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| **Date** | Tuesday 2nd November 2021 |
| **Time** | 16:00 – 18:00 |

This note has been prepared to capture key points of discussion and actions agreed at the Essex Renewal Project Commission meeting on 2nd November 2021.

**Key points of discussion and agreed actions**

**Item 1: Welcome**

Jules Pretty:

* secured consent from the group to record meeting to help with note-taking;
* noted apologies from Ros Green and Rachel Lichtenstein;
* confirmed agreement to the updated terms of reference; and
* updated the group on Jules Pretty’s appointment to the Chair of the Essex Climate Action Commissions.

**Item 2: New ideas since we last met**

* Jules shared updates on the work mobilised since the last meeting.

**Item 3: Draft Renewal Priorities**

* The group discussed and provided comments on the articulation and presentation of the draft ‘renewal priorities. This included providing suggestions on issues and sub-themes that should be reflected under each theme.
* Commissioners noted the importance of:
	+ drawing connections between priorities, rather than pursuing them in ‘siloes’;
	+ considering any unconscious bias that we may bring into the structuring of the issues;
	+ considering events of the past few years in their historical context;
	+ gathering images of the moment that can inform people’s understanding of the commission’s priorities and the changes it seeks;
	+ acknowledging the sense of loss felt through the pandemic in framing these priorities.

**Action:** secretariat to update and reframe the presentation of emerging ‘renewal priorities’ to reflect commissioners’ steer.

**Action:** secretariat to source images to support communication of the Commission’s work.

**Item 4: Moving from priorities to outputs**

* Alastair Gordon talked through the proposal that, for each renewal priority, the commission develop a short paper setting out ambitions; challenges; risks and opportunities, with ideas on the role that agencies in Essex should play. These papers would be used to inform the Commission’s interim report in February 2022.

**Item 5: Operating through sub-groups**

* Jules sought confirmation that Commissioners supported the proposal to advance the Commission’s work through a series of sub-groups (one per theme) and sought volunteers to join each sub-group.

**Action:** secretariat and Chair to prepare a firm proposal on sub-group membership and circulate this ahead of the next meeting.

[end]