

CLIMATE CHANGE TRANSFORMATION BOARD

NEW TERMS OF REFERENCE

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Created by:	Aly Lewin, Climate Change Team, DEFA		
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Purpose

To advise the Council of Ministers ('COMIN') on all policy matters related to climate change and to oversee and coordinate the delivery of the agreed COMIN policies and proposals in respect of the Island meeting its commitment to achieving net zero emissions by 2050 and any interim targets in addressing the global climate emergency to limit global heating to 1.5C.

The focus of the Climate Change Transformation Board ('the Board') is to:

- provide guidance on climate change issues, acknowledging the critical nature of our climate change response in the domestic and international context.
- oversee the delivery of the Climate Change Plan 2022-2027
- oversee the preparation and development of the subsequent Climate Change Plan
- oversee the development of secondary legislation under the Climate Change Act
- monitor progress on delivery including the progression towards interim targets
- provide political guidance on policy issues raised during the course of the transformation – for agreement by COMIN
- help address challenges which may hinder speedy delivery of Climate Change action
- provide clear support and constructive challenge to help the Climate Change Team ('the team') and other government departments working on climate change actions to perform effectively
- enable a culture of climate action and seek to ensure all public bodies make decisions which align with the climate change duties for public bodies
- provide political oversight and accountability to the Chief Minister and COMIN for the implementation of climate change action.

Constitution

The Board was established by COMIN in January 2020 as part of the structure of standing sub-committees of the COMIN.

Confidentiality

All papers and documentation issued in relation to the Board meetings and proceedings are subject to the same statutory confidentiality as applies to the meetings and proceedings of the COMIN and should be treated accordingly.

Documents should not be circulated for wider distribution other than to nominated officers without the necessary permission which will be secured by the Chair.

Collective Responsibility

All Board Members of the Committee are required to abide by collective responsibility as per the [Government Code](#).

Department Members attending in place of a Minister must have in place the appropriate delegation from the respective Minister and voting rights must be expressly given (or not).

Members and Independent Board Advisors should avoid any perceived conflicts of interest but if unavoidable, immediately declare this at the outset of any meetings. Any such declaration will be recorded in the minutes.

Membership

The Board consists of:

Board Members (hold voting powers)

- Chair of the Climate Change Transformation Board
- Vice Chair of the Climate Change Transformation Board
- Minister for the Department of Environment, Food and Agriculture, and
- Minister for the Department of Infrastructure

Independent Board Advisors (do not hold voting powers)

- A subject matter expert in energy and electricity infrastructure
- A subject matter expert in construction, low energy building techniques and retrofit; and
- A Climate Scientist who will act as an independent advisor

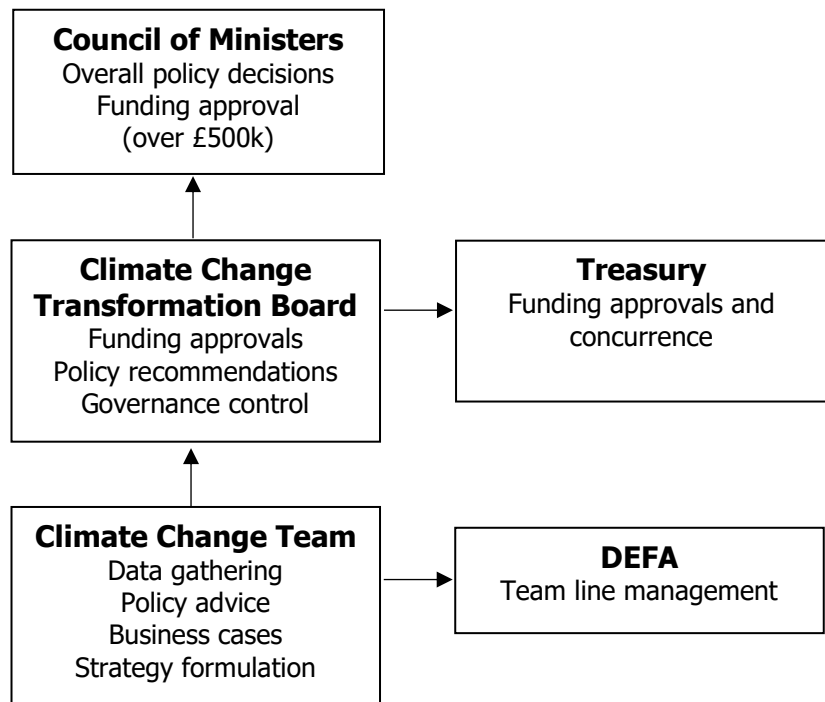
The Board will also be supported by Senior Officers from government departments and statutory boards including Manx Utilities as well as officers from the Team. Further Independent Board Advisors may be appointed as required. The Board will be supported by additional officers on an ad-hoc basis as required.

Recruitment for Independent Board Advisors will be by means of invitation or open advertised appointments, these will be individually assessed.

Quorum

The quorum of the Board will be three Board Members, and must include the Chair or Vice Chair. The Board Members and Independent Board Advisors may participate in meetings of the Board from separate locations by means of video conferencing or other communication equipment which allows those participating to hear each other, and will be entitled to vote or be counted in the quorum accordingly.

Governance structure



Board Resolutions

A simple majority of Board Members, voting on the issue in question, is required to reach a resolution. If the numbers of votes for and against a certain proposal are equal, the decision will be deferred to COMIN.

The Board may make resolutions in writing or by electronic means (including email). Any such resolution is valid and effective, as if it had been passed at a meeting of the Board duly convened and held, provided that:

- notice and details of the proposed resolution have been given in advance to each Board Member; and
- The resolution is made by such Board Member/s as would have been necessary to pass such resolution had all Board Members been present at a meeting to consider it.

Meetings and Minutes

Where possible, a secretariat will be responsible for minute taking. However, minutes may also be taken by speech to text recognition software and minutes will be issued in accordance with the minute taking guidance issued by Isle of Man Government.

The resulting document and/or audio recording may then be used to produce minutes manually.

Once the finalised minutes are approved by the Board the audio file and transcription will be deleted and the approved minutes will constitute the official record of the meeting.

Mode of operation

The Board will usually meet monthly; however, this may be reduced to not less than quarterly according to need and as agreed by the Board. The Chair reserves the right to call additional meetings where necessary.

Items may also be shared and agreed in correspondence where these need to be addressed ahead of the next Board meeting.

Papers should be circulated to all Board Members and Independent Board Advisors plus supporting officers 5 working days in advance of Board meetings and draft minutes signed off and distributed within 10 working days of the meeting. An action log must be kept up to date. The Chair should agree the agenda in advance of the meeting.

Board Members should fully apprise themselves of the detail of business to be discussed in advance of each meeting in order to play a full and active role in the work of the Board.

Authority

The Board is empowered by COMIN to oversee the work of the Team and to take the necessary decisions and actions to help it deliver the Climate Change Plan 2022-2027 (and any subsequent climate change plans) as well as wider cross-government delivery of actions relevant to climate change and adaptation. Decisions which influence wider policy and the overall direction of travel will be brought to COMIN, for their prior agreement, whilst the remaining decisions (for example regarding how those key aspects are implemented) would be taken by the Board.

They will ensure the Team has access to the resources required to deliver the Climate Change Plan 2022-2027 (and any subsequent climate change plans) and will assist in addressing issues or challenges raised by the Team.

The Board will oversee the appropriate use of the Climate Change Transformation Funds.

Reporting

The Board will provide an annual progress report to COMIN for subsequent submission to Tynwald, as required by section 19 of the Climate Change Act 2021.

Timescales

It is expected that the Board will be in place until the Isle of Man greenhouse gas inventory reaches net zero.