

Warwickshire **Climate Change Partnership**

Delivering the Warwickshire Climate Change Strategy

Steering Group Meeting Agenda

Insert Date, 2010, 09:30 for 10:00 am till 13:00

Insert Venue

1. Welcome, Present, Introductions, Apologies
2. Minutes of last meeting
3. Matters Arising (matters for discussion left over from the previous meeting)
4. Specific agenda items - requests for help / barriers to progress / previously unidentified projects
5. Action Plan – progress reporting
 - a. **Energy** (conservation, efficiency, renewables, energy planning, energy procurement, low carbon buildings, fuel poverty); **Transport** (travel plans, promotion of public transport, car sharing, home working, walking & cycling, local transport plan LTP, fuel efficiency in private vehicles & public sector vehicle fleets); **Resource Efficiency** (waste management, waste minimisation, recycling, efficient use of resources, environmentally aware procurement (including infrastructure), commercial & industrial waste); **Adaptation** (integration of adaptation measure into new and reviewed policies and related activities, whole life costing in sustainable construction and asset management plans, risk management strategies); **Communications & Education** (climate change communications strategy for staff, communications strategy for communities, awareness raising in the business community)
 - b. Community Engagement; Agriculture / Horticulture; Biodiversity; Sustainable Construction; Strategic
6. Warwickshire Climate Change Strategy – Communications
 - a. Monthly events update
 - b. SWAT / community newsletter
 - c. Case study reporting
7. Annual Review
 - a. Annual report
 - b. Anniversary event
8. News Received from:– update notes received before the steering group meeting.
9. Funding Opportunities
10. Performance improvements – how is the group performing in relation to meeting its own standards?
 - a. performance improvement areas – involvement, support, planning, community engagement, working together, sharing information, working with others, continuous improvement, feedback, monitoring & evaluation
11. Any other business
12. Date and venue of next meeting



Steering Group