

Remit & Terms of Reference of the Local Adaptation Advisory Panel for England Steering Group (LAAP)

1. Background

1.1 The local government sector has a central role in taking forward actions that will help local places adapt to the changing climate. They are the elected and accountable bodies responsible for planning and shaping local places. The localism agenda means that effective two-way dialogue between local and central government on how to support local adaptation action is essential.

1.2 The Local Adaptation Advisory Panel for England Steering Group, (LAAP), was formed in 2011 by Defra to act as an efficient forum for dialogue between local government, central government and arms-length delivery bodies. The LAAP played a key role in shaping the Local Government Chapter of the National Adaptation Programme report (NAP), published in July 2013.

1.3 Councils are working within the legislative context of the Localism Act 2011 and the Cities and Local Government Devolution Act 2016¹. There is also the backdrop of decentralisation and the continuing Adaptation Sub-Committee work on adaptation (recommendations for local government in its 2015 statutory report, and the Climate Change Risk Assessment Evidence Report, published in July 2016). The LAAP will continue to have a significant role to play in promoting, supporting and encouraging councils to implement adaptation.

2. LAAP Structure and ways of working

2.1 These Terms of Reference will be reviewed every year² by the LAAP secretariat to ensure the LAAP remains fit for purpose, taking into account major external milestones such as the Climate Change Risk Assessment Evidence Report in 2016, the CCRA Government Report in 2017 and the second NAP, and more long term future iterations of the Climate Change Risk Assessments and NAP.

2.2 An approach whereby individuals take responsibility for a key area/sector, mapping skillsets where possible, is now in place to help ensure all members have the ability to influence and deliver, and that the LAAP remains a valid and dynamic forum. There is of course recognition of the significant resource pressures faced in progressing the adaptation

¹ designed to introduce [directly-elected mayors](#) to [combined local authorities](#) in England and Wales and to devolve housing, transport, planning and policing powers to them

² The next review will be undertaken in September 2017

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agenda. This reflects the panel's role in delivering NAP actions, contributing to the next NAP and linking into the key risks identified in the Climate Change Risk Assessment Evidence Report.

2.3 With the emphasis now on a more strategic and policy focused direction, and less on specific projects, Task and Finish Groups will be used on an ad-hoc basis where it suits the purposes of the LAAP. If there is a need for a smaller decision making group then the Chair, and the LAAP, will decide this on a case by case basis. There will be an opportunity for partners from the Champions Network previously, and others who are involved in the LAAP, but in a limited capacity, to participate as part of the sector/topic discussions, in a more focused and meaningful way.

2.4 In promoting adaptation through the local government sector and its networks the LAAP will work closely with:

- the Local Government Association, to ensure political engagement and buy-in and
- ADEPT, the Association of Directors of Environment, Economy, Planning and Transport, for technical expertise.

3. Approach

3.1 The LAAP will invite external experts from different sectors, specifically those identified in the *Areas of Responsibility* table below to speak / present at LAAP meetings and aligned to those identified in the CCRA Evidence Report, supporting the LAAP lead.

3.2 The LAAP will also invite others, such as:

- ex-members of the Climate Local community, and
- those with a specific vested interest in an area of adaptation such as water scarcity, e.g. water companies,

to participate in meetings and assist in the decision making process.

4. Membership

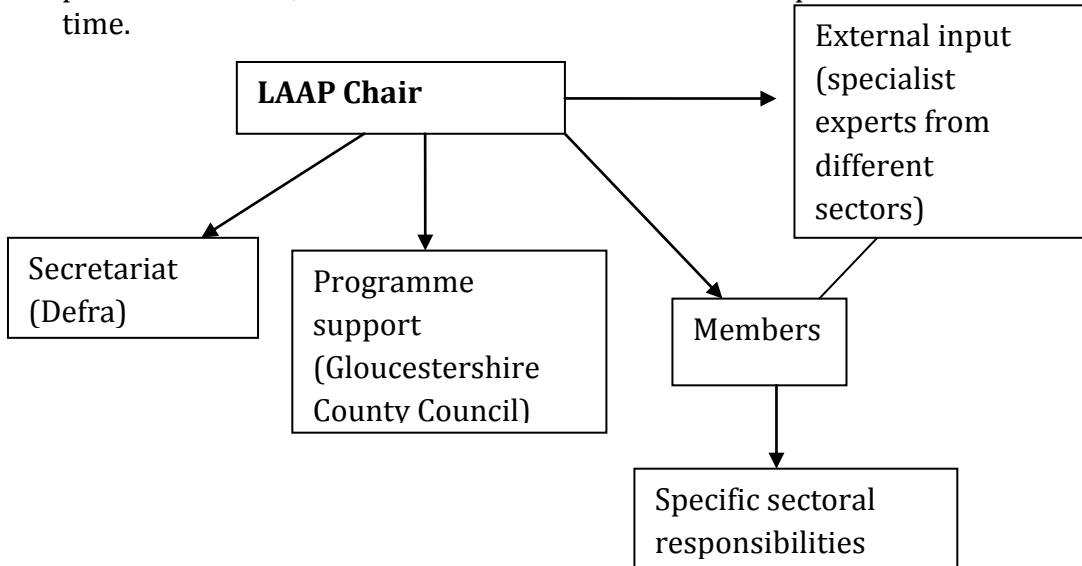
4.1 The LAAP is a group of about 16 members, primarily Local Authority representatives, plus those from government departments and local government partners. Its key roles are to:

- provide a strategic steer on local government adaptation issues;
- advise on evolving government policy / work programmes to ensure that climate change adaptation is integrated as far as practicable;
- engage with sectoral organisations which have a national adaptation interest to provide mutual support in adaptation delivery, recognising the role that councils play across the piece as a cross cutting delivery body;
- support the delivery of NAP Objective 28 (to raise and maintain the profile of adaptation with local councils and promote action), and specifically the NAP action for the 'LAAP to champion and disseminate

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examples of local authority work to embed adaptation in councils'. Members of the LAAP are asked to share success stories with the group;

- In addition, there will be a secondary tier of members - associates/partners who will have specific knowledge and expertise in a particular sector, and whose contribution will be required from time to time.



5. Areas of responsibility

5.1 The LAAP is looking as far as possible to map individual responsibilities with skillsets. The role of each lead is to:

- lead discussion sessions
- be the primary point of contact for the sector with externals
- keep LAAP updated with developments in the sector.

Sector	LAAP member lead/contact
Infrastructure	Kristen Guida
Built Environment	Emma Davies
Agriculture and Forestry	Tbc
Business and industry	Martin Budd
Natural Environment and Natural Assets	Matt Ellis/Silole Menezes
Health	Carolyn McKenzie
London	Tbc, possibly Kristen Guida
International Dimensions	Tbc

6. LAAP Steering Group operation and terms of engagement for members

6.1 The LAAP Steering Group will:

- consist of a small (c. 16 people) and focused core group of representatives from councils, Core Cities, the GLA, Defra, DCLG, the LGA,

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and the Environment Agency, plus external partners/associates as described above;

- meet every 2 months with a guiding principle that meetings will last 2-3 hours. Meetings will be face to face, with the ability for members to dial-in if need be, recognising the financial constraints that councils are under. However, it will be expected that members will be physically present for 4 out of the 6 meetings per year;
- discuss strategic/policy related issues including advice to government on how to best support local adaptation action;
- where necessary use a task and finish group approach to delivering specific outcomes;
- ensure its steering group members have sufficient seniority to make things happen;
- have a secretariat provided by Defra;
- review the Terms of Reference in summer 2017.

6.2 LAAP Steering Group members will:

- not represent their councils, but bring their expertise and knowledge to the panel with the aim to further the agenda for adaptation in councils;
- attend LAAP meetings on a consistent basis. If members cannot attend, they should send a deputy of equivalent seniority. If they do not attend for three consecutive meetings they will be deemed to have forfeited their status as a panel member;
- be willing to commit some of their time outside of core meeting hours to progress the work programme of the Panel;
- manage specific tasks to review and make recommendations to central government and inform sector-led initiatives including the LGA Environment Board.

6.3 The LAAP Chair will:

- be from local government and nominated by a local government representative. Any new Chair will need to be endorsed by the Local Government Association (and see process below);
- act independently and ensure that the views of all those represented are heard;
- attend ad hoc meetings outside the formal LAAP meeting schedule;
- be supported by a Deputy, in the above, and who may chair meetings where the Chair cannot attend, and undertake LAAP activities where the Chair is unable to. The Deputy will be appointed by the LAAP.

7. Process for appointing a new Chair

7.1 This is an informal mechanism, as the LAAP Chair is not considered by Defra, including its Public Appointments Team, to be a Public Appointment;

7.2 The Secretariat will:

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- agree with the current Chair a job description / skills set-personal spec. The pack will also include a brief description of the role of the LAAP/summary of the Terms of Reference/details of LAAP membership/the LAAP Work Programme for that financial year;
- advise the LGA the process to be undertaken and seek its agreement;
- write to LAAP members to confirm the process;
- go through the 'seeking' stage, using all local government networks for disseminating the job description / skills set-personal spec etc;
- when proposed candidates are identified ask LAAP members in writing their preferred choice and if two candidates cannot be separated then the Chair will be asked for his preference;
- once a decision has been made, formally invite in writing the preferred candidate to be the new Chair.

In addition, Defra will need to advise the relevant Minister (presently this is Lord Gardiner) of the process and the successful candidate.

8. LAAP Steering Group membership

8.1 The following table sets out the current make-up of LAAP Steering Group membership:

Sector	Organisations	Representative
Local Government	Local Councils	<ul style="list-style-type: none"> • Nigel Riglar, Gloucestershire County Council (Chair) • Peter Wiggins, Gloucestershire County Council • Will Spendlove, Gloucestershire County Council • Emma Davies, Cambridge City Council • Martin Budd, Hull City Council • Carolyn McKenzie, Kent County Council • Chitra Nadarajah, Hampshire County Council • Peter Bulmer, Cheshire West & Chester Council • Chris Jones, Staffs County Council • Margaret Enstone,

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		West Sussex County Council
Local Government Partners	Local Government Association	Eamon Lally
	Climate UK/London Climate Change Partnership	Kristen Guida (Deputy Chair)
	Core Cities Climate Change Working Group	Matt Ellis
	Greater London Authority	Annette Figueiredo/Cassie Sutherland
Central Government	Defra (secretariat)	Nick Jackson and Dornford Rugg
	DCLG	Paul Whittlesea
	DBEIS	Helen Pearce
Government delivery body	Environment Agency	Sylvie Allan

9. LAAP work to support delivery of NAP local government chapter objectives

9.1 OBJECTIVE 28: To raise and maintain the profile of adaptation with local councils and promote action

- The Local Adaptation Advisory Panel agreed a work programme for 2016/17. A guiding principle is to support the delivery of the NAP Objective 28, and specifically to deliver the action to champion and disseminate examples of local authority work to embed adaptation.
- A variety of local government related support products have been developed. For example, high level climate resilience messages designed to support council officers, a case study library and a selection of 2 minute film clips. The films will be widely promoted across the local government sector, via social media and through specialist press articles.
- The work of Climate Ready and how councils can build resilience to severe weather events was highlighted at the Climate Local conferences between 2014 and 2016.
- The Climate Ready Support Service supported the development of the Climate Local topic based briefing packs aimed at elected members to help with their understanding of the impacts and opportunities presented by climate change.

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- In the light of Climate Local ceasing to operate from April 2016, the LAAP will continue to work with the LGA in promoting awareness within the local government community.

9.2 OBJECTIVE 29: To support local government to build a credible business case for action

- Funding was provided to develop a local authority business case for adaptation. *The business case for managing the impacts of severe weather and a changing climate* report³) was published in July 2015. This was a well evidenced document produced in partnership with key stakeholders and widely promoted across the local government sector. This incorporated high level messages, supported by a variety of data highlighting the financial impacts of severe weather events across council services.
- The LAAP is considering assessing how many councils have business cases for adaptation action – Climate Local data could be utilised.

9.3 OBJECTIVE 30: To ensure the policy framework for local government supports councils to increase community resilience in partnership with local and regional players

- As mentioned above the LAAP work programme includes helping to inform evolving government policy on adaptation. For example, the LAAP have started providing strategic local government input for the next NAP. It will also be providing evidence on delivery of local government NAP actions as part of the preparatory work for the next NAP, due in 2018..
- *The LAAP will liaise with OGDs and link into relevant projects, on for instance, the Cabinet Office-led Communities National Preparedness Steering Group.*

NB. This Terms of Reference supersedes previous Terms of Reference for the LAAP group.

³ <http://bit.ly/2bCU10k>

[To be completed]

ANNEX

Matrix of which LAAP members have projects running in which sectors.

SECTOR	AUTHORITY	NUMBER OF PROJECTS	ANY OTHER (BRIEF) INFORMATION
Communities	Hampshire CC Multi-Agency community Resilience		
Infrastructure	Hampshire CC Highways Resilience		
Natural Environment/ Natural Capital	Hampshire CC Natural Flood Management		
Built Environment			
Agriculture and Forestry			