

RUYTON XI TOWNS PARISH COUNCIL

TERMS OF REFERENCE: CLIMATE EMERGENCY WORKING GROUP

Last reviewed: Feb 2023

Next review date: Feb 2024

Purpose

The overall purpose of this informal working group is:

- to put together proposals for activities/actions addressing the Climate Emergency for the Parish Council to consider, as a result of prior research and community engagement.
- once agreed by Full Council, to coordinate/lead on Climate Emergency activities

Delegated powers

1. Once proposals have been agreed by Full Council, the Climate Emergency Working Group will have the authority to act on and coordinate Climate Emergency activities/actions.
2. The Climate Emergency Working Group will have no authority to incur expenditure on behalf of the Parish Council. All expenditure must be agreed in advance by Full Council.

Membership

The Climate Emergency Working Group will be made up of the following Parish Councillors:

- Kerry Coldwell
- David Spicer

with support from the Parish Council Clerk.

Members of the local community who are interested in addressing the Climate Emergency will also be able to join the working group.

Council representatives and leadership of the working group will be reviewed and agreed at the Annual Council Meeting.

Responsibilities

1. To develop an understanding of the Climate Emergency and effective strategies for addressing it at the Parish Council and local community level.
2. To engage the local community on possible actions to address the Climate Emergency to establish levels of interest and preferences for specific proposals (in accordance with the Parish Council's approved Community Engagement Policy, and Communications, Press, and Social Media Policy).
3. Research each project, look for case studies/good examples and engage support from elsewhere (e.g. Shropshire Council).
4. To prepare proposals for the consideration of Full Council, including any expenditure.

5. Once agreed by Full Council, the Working Group will coordinate/lead on Climate Emergency activities, including the preparation of any risk assessments.
6. To collaborate with the Planning Working Group, SC Cllr Bardsley, and other relevant bodies to develop Parish Council planning policies that address sustainability and the Climate Emergency.

Engagement with community and others

The Climate Emergency Working Group will:

1. Seek community support for the projects/actions.
2. Seek keen members of the community to join the Working Group.
3. Seek community champions for specific projects with the aim being that each project has at least one PC rep and one member of the community working on it.
4. Engage with the local school(s) as a matter of course.
5. Invite experts/groups/organisations to Working Group meetings where relevant.

Meetings and quorum

1. The Climate Emergency Working Group will meet as required, but will conduct business relating to routine matters via email/Zoom.
2. As all decisions on Climate Emergency proposals will be made by Full Council in an open and transparent manner, Climate Emergency Working Group meetings will not need to be open to the public, and no meeting notices or agendas will need to be published.
3. Whilst meeting notes may be helpful, formal minutes will not be required, and the clerk may, but will not be required to attend such meetings. A record of all Parish Council decisions relating to Climate Emergency will be recorded in the minutes of the Full Council as usual.
4. No formal quorum is required, however it is recommended that at least 3 members are present during Climate Emergency Working Group meetings.
5. Non-councillor members of the Climate Emergency Working Group will have voting rights at working group meetings.