

Appendix 1: Draft Terms of Reference for the Perth and Kinross Climate Change Commissions

1. Background and Context

As the effects of climate change become increasingly apparent in Perth and Kinross and across Scotland and world, governments at all levels are developing plans to reduce emissions. The Scottish Government Committee on Climate Change has set a national target of net zero greenhouse gas emissions by 2045, in line with the IPCC recommendation that warming does not exceed 1.5 degrees above preindustrial levels.

Taking the necessary comprehensive and urgent action on climate change will require Perth and Kinross Council to work in partnership with our communities, businesses and organisations at an unprecedented scale. Climate Commissions bring together people and organisations from the public, private and civic sectors who work collaboratively to help drive, guide, support and monitor climate action

The Perth and Kinross Climate Change Commission (PKCCC) will provide independent active leadership and support for cross-sector collaboration and action on climate change. This Commission will leverage expertise from across Perth and Kinross in order to engage and inspire collective ownership and a shared commitment to reaching net zero. The PKCCC is being established by Perth and Kinross Council, in collaboration with the Perth City Leadership Forum.

2. Vision

The Commission will support Perth and Kinross in delivering an increased pace of transformative change needed to ensure emissions targets are met and climate resilience is built. It will engage the private and public sectors, as well as individual citizens.

3. Principles

The Commission will:

- Be independent in thought and action
- Considers the needs of all to deliver a Just Transition
- Embed a collaborative approach to problem-solving
- Be open to all best practice, initiatives or proposed solutions that are realistic and deliverable
- Share information and documentation openly, meeting in public where possible
- Look positively at innovative and radical proposals for change in keeping with a climate emergency
- Commit to positively promote, support and encourage action on climate change especially within Commissioners own organisations
- Be respectful and inclusive

4. Scope

The proposed remit of the PKCCC is as follows:

- Scrutinise the initial roadmap developed by the Council (to be published in Autumn 2021)

- Shape further development or iterations of the roadmap through co-production, guidance and feedback.
- Oversee delivery of the roadmap and its impact through regular monitoring
- Champion climate change and priority actions throughout Perth and Kinross
- Use its influence across the public sector, private sector and in our communities to drive the necessary urgent action

5. Membership (Chair and Members)

a) Appointment of the Chair

The Role of the Chair has been defined as:

- To provide independent leadership of the Climate Commission and champion Climate Action and the views of the Commission to key partners, stakeholders and the media
- To chair meetings of the Commission.
- To ensure development and completion of the Commission's deliverables once agreed
- To take decisions about the work of the Commission between Commission meetings.
- To promote the work of the Commission: in this role the Chair will be supported by and responsible to all Members.
- To sign off all Commission publications

The Chair can serve a two-year term that can be renewed for a maximum of a further two years. The Chair should give three months' notice before resigning the position, and support succession planning for a new Chair during the final six months in post. At the end of the Chair's term, the Commission will select a new Chair through an appropriate selection process. The Leader of the Council will appoint an acting Chair for the first meeting of the Climate Change Commission. At this meeting the acting Chair will invite nominations for the on-going Chair.

b) Appointment of members of the Commission

Membership of the Commission is open to individuals and the balance of membership should reflect the need for cross-council area representation, from the private, public and third sectors, and community and youth groups as well as ensuring a diversity within the Commissions. Members of the Commission do not represent their organisation, but are appointed as individuals.

Prior to appointment, members must ensure that:

- They can demonstrate suitable expertise, knowledge, leadership and skills to contribute meaningfully to the Commission objectives
- They can commit required amount of time and be able to attend necessary meetings. This is expected to be 2-3 hours quarterly.
- Commit to positively promote, support and encourage action on climate change especially within their own organisations and sector
- If relevant, their participation has been authorised at a senior level by their organisation

Members of the Commission will serve a three-year term with the possibility of renewing membership for a further three-year term. Membership will be reviewed periodically based on attendance and contributions and changes in circumstance.

It is desired to have a staggered replacement of Commissioners, so that roughly 1/3 are replaced every year. As such in the first appointment Commissioners, equal numbers will be given 1, 2 and 3-year terms. Members that serve less than an initial 1 or 2-year term will be eligible to serve two further three-year terms.

There is an exception to the term limits for the Leader of the Council, member of an opposition group and the Council's Chief Executive, due to the necessary nature of these posts.

Members of the Commission will initially be selected by a panel of five experts that are appointed by the Council. Going forward, the Commission will be responsible for appointing its future commissioners through a process to be developed.

6. Governance

The Perth and Kinross Climate Change Commission will operate as an independent advisory body. Perth and Kinross Council will provide secretariat support, including liaising with committee members, setting the agenda for each meeting, providing content and input, administration support for minute taking and communications. In order to ensure accountability and scrutiny of the work of the Commission and an opportunity to report the progress that is being made by all sectors and partners towards the Council's carbon reduction target, the Perth and Kinross Climate Change Commission will report progress on an annual basis to the Perth and Kinross Council.

7. Remuneration

Membership of the Commission is on a voluntary basis and there will be no remuneration for Commissioners. Reasonable travel and other expenses associated with fulfilling Commission duties will be reimbursed.