

## **Draft Terms of Reference for the Local Adaptation Advisory Panel (LAAP), HM Government Adapting to Climate Change (ACC) Programme**

LAAP members will agree on the final details of the new group at the first meeting in June 2011.

### **Purpose and remit of LAAP**

The aims of LAAP are to:

1. Directly influence the work of the HM Government ACC Programme and its delivery bodies including the development of the National Adaptation Programme (to ensure the policy framework properly supports local adaptation) and the provision of evidence and interpretation tools (such as Climate Change Risk Assessment and Adaptation Economic Analysis).
2. Act as an efficient forum for two-way dialogue between local government, its partners and central government and its arms length/delivery bodies on local climate change adaptation work, with a particular focus on priority themes determined by the group.

Specific outcomes from LAAP include:

- helping define local actions within the National Adaptation Programme and the process for gathering this information from local government and its partners;
- shaping the provision of evidence (science, economics, social research) and tools that help interpret evidence at the local level. For example to shape the outputs of the UK Climate Change Risk Assessment and subsequent Adaptation Economic Assessment, or to recommend priorities for work by ACC delivery bodies such as the UK Climate Impacts Programme;
- using the cross-Government ACC Programme to further join-up relevant policy and regulator frameworks to best support the most cost-effective and proportionate local adaptation efforts and to identify other incentives for local adaptation;
- advising on the breaking down of barriers to successful local adaptation

### **What is out of scope?**

To provide clarity on the remit of the group and how it fits in with other organisations and networks, the following exclusions have been specified:

- peer-to-peer learning / knowledge networks - these activities are already provided through a number of routes and are best led by local government for local government, Examples include the Nottingham Declaration Partnership and the Community of Practice website hosted by Local Government Group (LGG), regional LGG structures and the Climate Change Partnerships.
- project based work – there is no funded work programme so there is no risk of duplication with other locally driven projects.

### Terms of Reference

LAAP will:

- be a focused Advisory Group (advising the Defra/HMG ACC Programme) with a clear remit for local and sub-national adaptation;
- have its revised remit and Terms of Reference set for the period April 2011- March 2013 (i.e. agreed for a further 2 years), with a 'fit for purpose' review in March 2012 (or sooner if required)
- not have a funded or detailed work programme;
- have a secretariat provided by the ACC Programme;
- aim to hold some meetings at locations other than London;
- meet every 4 months (3 times per year) with a guiding principle that meetings will be four hours and held between 10:30 and 2:30pm, but could be extended as needed on a case by case basis;

### Who should chair?

The chair should act independently and ensure that the views of all those represented are heard. The preferred option is that the chair is selected from local government and nominated by Local Government Group.

### Membership

Total membership would be a maximum of 25, as illustrated below:

	<b>Member organisation name</b>	<b>Comments</b>	<b>Total no</b>
Local government and its partners       (up to 18 members)	Local Authorities – (9 max) A wider range of local authorities than LRAP	Reps from a mix upper and lower tier and with a geographical spread from across England & a mix of urban, suburban and rural localities.	Up to 9 in total
	Local Government Group		1
	Nottingham Declaration Partnership		1
	Core Cities Climate Change Working Group		1
	Local Enterprise Partnerships (LEPs)	Up to two members	2
	RCCP/Climate UK	A representative nominated by Climate UK	1
	National Association of Local Councils (NALC)	NALC acts as the umbrella body for English town and parish councils.	1
	Local Government Information Unit (LGIU)		1

	RDAs (up to March 2012, when the abolition will be complete)	Currently EEDA is the RDA rep.	1
Central government and its agencies  (up to 8 members)	Defra ACC	Also providing Secretariat	3
	DCLG	Climate Change adaptation team	1
	DECC, CO and/or BIS	Depends on subject being discussed	1 or 2
	ACC delivery body representative	Currently UK Climate Impacts Programme (UKCIP)	1
	Defra delivery bodies working on sub-national adaptation	A representative drawn from the Environment Agency, Natural England and the Forestry Commission	1

#### **Ad hoc attendees**

Taking account of feedback from LRAP members, civil society organisations will not be invited to attend as full members of LAAP at this time, however it is proposed their possible inclusion should be reviewed in March 2012 (or sooner if required).

During the period from April 2011-March 2012, key civil society organisations may be invited to attend on an ad hoc basis, in particular as part of discussions on themes where they may be particularly active. It is envisaged that as part of the planning process for selecting themes for discussion, members could put forward suggestions for relevant organisations. Ad hoc attendance from other bodies such as specific government agencies (e.g. Homes and Communities Agency), or Professional Bodies (e.g. RTPI; Emergency Planning Society) may be appropriate for some of the theme-based discussions.

#### **Virtual group**

Many LRAP members emphasised the risk of meetings becoming unwieldy if large numbers attended the meetings. A virtual group was suggested to allow greater numbers to engage, particularly to enable smaller local authorities to provide their views. This could be managed through the Communities of Practice website that is currently hosted by Local Government Improvement and Development (LGID). This can be discussed by LAAP members at the first meeting. If members are convinced that a virtual group will add value a proposal will be worked up and circulated after the meeting.

#### **Meeting format**

##### Central government policy update provided in advance

A policy update will be collated from central government and circulated as a summary paper well in advance of the meetings, to allow time to discuss any issues more widely with colleagues before bringing questions or comments to the meeting. The update is an important tool to enable members to engage at senior level and with other internal departments and bring to the group

any questions for discussion at the meeting and any priority themes or issues to address at future meetings.

Member update also provided in advance

Other members of the group may wish to provide updates and these will be collated and circulated along with the central government policy update and other meeting paper.

Theme-based approach

Members of LAAP will agree in advance the themes for discussion to ensure that relevant representatives and ad hoc attendees have been invited. For example, if the theme selected was how the impacts of climate change affects public health and how local authorities could mitigate the impacts, the local authority members may choose to send a representative from their health department, and a representative from Department of Health and other local health partners could be invited as ad hoc attendees.

Themes for discussion would be suggested and agreed by members and could include for example:

- the five Adaptation Sub-Committee (ASC) priority areas where local government plays the lead role (land use planning, adapting national infrastructure, building design, sustainable management of natural resources and effective emergency planning),
- issues and evidence needs identified by local government itself, in particular where central government (the ACC programme) and its delivery Arms Length Bodies can help resolve them.
- local government input into the adaptation milestones required under the Climate Change Act (2008): namely the Climate Change Risk Assessment (CCRA) and the National Adaptation Programme (NAP).
- how the ACC work programme can continue to support local adaptation efforts (policy framework, evidence provision, delivery of support).

The agenda for the meetings will need to be determined by members of LAAP but it is proposed the general structure set out in Table 1 at **Annex 1** is used for the first meeting in **June 2011**. Table 2 shows key ACC programme milestones over the next 12 months and suggests areas of the ACC Programme that may be important to discuss and Table 3 suggests topics on more cross-cutting or thematic issues. **Annex 2** sets out an overview of how key CCRA milestones feed into the wider policy landscape.

**Annex 1: Meeting format**

**Table 1 - Example agenda:**

Note that timings, ordering and suggestions are indicative and can be varied as needed.

15 mins	Welcome and introductions	
90	ACC Programme	Activities such as:

mins	policy and delivery	<ul style="list-style-type: none"> <li>• Q&amp;A session on policy update – questions from members to central government and its agencies.</li> <li>• Presentations or updates (from members or from central govt) on specific ACC projects, case studies or projects of interest.</li> <li>• Breakout session to discuss topics or projects in small groups, then outputs fed back to the wider group.</li> </ul> <p><b>See Table 2 for details of possible topic and timings.</b></p>
30 min break		
90 mins	Thematic or cross-cutting issues	<p>This time would focus specifically on a topic that had been agreed in advance (see Table 1 below). This may be broken down into activities in a similar way to those suggested within the ACC Programme session above.</p> <p><b>See Table 3 for details.</b></p>
15 mins	Forward planning for next themes	<p>In order to plan in advance for the next three meetings, members should come to the meeting with suggestions for topics or projects of interest and put forward their suggestions to the group. These can be developed afterwards via email correspondence.</p>

**Table 2 – ACC Programme policy and delivery**

Date of meeting	Topics and milestones over the next 12 months
	<ul style="list-style-type: none"> <li>➤ By January 2011, the second infrastructure report will be published; also the international impacts of climate change.</li> <li>➤ Spring 2011 - final decisions on shape of ACC Programme (following Programme Refresh)</li> <li>➤ Spring 2011 - findings of LRAP (led by LGIU) Big Society project</li> </ul>
June 2011	<ul style="list-style-type: none"> <li>• What is the role of the ACC Programme in supporting Local Government?</li> <li>• What outputs from the CCRA will be relevant for Local Government and how can they be improved?</li> <li>• What is the role of local government in the National Adaptation Programme?</li> <li>• Developing the economic case for adaptation and the role of LEPs</li> <li>• How can the new delivery body best support local adaptation?</li> </ul>
	<ul style="list-style-type: none"> <li>➤ By July 2011, ASC will have given their view on emerging CCRA findings</li> <li>➤ In September 2011, start of new contract for adaptation delivery body</li> <li>➤ By November 2011, the reporting power reports will all be published (providing detailed information on impact of CC on critical infrastructure for transport, energy generation and transmission, water and electronic communications sectors)</li> </ul>
September 2011	<ul style="list-style-type: none"> <li>• Big society and local government – models and case studies of efficient partnerships</li> <li>• How do CCRA findings affect local delivery?</li> <li>• Developing the AEA – key priorities from a local government perspective</li> </ul>
	<ul style="list-style-type: none"> <li>➤ By January 2012, the CCRA report to Parliament will be published, including the AEA (which attempts to outline the costs of adaptation)</li> </ul>
January/February 2012	<ul style="list-style-type: none"> <li>• How local government and its services can use the findings of the Adaptation Economic Analysis</li> <li>• How local communities are responding to the findings of the CCRA</li> <li>• Local government input into NAP</li> </ul>
	<ul style="list-style-type: none"> <li>➤ By December 2012, the National Adaptation Programme (NAP) is submitted to UK Parliament</li> </ul>

**Table 3 – Thematic or cross-cutting issues**

*The ASC priorities were chosen to illustrate on one possible approach but members may wish to suggest alternative approaches or specific topics, such as how to self-assess progress on local adaptation or look in detail at how localism and the big society agendas are affecting local delivery. Whatever approach is agreed, forward planning will be decided by the new group at a later stage, including the selection of ad hoc attendees.*

Date of meeting	Topics or themes	Potential ad hoc attendees	Examples of potential civil society ad hoc attendees
June 2011	<p><b>Land use planning and the built environment</b> Options for specific discussions could include:</p> <ul style="list-style-type: none"> <li>• how the localism bill can support local adaptation</li> <li>• how will the review of the building regulations affect adaptation</li> </ul>	LA land use planners + building regs; Built Environment team in ACC; Green infrastructure team in Defra,	Climate Change Planning Coalition; Transition Towns; Greening Campaign; National Landlords Association;
Sept 2011	<b>Emergency planning</b> (specific focus on protecting vulnerable groups and long-term business continuity plans; or could take a specific focus on flooding and heatwaves)	LA emergency planning team; Cabinet Office's Natural Hazards and community resilience teams; Defra's flooding team,	Emergency Planning Society; National Flooding Forum; reps from local resilience fora
Jan/Feb 2012	<p><b>Management of natural resources:</b> Options for specific discussions could include:</p> <ul style="list-style-type: none"> <li>• Natural environment white paper</li> <li>• Water white paper</li> <li>• Lawton review on how we manage wildlife corridors</li> </ul>	Specific policy owners;	Wildlife and Countryside Link RSPB;