 	