

Steering Group Meeting

Tuesday 15 September 2026, 4pm-5pm

Venue: Green Skills Library, Maidenhead

Action Notes

Attendance:

- Interim chair Donna Stimson (DOS), Green Skills Library
- Dave Scarborough (DAS), RBWM Climate Emergency Coalition
- Jeremy Smith (JS), resident, retired from working in the Commercial Energy and Sustainability sector
- Ling Xiao (LX), Royal Holloway, University of London

Apologies:

- Abri
- Councillor Karen Davies (KD)
- Councillor Simon Werner (SW)
- Graham Owens (GO), ECO Action for Windsor and Maidenhead
- Martin Fry (MF), Resident with experience from the energy sector
- Youth Council

Council Officers:

- Anne Mikkelsen, Net Zero Partnerships Coordinator
- Hayley George, Net Zero Energy Manager

1. Welcome from interim chair Donna Stimson and a tour of the Green Skills Library's new space

Notes / Actions	Initials
DOS welcomed the Steering Group and presented the Green Skills Library as a space for community and developing skills.	

2. Update from the Net Zero Partnerships Coordinator on the status of the Climate Partnership's business engagement

Notes / Actions	Initials
AM presented the four proposals for increasing the Climate Partnership's business engagement: • Carbon Literacy training for SMEs • Corporate Volunteering • Climate Action Menu • Climate Action Pledge Discussions and input from the Steering Group The Steering Group expressed that these initiatives require careful planning and execution to be relevant and impactful. Regarding corporate volunteering, DAS noted from previous experience that these programmes can require considerable administration and that larger businesses may wish to involve several employees at the same time. DOS noted that there may be opportunities to collaborate with the Green Skills Library and build on its existing activities. It was suggested that a shared corporate volunteering opportunity could allow several businesses to take part in the same project or event. Members highlighted the importance of engaging with both large businesses and SMEs to understand their current activities and the support they would find useful. For the Climate Action Pledge, members suggested developing a toolkit and a list of organisations, preferably local, that could help participating businesses take action. The potential for reducing costs, including through lower utility bills, could help encourage SMEs to take part in the pledge. The Steering Group identified energy as an area of interest within the proposed business engagement. Local groups and experts have expressed an interest in providing community information sessions on energy.	
Actions • AM to prepare and circulate a one-page summary of each proposal for further consideration by the Steering Group. • DAS to provide company contacts through EcoAction and SaveEnergy for initial feedback from SMEs on the ideas for business engagement. • All Steering Group members to suggest organisations working within the four strategic priorities of energy, waste reduction, sustainable transport and the natural environment that could support Climate Action Pledge participants.	AM DAS

3. Update from the Net Zero Partnerships Coordinator on the status of the Climate Partnership's external communication channels and branding

Notes / Actions	Initials
AM reported that options for a new platform provider for the Climate Partnership website are being explored. In the meantime, information and documents relating to the Climate Partnership are hosted on the RBWM website.	

4. Update from the Net Zero Partnerships Coordinator followed by ideation and input on the Climate Conference 2026: Concept presentation followed by ideation on panellists and venues

Notes / Actions	Initials
AM presented a proposal for the Climate Conference 2026 to take the form of an event series. This would include one event for each strategic priority in the Environment and Climate Strategy 2026–2035, aimed at residents and community groups, as well as a separate business event. The proposed event series, rather than a single full-day conference, is intended to reach a wider range of residents and enable more focused discussions. Discussions and input from the Steering Group The Steering Group expressed support of the idea to make the conversations more targeted and suggested to repeat the events for increased reach. Members emphasised the importance of promoting the events in ways that would reach new audiences, residents and community groups. Suggestions included engaging schools and previous Climate Partnership grant recipients to support the promotion. LX suggested including a short capacity-building workshop on branding and digital storytelling within the business event to encourage businesses to attend. See agenda point 5 for more detail around the context for this workshop.	

5. Presentation from Steering Group member Ling Xiao on the Royal Holloway University of London and the Climate Partnership's project: "From Climate Success Stories to Impact"

Notes / Actions	Initials
LX presented the Royal Holloway University of London and the Climate Partnership's collaborative project "From Climate Success Stories to Impact". This collaborative project is delivered through the Social Science Impact Accelerator Programme, funded by the Impact Acceleration Account (IAA) grant from the Economic and Social Research Council (ESRC). The project aims to increase visibility of the Climate Partnership and the projects it has enabled to a diverse audience across the borough. Technical information from the case studies in the Climate Partnership Impact Report 2024/25 will be presented in clear and accessible language for a wider audience. Project deliveries include physical printed assets, digital assets, and capacity building to develop digital storytelling skills. Initial printed and digital assets will be showcased at the Climate Action Conversations. A capacity-building masterclass on digital storytelling will be offered to organisations, with the possibility of holding a taster session during one of the Climate Action Conversations. The Steering Group will be asked for feedback on the printed and digital assets during the project. Discussions and input from the Steering Group The Steering Group expressed support and look forward to provide input on the printed and digital assets.	

6. AOB

Notes / Actions	Initials
1. The Climate Partnership's governance and independence In his absence, GO submitted a paper for consideration by the Steering Group regarding the Climate Partnership's governance and its status as an independent Community Interest Company (CIC). The paper emphasised the importance of maintaining the Climate Partnership's independence from the Council, making that independence more visible, and strengthening engagement with local environmental groups. Discussions and input from the Steering Group The Steering Group discussed the respective roles of the CIC's Directors and the Steering Group, noting that greater clarity would be helpful regarding the current governance arrangements and the role of the Steering Group in supporting the Partnership's work. It was clarified that Chris Joyce and Donna Stimson are CIC Directors and that Chris Joyce is a person with significant control. This information is available on the Climate Partnership CIC company information page. It was agreed to review Terms of References to clarify roles and responsibilities. The Steering Group also discussed broadening the Steering Group's membership to bring in additional expertise and representation, particularly from major local employers and sectors where there are currently gaps, including transport, finance, marketing and energy. Actions - Climate Partnership Directors and the Chair, coordinated by AM, to clarify the current governance structure and the respective roles of the CIC Directors and Steering Group. They will also prepare a draft Terms of Reference for consideration at a future meeting. - All Steering Group members to suggest relevant organisations or individuals who could strengthen the Group's expertise and local representation. - AM and DOS to scope the potential expansion of the Steering Group, drawing on suggestions and contacts provided by existing members.	AM and DOS