**Camden Climate Citizen Panel Terms of Reference v.2**

**Background**

Following the conclusion of the Council’s 10-year sustainability plan ‘Green Action for Change’, Camden Council hosted the first Citizens’ Assembly on the Climate Crisis in July 2019, which brought together over 50 randomly selected residents from Camden to learn, deliberate and make recommendations on how Camden could best tackle the climate crisis going forward.

Across three sessions, assembly members listened to a range of evidence from climate scientists, environmentalists and community energy practitioners before developing and agreeing 17 recommendations to be taken forward by the council, as well as Camden’s residents, community groups and businesses.

These actions have shaped the new [Climate Action Plan](http://democracy.camden.gov.uk/documents/s89494/Climate%20Action%20Plan%20Appendix%201%20_%20Camden%20climate%20action%20plan.pdf) which Camden Council will deliver in response to the climate crisis over the next 5 years – a continuation of work from the 10-year plan. A recommendation to come from the assembly was the creation of a panel led by citizens, to challenge the progress of the council against the actions set out in the Climate Action Plan for Camden.

Recruitment for the first cohort of the panel coincided with the launch of the Climate Action Plan in July 2020. 16 citizens were selected to the panel and attended meetings from September 2020 to July 2022. The panel participated in a range of discussions and made strong contributions to the council’s climate programme.

The second cohort will commence in early 2023 and will incorporate learnings from the first cohort, including improvements to the overall structure and frequency of sessions.

For further information on the Climate Crisis, Citizen’s Assembly and Climate Action Plan please click [here](https://www.camden.gov.uk/climate-crisis)**.**

**Purpose of the Camden Climate Citizen Panel**

The citizen panel has three primary aims:

* To review and challenge the progress of Camden’s climate initiatives against the action plan as well as borough-wide challenges and projects.
* To be an active audience for off-shoot projects and research stemming from the Climate Action Plan.
* To support community engagement, advocate on how best to involve residents on climate matters and help to identify potential barriers with proposed initiatives and projects.

**Panel Recruitment**

The panel is running for 5 years in line with the 5-year Climate Action Plan. The first panel ran for a two-year term between September 2020 to July 2022, followed by another two-year term from January 2023 to January 2025.

The panel’s second cohort will consist of 20 members to ensure a diverse range of individuals are included in the group, including those not usually heard in climate conversations.

**Key attributes of a panel member**:

* Take an interest in Camden’s response to the climate emergency
* Are willing to question, challenge and deliberate discussion topics
* Remain open and willing to share their lived experiences
* Are able to work in a team setting and respect that everyone has equal status on the panel, and
* Recognise that compromise might be required to secure deliverable actions.

**Chairing and support arrangements**

Panel meetings will be chaired independently. On occasion, guest chairs will be invited along, with the opportunity for panel members to also chair. Officers from Camden’s Sustainability Team will be in attendance to provide organisational support.

**Panel Meetings**

There will be three extended sessions per year to enable time for deliberation between sessions. Meetings will be held in person to increase connectivity in the group and build a sense of participation from all individuals involved. The council will make all necessary arrangements to support panel members should this change.

Panel meetings will begin after a weekend induction session welcomed by the Cabinet Member. The induction will provide an opportunity for members to become acquainted with each another, gain an understanding of the council’s climate work programme and clearly define the panels’ role in supporting this.

Each meeting will have key objectives and will follow a structured agenda, to ensure clear timings for discussion and Q&A. Experts and Action Plan Partners will be invited to support the delivery of meeting sessions as and when required. The Cabinet Member for a Sustainable Camden will be frequently invited to attend sessions as an honorary panel member to ensure direct engagement with the citizen panel at decision-making level.

At least one session a year will be hosted in a community space in Camden and will be open to members of the public. This will enable the panel to partake in discussions while providing an opportunity to learn about challenges and opportunities within the community.

Minutes will be taken from the meetings and circulated to the panel for comments, so an accurate account of discussions is documented. Discussion contributions will assist with the delivery of council projects and the review and development of the Climate Action Plan where appropriate.

Feedback will be provided outside of meetings and before the next session to demonstrate the impact of the panel. All materials and outputs from the meetings will be publicly shared.

**Review of TOR**

The terms of reference will be discussed and co-designed with panel members during the first session for each cohort.

**Sample items for panel discussion**

**Scenario 1:**

The Sustainability Team are developing a communications campaign to educate the public on reducing ‘consumption-based emissions’.

These emissions result from consumer choices on the food, clothes and products we buy, many of which have travelled far before arriving into the UK and into our shops and homes, and these can have significant climate impacts. We therefore want to engage with communities on ways that they can make a difference, such as taking sustainable modes of transport where possible or making small changes to their diet to name but a few.

Meeting objective: To identify methods to educate the public on how to reduce their consumption-based emissions.

Key discussion points for the panel:

* What should the campaign look like / how could this be delivered?
* How could the information be presented?
* What are the barriers to making greener choices?

**Scenario 2:**

A piece of work has been commissioned by the council to work with a group of consultants to explore the low carbon retrofit of a housing estate in Camden. Adopting a ‘retrofitting’ mentality to existing housing stock is a necessary and favoured approach by government to tackle energy demand and carbon emissions.

Meeting objective: To understand the feasibility of a low carbon retrofit of a housing estate in Camden.

Key discussion points for the panel:

* Benefits / Costs to leaseholders
* Funding

Key challenges / barriers for the community – what are they and how do we overcome them?

**TOR ENDS**