

TERMS OF REFERENCE, PURPOSE AND STRUCTURE

A. NOTTINGHAM GREEN PARTNERSHIP (NGP) CLIMATE ASSEMBLY PROPOSAL OUTLINE

PROCESS

The NGP Climate Assembly process will involve x2 strands:

1. Community Outreach

- This strand is already in place.
- Has links with local community groups & their members.
- Prior to Main Assembly, Community Outreach strand to run mini assemblies with their members.
- Help determine the Assembly questions; these discussions will feed into the Oversight Group*.
- After the Main Assembly, continue to support the Main Assembly's members and promote the outcomes of the Assembly.
- **Note: The Oversight Group will not be involved in managing or organising Outreach.*

2. The Main Assembly

- Once Oversight Panel established, stages of the Main Assembly will include:
 - Setting the Questions – fed in from the Community Outreach strand.
 - Appointing the Sortition organisers and Facilitators
 - Establishing the Evidence Base - set clear policy framework to structure the process in a balanced and neutral way.
 - Inviting Experts and Stakeholders
 - Designing the Assembly Process - The Facilitators will design the x4 phases of the Assembly with support from NCA volunteers.
 - Learning Phase - where members listen to experts in the relevant areas of discussion and question them.
 - Consultation Phase - where members review what has been submitted to the Assembly by stakeholders and the public.
 - Deliberation Phase - where Assembly members discuss the evidence they have heard and received.

- Decision Phase - where members report their findings to the City Council and stakeholders. Where there is 80% agreement amongst members, the Assembly findings should be binding, resulting in action and change.
- Impact of Recommendations – ensure the appropriate agencies respond to Assembly recommendations.

COSTS

The cost of running the Assembly will be c.£150,000.

Monies will be raised by:

- Donations in kind
 - promised by University of Nottingham, Trent University and Nottingham Ice Stadium.
- Financial donations
 - to-date £14,000 has been raised from educational and climate-focussed organisations and businesses.
- Grants Funding Bids
 - applications have been made to:
The National Lottery Community Fund
- Crowdfunding appeal
 - to be launched in January 2024.

B. THE OVERSIGHT PANEL

Purpose

- Make major decisions required in developing the Assembly Process.
- Ensure finances are spent in an approved, fair, and equitable manner.
- Report progress to the Quarterly meetings of the Nottingham Green Partnership.

Membership

- Group to consists of 6 or 7 invited members representing Nottingham stakeholders with experience of running democratic and public events.
- One member elected by the group to be Chair with a casting vote.
- The Chair will have a casting vote if only 6 members make up the panel.

- Decisions can only be made when the group is quorate with an attendance of 4 members minimum.
- If the Chair is not present at a minimum quorum meeting, the members will elect a temporary Chair who will have a casting vote.

Support

There will be x4 elements of support provided to the group:

- A Nottingham Climate Assembly (NCA) volunteer will provide advice on the process and act as secretary to the meetings.
- NCA will support the process by assisting with:
 - creating tender documents for services
 - fundraising and supporting the general organisation of the Assembly in liaison with service providers.
- Subject to funding bids being successful, independent providers will be contracted to:
 - carry out the Sortition and Facilitation of the Assembly
 - take notes/recordings of the sessions.
 - publish the final determinations in a report.
- NCA, trading As 'Nottingham Climate Conversations Ltd', will act as budget holder for the Assembly with funds held in a ringfenced account.

Frequency of Meetings

- As required to take major decisions highlighted by NCA as the process develops.
- A minimum of x1 meeting per month.

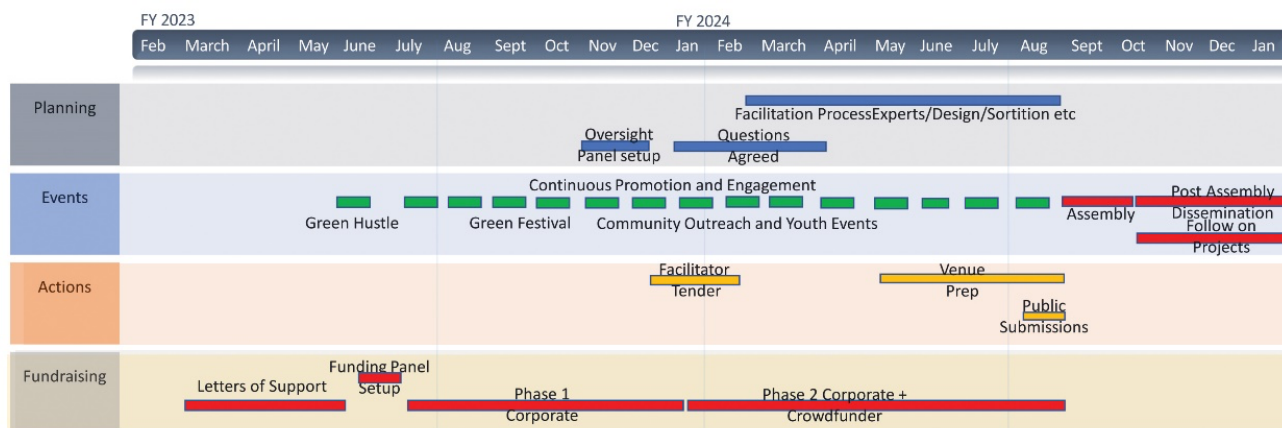
Milestone Decisions

- Oversight of the tender process for the Sortition and Facilitation services
- Establish questions and themes of the Assembly.
- Sign-off the Policy Framework for the Assembly.
- Confirm decisions around:
 - Sortition Process as it develops and is presented for approval by the Sortition Team.
 - Facilitation Process as it develops and is presented for approval by the Facilitation Team.
- Agree:
 - Final venues and dates for the Assembly.

Nottingham Green Partnership Climate Assembly

- Budget proposals and revisions in the light of process changes.
- Final report and expenditure for the Assembly.

Timeline for Main Assembly



Glossary of terms

Community Outreach	helps support a cause you care about and address a problem or need that affects your community. You can also inspire others to join you and create a ripple effect of change. Community outreach work can also help you contribute to the common good, and make your community a better place to live, work, and play.
Donation in-kind	is a non-cash gift made to a not-for-profit organisation. These contributions can be made in the form of time, services, expertise, and goods, often coming from large businesses but also can come from individual.
Facilitators	These are professional people who will support the assembly process to ensure maximum participation, fairness and quality of information
Grant Funding Bid	Grants are funds (money) awarded to an organisation for a particular purpose. To win a grant, often an application form will be required to be completed. Applying for a grant does not mean you will automatically succeed and can be a very competitive process.
Nottingham Climate Assembly (NCA)	formed in June 2020, NCA exists to promote a democratic approach to Nottingham’s future well-being. NCA’s aim is for everyone in the city to be involved in responding to the climate crisis we all face.
Nottingham Green Partnership	Nottingham’s Green Partnership, established in 1992, is made up of c.40 organisations with a shared goal of tackling the city’s environmental challenges and to minimise its environmental impact. The partnership aims to encourage city-wide collaboration in advancing Nottingham’s green future and helping the city realise its ambition to be carbon neutral by 2028.

Oversight Panel	a group of people who are responsible for making sure that an activity is done correctly and legally.
Quorate	when a quorum is present, the meeting is sometimes said to be 'quorate. '
Quorum	the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
Ringfenced	to assign (money, a grant, fund, etc) to one particular purpose, to restrict its use only for the purpose intended.
Stakeholders	refer to any people or groups who are positively or negatively impacted by a project, initiative, policy, or organisation. They could be internal (people within your organisation) or external (people outside of your organisation).
Sortition	is a sampling technique used to select a group of participants proportionally representative of demographics and geographic location.