



Environment & Energy Board

Date	12 July 2023
Report title	Environment and Energy Board Terms of Reference
Portfolio Lead	Cllr John Cotton Portfolio Holder for Environment, Energy and HS2
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Recommendation(s) for action or decision:

The Environment & Energy Board is recommended to:

- 1) Review and approve the Environment and Energy Board terms of reference.

1. Purpose

A recent audit highlighted the need for regular review of the Energy and Environment Board terms of reference to ensure that they are relevant to the work of the Board and reflect the changing policy and strategic context of the WMCA environment and energy programme.

2. Background

- 2.1 During 2022, the energy and environment programme was subject to an audit process, which culminated in a report identifying five areas where the WMCA Environment Team and Energy Capital needed to provide more information or assurance. These were:
1. Risk management: produce a best practice risk register capturing high level deliverable and workstream risks and issues.
 2. Programme delivery reporting: provide regular programme updates across the environment and energy programme to the Board.
 3. An annual progress report providing updates on delivery of Five Year Plan goals, objectives and investment achieved will be produced.
 4. Stakeholder engagement and communications - update the Stakeholder Engagement and Communications Strategy and Plan to align with the tracker for campaign and communications activity. The Plan will be reviewed and updated annually alongside the annual Five Year Plan progress report
 5. Governance - Review the terms of reference for the Environment and Energy Board and ensure these are reviewed and approved annually by the Board.
- 2.2 The overall audit conclusion was 'Satisfactory assurance over the adequacy of the controls reviewed as part of the process to mitigate risks to an acceptable level. There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited'. These areas (identified above) are all being addressed.
- 2.3 In relation to the Environment and Energy Board specifically, the internal audit report suggested the following:
- i. The terms of reference for the Environment and Energy Board should be reviewed and revised to ensure clearly reflects current roles and responsibilities as well as clear reference to the WM2041 commitment and delivery of the Five-Year Plan.
 - ii. Once reviewed, the terms of reference should be evidenced as approved by the Board within meeting minutes and within version control.
 - iii. Subsequently, the terms of reference should be reviewed and approved on an annual basis, and evidenced within minutes as approved.
- 2.4 The current terms of reference are attached as an appendix to this report for discussion at the Environment and Energy Board.

3. Financial Implications

None from this report.

4. Legal Implications

None from this report.

5. Equalities Implications

None from this report.

6. Inclusive Growth Implications

None from this report.

7. Geographical Area of Report's Implications

WMCA constituent local authorities.

8. Other Implications

None.

9. Schedule of Background Papers

1. Environment and Energy Board Terms of Reference