CLIMATE CHANGE BOARD

REVISED TERMS OF REFERENCE

Date created:	7th October 2024	**Approved by Comin:**	TBC

Created by:	Aly Lewin, Climate Change Team, DEFA

Approved by:	TBC

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Purpose

To:
- Oversee delivery of the Climate Change Plan 2022-2027, monitoring progress on delivery including the progression towards established climate change targets.
- Approve business cases and spend from the Climate Change Fund and the Climate Change Mitigations Initiatives Fund. The primary aim of the funds is to provide funding for initiatives in the Isle of Man that support the objectives of achieving net zero carbon emissions by 2050 or any interim target.
- Oversee the implementation of the Climate Change Act and any secondary legislation.
- Help address barriers to the effective delivery of climate action.
- Provide political oversight and accountability to the Chief Minister and COMIN for the implementation of climate change action.

Constitution

The Board is a Departmental Body underneath the Minister for the Department of Environment, Food and Agriculture ('DEFA').

Confidentiality

All papers and documentation issued in relation to the Board meetings and proceedings are subject to confidentiality as applies to the normal meetings and proceedings of DEFA 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.

Conduct

All Board Members of the Committee are required to abide by collective responsibility as per the **Government Code**.

Members 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)

Minister for DEFA (Chair)
At least one Member of DEFA
Minister for the Department of Infrastructure (or delegated member)
Member of Tynwald (subject to CoMin approval)

Board Officers (do not hold voting powers)

Treasury Financial Partner
Chief Officer for DEFA
Climate Change Director, DEFA
Head of Energy Policy, DEFA

The Board will also be supported by Senior Officers from government departments as required. External specialists may be invited into meetings as and when required.

Quorum

The quorum of the Board will be three Board Members. The Board Members may participate in meetings of the Board from separate locations by means of online meetings 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.

Board Resolutions

A simple majority of Board Members, voting on the item in question, is required to reach a resolution. However, where the item has originated within DEFA then only one DEFA political representative may vote.
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 AI software and meetings may be recorded for the purpose of minutes being produced. 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 meet as and when needed, but usually every two months. 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, this can be done with the consent of the Chair.
Papers should be circulated to all Board Members, 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.
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.

Reporting

The Board will ensure that minutes are kept and an annual stocktake of funding requests, approvals, business cases and spend is kept for good governance. The Board will ensure that updates are provided on fund spend and the meeting of objectives/KPIs post funding in order to monitor use of funds and ensure best use of spend.

Timescales

It is expected that the constitution of the Board will be in reviewed at the end of the current plan period in 2027.