

CLIMATE CHANGE EMERGENCY PANEL
(Reporting to General Purposes Committee)

Terms of Reference (v3)

1 Advisory Powers

On an ongoing basis consider, work-up and prioritise the aims and objectives of the Climate Change Emergency Notice of Motion passed at the Town Council Meeting on 30 July, 2019. All committee decisions should consider the environmental impact of any recommended decision made by Council.

- 1.1 Acting within the powers and responsibilities of Stratford-upon-Avon Town Council, consider and recommend achievable and sustainable carbon neutral targets;
- 1.2 To actively measure the set carbon neutral targets with regard to their effectiveness;
- 1.3 To work in partnership with officers, representatives from local environmental groups, residents and businesses to agree and instigate actions leading to behavioural change;
- 1.4 To work-up and activate a communication strategy to convey the severity of the climate change emergency to residents and businesses;
- 1.5 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;
- 1.6 To provide the General Purposes Committee/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;
- 1.7 To provide a progress report to General Purposes Committee/Town Council every six months.

2 Powers Delegated to the Town Clerk and Officers

- 2.1 To undertake any specific reviews in accordance with the above and seek specialist or professional advice when necessary;

- 2.2 The approval by the Town Clerk or Deputy Town Clerk of expenditure of £3,500 or less relating to any matter as a result of the Task & Finish Group's undertaking;
- 2.3 In the event that the budget outlined in 2.1 is likely to be exceeded, the matter must be returned to the Finance & Scrutiny Committee for a virement of funds as recommended by the General Purposes Committee Chairman and the Town Clerk.

3 Membership

- 3.1 Membership of the Climate Change Emergency Panel should ideally comprise a member from each ward, plus the ex-officio attendance of the Mayor;
- 3.2 The Climate Change Emergency Panel may co-opt non-voting members with relevant skills, experience and knowledge consistent with these Terms of Reference and point 1.3 in particular.

4 Quorum

- 4.1 The Climate Change Emergency Task & Finish Group shall be quorate when no less than four voting members are present;
- 4.2 If less than four voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted nor a decision or vote taken.

5 Chairman

- 5.1 The Climate Change Emergency Task & Finish Group will elect a Chairman and Deputy Chairman from amongst their number in accordance with the procedure as specified in Council's Standing Orders;
- 5.2 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.

6 Clerking Arrangements

- 6.1 The Town Council's Committee Clerk for the Planning Committee Meeting and the Climate Change Emergency Panel will usually clerk the meeting. In the event that the 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;
- 6.2 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 General Purposes 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.

7 Frequency and Timing of Meetings

- 7.1 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 General Purpose Committee Meetings;
- 7.2 A meeting may be held on any day of the week and at any reasonable time of day or evening;
- 7.3 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.

8 Standing Orders

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

Town Clerk
Town Council 28.4.20

