

Norfolk Climate Change Portfolio Holders Group Terms of Reference

Purpose

The Norfolk Climate Change Portfolio Group brings together political representation from all the Norfolk local authorities to provide political oversight for the work of the Norfolk Climate Change Partnership. It will enable a cohesive working relationship with the strategic officers representing all partner members of the partnership, recognising that not all partners represent politically led organisations. The group will ensure that the voice of the citizens of Norfolk are represented in the strategic direction of the partnership.

This group will enable joint working and bring a degree of profile and focus to climate change issues in Norfolk.

Specifically, the NCCP Portfolio Holders Group will:

- Will ensure that the voice of the Norfolk citizens are represented in the strategic direction of the Norfolk Climate Change Partnership and the allocation of partnership resources.
- Provide a feedback loop into the organisations and communities that they represent.
- Provide political challenge where necessary within their organisation or more broadly across Norfolk to support the delivery partnership's strategic priorities.
- Provide strong and collective leadership of climate change issues in Norfolk to realise the full economic, social and environmental potential of the county.
- 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 enable Norfolk to bring forward innovative solutions to mitigate and adapt to climate change impacts across the county.
- To be an advocate for the partnership championing its agenda locally, regionally, and nationally.
- Promote a shared understanding and analysis of climate change both throughout the partnership and provide education and engagement to the businesses, community groups, schools, and the public in general.
- Promote common messaging around climate change ensuring that there is a common voice across Norfolk on the partnership's strategic priorities.
- Work to prevent duplication across the Norfolk system working on climate change ensuring that limited resources are used to affect the best outcomes.

Membership

Portfolio Holder responsible for climate change from the following organisations:

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

Terms of Reference

- The Norfolk Climate Change Portfolio Holders 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 Holders Group will report collectively with the Norfolk Climate Change Partnership to the Norfolk Public Sector Leaders Group or another group of their choosing on a minimum of a six monthly basis.
- The Norfolk Climate Change Portfolio Holders 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 every two months.
- The dates of these meetings will be arranged in advance by the Norfolk Climate Change Partnership Manager.
- Administration of the meetings will be supported by the Norfolk Climate Change Partnership Manager.
- Any constituent organisation may place items on the agenda.
- Minutes of each meeting will be circulated to all constituent members.

Appointment of a Chair and Vice Chair

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

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.

Ratified at meeting held on 8th November 2023.