

Norfolk Climate Change Portfolio Group Terms of Reference

Purpose

The Norfolk Climate Change Portfolio Group brings together political representation from all Norfolk districts and the county to oversee strategies, policies, and projects to ameliorate climate change, drive sustainable growth and contribute to reduction in carbon emissions. No one organisation can resolve climate change issues by itself. This group will enable joint working and bring a degree of profile and focus to climate change issues in Norfolk. It will work closely with the Norfolk Climate Change Partnership.

Specifically, the Board will:

- Provide strong and collective leadership of climate change issues in Norfolk to realise the full economic, social and environmental potential of the county
- Develop a strategic vision on climate change focusing on carbon reduction, innovation, adaptation, resilience, and climate leadership
- Work to ensure alignment of this vision across partner organisations' strategic plans, and seek wider approval of the vision from other organisations and businesses in Norfolk
- Lobby government for additional resources to mitigate carbon emissions and enable Norfolk to bring forward innovative solutions to become the most sustainable county in the United Kingdom.
- Promote a shared understanding and analysis of climate change both throughout the partnership and provide education and engagement to the business community, schools, and the public in general
- Provide strategic direction for the work of the Norfolk Climate Change Partnership.
- Possible lead towards the creation of a climate change strategy for Norfolk.

Membership

Portfolio Holder responsible for climate change from the following organisations:

- Norfolk County Council
- Breckland Council
- Broadland District Council
- Great Yarmouth
- Kings Lynn and West Norfolk Borough Council
- North Norfolk District Council
- Norwich City Council
- South Norfolk

Terms of Reference

- The Norfolk Climate Change Portfolio Group is a voluntary meeting of organisations seeking collective and individual benefits from working together. It is not a formal part of the statutory local governance framework and is accountable to the member organisations that are represented on it primarily via those representatives.
- The Norfolk Climate Change Portfolio Group will act collaboratively, reaching conclusions by consensus.

- The Portfolio Group can consider any climate change related matter facing Norfolk, but the power to make decisions will rest with the individual constituent organisations.

Meetings

- The Norfolk Climate Change Portfolio Group shall meet a minimum of 4 times per year.
- The dates of these meetings will be arranged in advance by the organisation currently holding the chair.
- Any constituent organisation may place items on the agenda.
- Minutes of each meeting will be circulated to all constituent members.

Chair and Vice Chair

The Norfolk Climate Change Portfolio Group will appoint a chair and vice chair on an annual basis from amongst their members.

Secretariat will be provided by the organisation which holds the chair, supported by officers on the Norfolk Climate Change Partnership.

Working Together

The following principles apply to our partnerships:

- **Mutuality:** understanding our common purpose with mutual benefit for each partner.
- **Commitment:** We will commit resources to the mutual endeavour.
- **Clarity:** We are clear about what we are doing and who is doing it.
- **Openness:** we are prepared to raise issues concerning the quality of the working relationship.
- **Added value:** we can quantify the added value of doing this together rather than doing it alone.
- **Fairness:** we will not seek to profit at one another's expense.