

<b>NAME:</b>	<b>CLIMATE ACTION FORUM (CAF)</b>
<b>MEETING TYPE:</b>	<input type="checkbox"/> Constitutional Member Body <input type="checkbox"/> Member & Officer Board <input type="checkbox"/> Internal Control Board <input type="checkbox"/> CMT and Officer Meeting <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Forum <input type="checkbox"/> Cabinet Advisory Board <input type="checkbox"/> Operational Steering Group
<b>PURPOSE:</b>	<p>The Council approved the Climate Action Plan in June 2025, which sets out the Council’s actions towards carbon reduction and adaptation.</p> <p>At the same time, the revised Climate Action Plan contributes to Outcome 4 and Priority 5 of the Mayor’s Business Plan which aims to:</p> <ol style="list-style-type: none"> <li>1. Embed climate adaptation and carbon reduction in the strategies of the Council and its key partners.</li> <li>2. Drive a green economic recovery, developing skills and local retrofit capacity.</li> <li>3. Develop a pipeline of retrofit projects and promote public transport and active travel.</li> <li>4. Encourage people, businesses, and partners to take action to reduce carbon emissions and tackle the climate emergency.</li> <li>5. Lobby government and the GLA for regulation and funding to scale up action.</li> </ol> <p>The purpose of the Climate Action Forum (CAF) is to help assist in driving the necessary changes required to meet these targets, specifically:</p> <ol style="list-style-type: none"> <li>1. To provide a positive and proactive arena for the exchange of views, ideas and information regarding the Climate and the Climate Action Plan that the Council can consider</li> <li>2. The Climate Action Forum (CAF) will be represented by organisations and interest groups external to the Council with an interest in Climate and Sustainability and will be represented by the appropriate Officers from the Council with the appropriate representation at Head of Service/director level.</li> <li>3. Members of the CAF will be representatives from their respective organisations, interest groups and directorates and will be expected to provide effective and constructive input to the meetings of the CAF and be able to disseminate information and be accountable for responsible actions arising from the meeting.</li> </ol>

	<p>4. The CAF will be conducted in a non-political manner ensuring that discussions remain focused on community outcomes, shared goals and collaborative approaches, without alignment to or influence from any political party or agenda.</p> <p>5. The CAF will feed into the Council’s CAG Group and will (when necessary) set up sub-groups for the relevant services and directorates and involve other officers as required to consider specific questions and/or undertake specific tasks, actions and activities.</p> <p>6. Encourage continuous improvement through collaboration, challenge, and evidence-based decision-making with the aim of positively inputting into the Climate Action Plan and actions from The Mayors Business Plan outlined above.</p> <p>The CAF provides:</p> <p>a. Control and assurance to ensure that actions from the CAF are progressed/completed and to provide a forum to discuss other ideas/proposals</p> <p>b. A group to help drive the delivery of the Climate Action Plan where possible and appropriate</p> <p>c. Ad-hoc guidance on matters related to the Climate Action Plan</p> <p>d. A group to provide advice or consider any relevant project proposals relating to the Climate and Climate Action Plan</p>
<b>ACCOUNTABLE OFFICER:</b>	Director of Streets and Environment
<b>CHAIRS</b>	Chair: Cllr Roche – Cabinet Member for Streets and Environment Co-Chair – Daniel Shepherd
<b>REPORTING TO:</b>	<ul style="list-style-type: none"> <li>• The CAF is not a decision-making body</li> <li>• The CAF has no direct reporting line to the Executive Mayor, the Council or a Committee</li> </ul>
<b>UPDATES TO:</b>	Minutes are provided to The Attendees
<b>FREQUENCY OF MEETINGS:</b>	Biannual - In Person and in Public
<b>LENGTH OF MEETINGS:</b>	60 minutes
<b>RESPONSIBLE FOR:</b>	<ul style="list-style-type: none"> <li>• Attendees to update their organisations as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Actions arising from the CAF</li> </ul>
<b>DECISIONS:</b>	<ul style="list-style-type: none"> <li>• By consensus</li> </ul>
<b>ROLE:</b>	<ul style="list-style-type: none"> <li>• To discuss ideas on the Climate which the Council can consider</li> <li>• An opportunity for dialogue with organisations interested in the Council and Climate</li> <li>• To help support any actions within the Climate Action Plan as requested by the Council</li> <li>• Help promote the Climate Action Plan externally</li> <li>• To provide an opportunity for the Council to update on the progress on the Climate Action Plan</li> <li>• To be a positive and proactive arena for Climate and Sustainability in Croydon</li> <li>• Set up (if and when necessary) sub-groups as required to consider specific questions and/or undertake specific tasks, actions and activities</li> </ul>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Provide advice and insights – Share independent perspectives and best practice to strengthen and guide the borough’s Climate Action Plan.</li> <li>• Actively participate – Review materials in advance, attend meetings, and contribute constructively to discussions and decisions.</li> <li>• Support delivery – Assist or lead on agreed actions, and take ownership of responsibilities arising from the Forum.</li> <li>• Act as a link – Be the eyes and ears of the Forum within your organisation, bringing forward relevant issues and opportunities.</li> <li>• Promote action – Report back to your organisation or community, encourage engagement, and influence practical steps on climate action.</li> <li>• Foster collaboration – Work openly and cooperatively with other members, supporting climate action, accountability, and shared learning.</li> </ul>
<b>RULES</b>	<ul style="list-style-type: none"> <li>• Respect different interests, views and opinions of one another and have regard for varying needs and demands across the borough</li> <li>• Commit to a constructive, inclusive and consensual approach to all area of discussion</li> <li>• Wherever a consensus view on topics shall be sought and where this is not possible, the nature of the differing views will be made clear and recorded</li> <li>• Support the Council’s equalities objectives</li> </ul>
<b>MEMBERS:</b>	<p>Council Members:</p> <ul style="list-style-type: none"> <li>• Cllr Scott Roche, Cabinet Member of Streets and Environment</li> <li>• Daniel Shepherd, Head of Independent Travel</li> </ul>

	<ul style="list-style-type: none"> <li>• Vivina Vincent Programme Manager</li> <li>• Anita Haylock-Roeleveld, Project Officer</li> <li>• Other Council Officers deemed suitable according to the below and relevant to any discussion or action points</li> </ul> <p>Organisations / Interest Groups External to the Council representing the Following Interests:</p> <ul style="list-style-type: none"> <li>• Biodiversity/Green Spaces</li> <li>• Building/Development/Housing</li> <li>• Charities</li> <li>• Community groups/residents</li> <li>• Education</li> <li>• Energy</li> <li>• Faith Groups</li> <li>• Food/Growing/Food Banks</li> <li>• Public Health</li> <li>• Re-use</li> <li>• Transport</li> <li>• Waste and Recycling</li> </ul>
<b>INVITED TO ATTEND AS APPROPRIATE:</b>	<p>By invite only to:</p> <ul style="list-style-type: none"> <li>• Relevant Council Officers</li> <li>• Organisations deemed suitable and relevant to the Board by the Council with an interest in Climate and Sustainability</li> <li>• A balanced membership of the CAF will be sought to avoid dominance by any single interest group. As such, up to two representatives for each organisation / interest group will be sought, at the discretion of the Chair.</li> </ul>
<b>STANDARD AGENDA ITEMS</b>	<ul style="list-style-type: none"> <li>• Review minutes, actions and matters arising</li> <li>• Monitoring of the CAF</li> <li>• Matters for escalation to the associated Council's Climate Action Governance Board (CAG) (if appropriate)</li> </ul>
<b>ADMINISTRATION:</b>	<ul style="list-style-type: none"> <li>• Agenda and any papers will be circulated at least 3 working days in advance of each meeting</li> <li>• Minutes of the meetings will be taken by the Executive Support Officer of the Chair and action notes will be circulated afterwards</li> </ul>
<b>Date Agreed:</b>	<ul style="list-style-type: none"> <li>• Agreed at the 18<sup>th</sup> November 2025 meeting and bi-annual thereafter at in-person meetings</li> </ul>
<b>Next Review:</b>	<ul style="list-style-type: none"> <li>• Biannual review (although amendments can be made at any time with agreement of Chair, and reporting to next meeting)</li> </ul>