

**Bracknell Forest Joint Climate Action Board  
Working Groups Minute Template**

## Climate Working Group - Minutes

**Working group name:** Climate Change and Health Working Group

**Meeting date and time:** 07.12.2023 11:00am

**Venue:** MS Teams

**Meeting recording:** [Removed for security]

Those Present:	Visitors:	Apologies:
Justine Alford, Berkshire Healthcare NHS Foundation Trust		[Removed for privacy]
Sarah Taylor, Frimley Health NHS Foundation Trust		
[Non-chairing members removed for privacy]		

Minute	Item
1.	<p><b>Terms of Reference</b></p> <p>All agreed to keep the actions in the terms of reference, however, the group needs to prioritise these.</p> <p><b>Action:</b> Sarah to convert actions into a numbered spreadsheet for all to identify areas they are already working on. To add a column to include potential opportunities that aren't already been worked on. Add in an extra tab for ideas for organisations to approach related to the actions.</p> <p><b>Action:</b> All to take extra time to review the actions and feed back their thoughts and comments, and also identify areas that Group members are already working on (map existing work) via the spreadsheet. Send this information to Sarah and Justine. By the next meeting. Use this information to identify gaps (Sarah to RAG rate) and then feed into the prioritisation exercise at the next meeting.</p> <p><b>Action:</b> [Other] to consider additional wording for broad systems change goal.</p> <p><b>Action:</b> Justine to group actions into sub-headings e.g. engagement, service-level work.</p> <p>All agreed that the next meeting needs to be 2 hours. <b>Action:</b> Justine to extend the next meeting time.</p>

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	Mary highlighted that this will feed into the JCAB and this can help identify cross-over.
2.	<b>AOB</b>
	[Other] is happy to run a systems thinking session. <b>Action:</b> Anyone who is interested to reach out to Nick.