

WMCA Environment Board – updated Terms of Reference, Action Plan, and scope of Low Emission Strategy (approved 9 November 2018)

Introduction

On the 10th September 2018 the first WMCA Environment Board was held. The meeting did not have the required number of Councillors, therefore the proposed decisions could be commented on, but not approved. The papers and minutes can be accessed here:

<https://governance.wmca.org.uk/ieListDocuments.aspx?CId=152&MId=259&Ver=4>

After the meeting the Terms of Reference, Environment Board Action Plan, and Scope of the Low Emissions were updated to reflect the discussion, and input from the new Portfolio holder and Mayor. These updated papers were circulated to members of the Environment Board for any final comments. These minutes and updated supporting papers then went to the WMCA Board for formal approval on 9th November 2018. Item 15 of the Board meeting can be accessed here:

<https://governance.wmca.org.uk/ieListDocuments.aspx?CId=137&MId=212&Ver=4>

Updated Papers

These updated and approved papers provided the basis for the WMCA Environment Board Terms of Reference, Action Plan, and Low Emissions Strategy.

Any queries please contact WMCA Head of Environment, Dr Simon Slater simon.slater@wmca.org.uk

Terms of Reference for the WMCA Environment Board (updated after feedback from 10.9.18 meeting)

Purpose

To help the WMCA become ‘best in class’ in terms of the delivery of ‘clean, inclusive and resilient growth’.

Success will be measured by:

- Improvements in the annual national independent sustainability benchmark of combined authorities with the aim to reach the ‘leading sustainability’ practice (83% score) by September 2020. This helps to ensure we have right leadership, strategy and delivery working together to make an impact to our region.
- Improvements in our contribution to change on the ground, through the setting and monitoring of goals within the Strategic Economic Plan, and future Local Industrial Strategy on carbon, renewable energy, fuel poverty, air quality, waste, the natural environment and the growth of the green business sector.
- Overall improvements to the environment within the WMCA area.

The Board will provide advice and support to WMCA activity, helping engage with wider stakeholder networks and activity, identify and scale up existing good practice within the WMCA area, and identify and secure resources to deliver new opportunities.

Accountability

Accountable to the CA Board and Mayor and supported by the WMCA lead council CEO and WMCA Director with responsibility for environment. The Board also provides progress updates, advice and recommendations to other WMCA Committees.

Membership

Councillor - WMCA Portfolio holder for the Environment

Councillor – Cabinet member for Environment from each of the 7 constituent authorities

Councillor – Up to 3 representatives of the sub-regional geography recommended from the non-constituent group.

Members of the WMCA Environment Advisory and Delivery Group (EADG) may also attend in an advisory but non-decision making capacity. See later section on the role of EADG.

Deputies

Members of the Board can nominate one deputy to attend and act on their behalf, if they cannot attend. This needs to be agreed in advance with the secretariat.

Chair

This will be the WMCA Board Portfolio for Environment.

Budgets and Voting

The Board will agree an annual work programme, which will be funded by the WMCA and partners, and progress reported to the Board.

Where possible recommendations will be reached by consensus, if a vote is required a majority of members is required. If there is a tie then Chair has the casting vote.

Quorum

There needs to be the WMCA Board Portfolio holder and two other members.

Frequency

Three to four meetings a year.

Servicing

The WMCA Governance team working with the WMCA Director and Head of Environment will support the Board in terms of agenda, papers, and minutes.

Functions

Develop and report progress on an annual delivery plan.

Action Plan workstreams are to include:

- Strategy, monitoring, benchmarking and reporting
- Internal estates, operations, communications and environmental management
- Green Energy and carbon emissions
- Green Business and Finance
- Green Buildings and Retrofit
- Natural Environment
- Air Quality and Low Carbon Vehicle Opportunities
- Commercial Waste

The workstreams will be progressed by:

- Providing advice and support to WMCA activity
- Helping engage with wider stakeholder networks and activity
- Identify and scale up existing good practice within the WMCA area
- Identify and secure resources to deliver new opportunities
- Provide constructive challenge function by feeding into annual independent progress reports to the WMCA by Sustainability West Midlands.

The Role of the WMCA Environment Board Advisory and Delivery Group

This is chaired by the WMCA Director for Environment or Head of Environment.

The EDAG meets between Board meetings to help provide more detailed advice and help drive and deliver particular workstreams agreed by the Board. There are usually 3-4 meetings a year, usually prior to the Board meeting to help inform the advice and papers going to the Board.

The members of EADG have been recommended by Sustainability West Midlands and approved by the Environment Portfolio Holder to help provide advice and lead on particular workstreams.

These are currently:

- WMCA Director (Patrick White), WMCA Local Authority CEO (Jan Britton)
- WMCA Head of Environment (Simon Slater) – Workstream Environment Delivery Board and Action Plan, Strategy and Monitoring, Benchmarking and Reporting
- WMCA Strategic Assets Manager (Jemma Hodgson) – Workstream WMCA Internal Estates, Operations, Communications and Environmental Management
- Chair Energy Capital (Matthew Rhodes) Workstream Green Energy and Carbon Emissions
- Chair of WM Green Business Clubs Network (Andy Whyte) – Workstream Green Business

- SHAP - Sustainable Housing Action Programme (Rosemary Coyne) – Workstream Green Buildings and Retrofit
- Birmingham and Black Country Wildlife Trust (Georgia Stokes) – Workstream Natural Environment
- CENEX (Keith Budden) – Workstream Air Quality and Low Carbon Vehicle
- Roy Stokes, Environment Agency (RS) – Representing ‘Defra Family’ of Forestry Commission & Natural England

Terms of Reference Review

September 2019

END

WMCA Environment Board: Action Plan September 2018-19 (version 5- 29.10.18)

This reflects feedback from 10th September WMCA Environment Board and WMCA Environment Delivery and Advisory Group and the subsequent Sustainability West Midlands annual national benchmarking of sustainability of the WMCA and update of Portfolio and Mayor priorities.

Objectives and Actions from WMCA 18/19 Annual Plan	Milestones and WMCA Environment Board Meetings Sept 2018-19 (...) = Progress to date * = recommended improvement actions from annual benchmarking # = Mayor/Portfolio holder priorities		
	10 th Sept 2018 Board	1 st Feb 2019 Board	7 th June 2018 Board
(1.) Produce plan to improve WMCA overall organisational performance on external and internal sustainability impact			
(1.a) The Environment Board will publish an action plan and report progress on moving the WMCA to become 'best in class' within two years (Score of 83% or higher on national CA sustainability benchmark by September 2020).	<ul style="list-style-type: none"> Set up of new Environment Board supported by Advisory and Delivery Group (Completed #) Agreement of WMCA overall environment strategy, and implementation by WMCA Environment Board annual action plan, WMCA internal environment strategy, and alignment with other internal strategies (In progress*) 	<ul style="list-style-type: none"> Results from annual national sustainability activities benchmark of CAs to inform future priorities and programmes to meet September 2020 target. (Completed – currently scoring 66% recommended improvement actions marked *) 	
(1.b) The WMCA will address capacity gaps identified within the organisation and partners to deliver the plan.	<ul style="list-style-type: none"> Establish Head of Environment role to ensure sustainability commitments within WMCA Single Economic Plan, Mayoral Manifesto are delivered by WMCA corporate plan and Environment Board action plan (Completed *#) Business case submitted to secure core resources to deliver plan with partners (Completed#) 	<ul style="list-style-type: none"> Agree how Environment Board has influence on other Portfolio / Board work plans*# Agree how to use office of the Mayor and role of Portfolio holder to endorse and support sustainability across a range of WMCA activities*# Update on WMCA securing internal budget with partners to help deliver work programme over next 2 years – linked to corporate plan# 	<ul style="list-style-type: none"> Explore potential future devolution opportunity 'asks' around air quality, climate change, the environment , and energy. Also ensure sustainability is built into any other future devolution deals *#
(2.) Reporting on WMCA area sustainability performance			

<p>(2.a) Reporting of WMCA area performance by SEP sustainability indicators against 2030 targets – carbon, air quality, health inequality.</p>		<ul style="list-style-type: none"> • Stocktake on existing WMCA sustainability targets and indicators from SEP and Mayors Renewal Plan and the programmes and activities that will deliver these* • Agree additional targets for new indicators for clean growth (productivity vs emissions), fuel poverty, renewable energy, waste, and natural environment* • Development of new indicator around climate risk e.g. areas of flood risk* 	<ul style="list-style-type: none"> • Results from annual sustainability metrics and indicators monitoring report to inform next year WMCA Environment Board action plan priorities and programmes.
<p>(3.) Ensure sustainability standards built into WMCA external funding and buildings.</p>			
<p>(3a) The WMCA will promote key sustainability opportunities within WMCA key investment sites to lever local partners' expertise and innovation opportunities to maximise benefits.</p>		<ul style="list-style-type: none"> • Review of WMCA and partners key investment sites sustainability standards e.g. Commonwealth Games. Agree any future standards required.* # 	
<p>(3b) The WMCA will review, and if required, update current sustainability criteria within WMCA funding and monitoring system and building standards.</p>		<ul style="list-style-type: none"> • Identify key WMCA projects that have greatest environmental risk / opportunities to ensure they have an environmental champion as part of delivery team and prioritise internal WMCA support for them. # 	<ul style="list-style-type: none"> • Review of WMCA funding system and criteria for non-building projects e.g. skills, transport, business support. Agree any future standards required.* • Clear cycle of reporting of progress by WMCA projects, suppliers and partners gathered and reported and promoted annually e.g. metro alliance, HS2 • Explore building in Environmental criteria summary into WMCA Board decision papers.
<p>(4) WMCA internal estates, operations, and communications</p>			
<p>(4.a) Develop and implement a new internal Environmental Strategy and support WMCA's</p>		<ul style="list-style-type: none"> • Launch of WMCA internal environment strategy that is delivered by the existing Environment Management System (EMS) and 	<ul style="list-style-type: none"> • Report on internal environment strategy, internal communications, performance of own estates and impact of accredited EMS.

<p>delivery of the SEP environmental technologies objective.</p> <p>(4.b) As part of park and ride and other WMCA / TfWM owned sites - support the rollout of the Electric Vehicle Charging across the region, ensuring that sustainable vehicles are promoted to tackle air pollution.</p>		<p>aligned with WMCA Environment Strategy priorities. *</p>	
<p>(5.) Improve external and internal communications, awards, and campaigns to promote scaling up of good local practice.</p>			
<p>(5.a) The WMCA will improve internal and external communication on WMCA activities around sustainability to help staff and partners to engage and work together more effectively.</p>	<ul style="list-style-type: none"> External environment section for the WMCA website. (Completed) 	<ul style="list-style-type: none"> Review of WMCA external communications and recommendations on how to integrate key sustainability messages within existing activities e.g. transport, construction, policy etc # Review of WMCA internal communications and training on sustainability as part of internal environmental strategy 	<ul style="list-style-type: none"> Update the environment section of the WMCA website so that it has flow of relevant targets , strategies and projects to deliver these, and latest progress. Consider the use of infographics to highlight key achievements e.g. see Greater Manchester and West Yorkshire.* # Ensure the WMCA Annual Review / Plan for 2019/20 contains overall sustainability progress - economic, social and environment.*
<p>(5.b) Identify and promote good practice, and enable constructive challenge to drive improvements.</p>	<ul style="list-style-type: none"> Ideas for key campaigns for Mayor and Portfolio holder to support over next 12 months. (Completed – priorities incorporated into this plan as #) 	<ul style="list-style-type: none"> Agree with Sustainability West Midlands and partners good practice networks, events and awards plan to help scale up existing good practice within WMCA constituent and non-constituent councils to promote with partners for next 2 years. 	<ul style="list-style-type: none"> Report on progress identifying good local practice by business, NHS, universities, and councils that could be pilots or scaled up and inform next year priorities and programmes. #
<p>(6) Development of UK's first Clean and Inclusive Growth Local Industrial Strategy with partners</p>			
<p>(6.a) The WMCA will work to ensure local strengths in clean growth sectors of transport, buildings and energy, as well as the importance of the natural environment, form a key part of</p>	<ul style="list-style-type: none"> Input into draft strategy from WM Natural Capital Group, Sustainability West Midlands (SWM), Workshop with other Combined Authorities, GB Green Week Event with Green Alliance, SWM 	<ul style="list-style-type: none"> Review potential risks and opportunities from sustainability and resilience review of strategy – e.g. climate risk, and potential new programmes and activities flowing from the new strategy including 	<ul style="list-style-type: none"> Work with partners to develop Foresight / Horizon scanning capacity to help align business support to existing industrial strategy 'grand challenges' such as clean growth and

<p>the new Local Industrial Strategy, with the ambition to become the UK's first Combined Authority Clean Growth Industrial Strategy.</p>	<p>and WMCA staff and external partners. (Completed)</p>	<p>waste, housing retrofit and green business support.</p> <ul style="list-style-type: none"> • Improve coordination of business support offer around 'clean growth' # • Develop clean growth business challenge around procurement need on waste / energy issues, explore linking to local council campaigns #. • Build in improved natural capital commitment, circular economy programme within strategy #. 	<p>other longer-term issues relevant for the region.*</p>
<p>(7) Development of WMCA area low emissions strategy to support local action as part of partnership with TfWM, local councils and partners</p>			
<p>(7.a) The WMCA will work towards a longer-term roadmap supported by business and local partners to tackle overall air quality issues within the next 10 years, while working with local authority partners on shorter-term priorities.</p>	<ul style="list-style-type: none"> • Input into development of strategy. (In progress) 	<ul style="list-style-type: none"> • Review of draft strategy and recommendation for adoption by WMCA Board. # 	<ul style="list-style-type: none"> • Hand over of implementation to agreed cross-sector and partner unit or partnership. #
<p>(8) Development of Natural Environment approach as part of partnership with West Midlands Natural Capital Roundtable</p>			
<p>(8.a) The WMCA will work with natural environment partners, businesses, and Government to develop a long-term natural capital investment strategy to help coordinate and attract investment to improve the state and use of natural assets</p>		<ul style="list-style-type: none"> • Review progress on approach and progress on developing supporting investment in natural assets and local priorities. • Work with TfWM, NGOs, Corporates and other existing infrastructure partners to deliver parts of plan e.g. West Midlands urban connected park (local version of Lea valley regeneration model) , highline, canals network, station wildlife gardens, offices greenspace for staff, temporary use of brownfield land etc. # 	<ul style="list-style-type: none"> • Undertake a climate change risk assessment analysing the threats and opportunities posed by increasing extreme weather on, health, infrastructure and the natural environment. Develop an understanding on how green infrastructure can help tackle these issues.*
<p>(9) Development of Green Energy investments as part of partnership with Energy Capital</p>			

<p>(9a) The WMCA will consider recommendations from Energy Capital and the Regional Energy Commission on innovation zones.</p>			<ul style="list-style-type: none">• Progress update from Energy Capital on progress and any future support required. #
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Scope of WM Low Emission Strategy (version 3 29.10.18)

The WMCA Board previously approved the production of the Low Emission Strategy in July 2018 and delegated the draft scope to the WMCA Environment Board to approve in September 2018. There were some minor comments on this draft scope at the Board meeting and from the steering group members of TfWM, the Local Authority air quality officers network and the WMCA Environment Board advisory group. These comments are incorporated in the latest version below. The next steps once formally approved is to use this scope to guide the development of the strategy with the steering group and partners.

Objectives and outcomes of a West Midlands Low Emissions Strategy and Action Plan:

- **Support for local action** - Joint action between local authorities, the WMCA and other stakeholders where this will accelerate existing agreed local plans to tackle air quality and greenhouse gas emissions.
- **Social, economic, and environment outcomes** – accelerated activity will result in improved health, such as reduction in premature deaths and health inequalities, economic productivity, such as reduced congestion and attraction of new business, and an improved natural environment.
- **Attract investors** - help to scale up opportunities to attract investors to fund innovation, manufacturing and deployment of solutions both locally and for export. Underpin the WMCA ambition to produce the UK's first 'clean, inclusive, and resilient growth' local industrial strategy and inform relevant bids such as future Industrial Strategy 'grand challenges'.

The format of the Strategy and Action Plan

This is flexible to meet the objectives, however it is likely to include:

- The strategy setting out:
 - the nature of the problem, I
 - links with other local and regional strategies,
 - rationale for the focus on particular actions,
 - and delivery mechanisms either through existing plans and activities or new activity.
- The action plan with:
 - a clear set of actions and owners
 - success measures, milestones, and monitoring.
- The evidence base and methodology used to allow future updates of the strategy and action plan. This is to include:
 - some form of scoring matrix on how the actions were prioritised against criteria such as rationale/value for regional action, ease/cost of implementation, and scale of impact.
 - Maps and graphs covering the sources and concentrations of different emissions.
- To review and recommend appropriate delivery structures e.g. Joint Low Emissions Unit

The Geographic area

The strategy is to cover the same area covered by the WMCA Strategic Economic Plan and draft Local Industrial Strategy. This is the Local Enterprise Partnerships (LEPs) of the Black Country, Greater Birmingham and Solihull, and Coventry and Warwickshire.

There will need to be a recognition of the diverse economic geography and good practice of urban and rural areas. However the prioritisation of actions will need to be focused on where there is a concentration of emissions and health impacts, which is likely to be in the WMCA constituent members urban areas.

Emissions and targets covered

Greenhouse gases that contribute to climate change covered by the UK Climate Change Act and the 2050 target of an 80% reduction on 1990 levels. At the SEP level this is a 2030 target of 40% reduction on 1990 levels. This is currently monitored by the WMCA Performance Management Framework indicator PMF E.1. of Carbon Dioxide equivalent (CO₂e).

Emissions that contribute to air quality and have the highest impact on health covered by the draft UK air quality strategy with 2020 and 2030 targets for reduction. These are:

- fine particulate matter (PM_{2.5}) reduction against the 2005 baseline by 30% by 2020, and 46% by 2030.
- particular matter (PM₁₀) reduction against the 2005 baseline to 50% or less of UK population living in areas with concentrations of (10 µg/m³) by 2025
- ammonia (NH₃) reduce emissions against the 2005 baseline by 8% by 2020 and 16% by 2030.
- nitrogen oxides (NO_x) reduce emissions against the 2005 baseline by 55% by 2020, and by increasing 73% by 2030.
- sulphur dioxide (SO₂) reduce emissions against the 2005 baseline by 59% by 2020, increasing to 88% by 2030.
- non-methane volatile organic compounds (NMVOCs) reduce emissions against the 2005 baseline by 32% by 2020, increasing to 39% by 2030.
- ozone (O₃) as secondary pollutant to ensure it does not increase as NO_x reduces and keeps within EU limits.

At the SEP level the target is to reduce the number of poor air days (a 4 or higher in the Defra Daily Air Quality Index to reflect likely legal breaches of the pollutants and the beginning of health warnings) from 40 in 2016 to 1 by 2030. This currently monitored by the WMCA Performance Management Framework indicator PMF E.2. of number of days scoring '4' or higher on the Daily Air Quality Index. The index covers a basket of most of the current pollutants in the draft air quality strategy e.g. PM_{2.5}, PM₁₀, NO_x, SO₂, Ozone. However it omits NH₃ and NMVOCs which need to be reviewed as part of the new strategy.

Timescales for Strategy and Action Plan (2019-2030)

The strategy should align with the Single Economic Plan (SEP) and Local Industrial Strategy (LIS) and the alignment with many of the national air quality targets and 'grand challenge' of clean growth and mobility set out in the national industrial strategy. Therefore the new strategy should cover the period when the Low emissions strategy is launched in early 2019 to 2030.

Consultation and stakeholder involvement

The strategy is not statutory and will be drawing on existing local plans and knowledge which have already been subject to detailed consultation. Therefore the focus will be to consult with the local authorities and regional stakeholders on a strategy and plan for joint working to accelerate existing agreed local action, rather than engage directly with the public locally. This will include working closely with the University of Birmingham that has recently won a significant research contract to develop the air quality monitoring and intelligence for the WMCA area.

This strategy will support the decision made by Birmingham City Council, after public consultation, on a local Clean Air Zone.

Where possible the strategy is required to build on existing good practice and development experience from other Combined Authorities who have developed similar strategies, especially Greater Manchester, West Yorkshire, and the London Integrated Environment strategy.

Potential solutions will include the alignment of a variety of existing or planned activity that could help support existing local action from the role of green infrastructure to public transport, working practices, and technology and services.

Governance of the development of the strategy

The WMCA Environment Board and supporting officers and partners will be the group overseeing the development of the strategy to ensure it 'adds value' and through joint working at scale will help accelerate existing local good practice

driven by individual local councils. This Board will ultimately recommend the final strategy for approval by the Mayor and WMCA Board.

There will be a strategy steering group dealing with the day to day development of the strategy. This will be formed from representatives from Transport for West Midlands (TfWM), the WM air quality/pollution officers group, the WMCA Environment Board air quality workstream advisor. This group will be chaired by the WMCA Interim Head of Environment, who will also act as the primary client contact for the consultants supporting the development of the strategy.

Timescales for development of Strategy and Action Plan

The indicative timescales are:

- September – update/input from WMCA Environment Board
- November first meeting of steering group.
- 1st February progress update presentation to WMCA Environment Board
- 1st March final report delivered, and then formally adopted by WMCA Board later in year.

END