



Climate Change Working Group

(Reporting to Community Services and Environment Committee CS&EC)

TERMS OF REFERENCE

1 Sustainability

1.1 All Committees and Working Groups should first consider the environmental impact of any decision made by it on behalf of the Council.

2 Equality

2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision-making process.

3 Advisory Powers

3.1 The Environmental Strategy Working Group will, at its Autumn meeting annually, agree its recommended budget and advise the CS&EC accordingly. Where expenditure falls within the approved budget up to £500 the Town Clerk / RFO, in conjunction with the Chair of the Working Group and Chair CS&EC may authorise expenditure. Any expenditure above this should be approved by CS&EC.

3.2 The Working Group shall, at its September meeting annually, agree its nominated designated reserve requirement and advise the CS&EC accordingly.

3.3 To recommend to Council any CIL spending projects.

3.4 To advise Council of any recommended change to the Working Group's Terms of Reference.

4 To receive and consider the following matters

- 4.1 Acting within the powers and responsibilities of Stratford-upon-Avon Town Council, determine achievable and sustainable carbon neutral targets.
- 4.2 To actively measure the set carbon neutral targets with regard to their effectiveness.
- 4.3 To review local bio-diversity issues and identify means to improve the local environment.
- 4.4 To work in partnership with officers, representatives from local environmental groups, residents and businesses to agree and instigate actions leading to behavioural change.
- 4.5 To work-up and activate a communication strategy to convey the severity of the climate change emergency to residents and businesses.
- 4.6 In accordance with the communication strategy, advise and enlighten the community on ways residents and businesses can take independent action to cut greenhouse gas emissions.
- 4.7 To consider and recommend to CS&EC funding within budget to promote awareness of the climate emergency and encourage actions to reduce carbon emissions.
- 4.8 To provide the Town Council with enough factual information to lobby Government on a regular basis with the aim that Government provides the powers and resources needed to address the situation.

5 Membership

- 5.1 The group shall consist of at least five Councillors appointed at the Annual Town Council Meeting.
- 5.2 The Group may co-opt non-voting members with relevant skills, experience and knowledge consistent with these Terms of Reference and point 4.4 in particular.

6 Quorum

- 6.1 The Group shall be quorate when no less than three voting members are present.

7 Chairman

- 7.1 The Group will elect a Chairman and Deputy Chairman from amongst their number in accordance with the procedure as specified in Council's Standing Orders.
- 7.2 If the Chairman is not present, the Deputy Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would automatically take the Chair.

8 Clerking Arrangements

- 8.1 In the event that the appointed Clerk is not available and a meeting is to be held outside normal working hours, the Panel should ensure that appropriate clerking arrangements are in hand from amongst their number.
- 8.2 Unless an officer has clerked the meeting, the group shall keep notes of its transactions either electronically or in hard copy and must provide a copy to the Town Clerk who will publish them electronically, circulate them to Council and make arrangements to retain the notes on file and make them available for public inspection.

9 Frequency and Timing of Meetings

- 9.1 Meetings will be scheduled four times a year. The purpose of working parties (panels, forums, groups) is that meetings may be called at relatively short notice at any reasonable time in order that urgent issues can be considered and business can be ongoing between CS&EC Meetings.
- 9.2 A meeting may be held on any day of the week and at any reasonable time of day or evening.
- 9.3 Virtual meetings using appropriate technology are encouraged.
- 9.4 A meeting will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.

10 Standing Orders

10.1 The Standing Orders of Council will generally apply but at the discretion of the Chairman, greater latitude will be permitted to allow members to fully discuss issues in a less formal or prescriptive manner.

Town Clerk
January 2025