

# CHOLSEY PARISH COUNCIL

## TERMS OF REFERENCE Climate and Environmental Emergency Working Group

### Issue History

Issue N°	Date of Adoption	Reference in Minute Book	Details of Change Made
1	21.7.2021		Approved by full Council
2			Staff Appraisal responsibility removed

### Definitions

In this document the following terms have the meanings assigned to them below:

Alternate Member	A person elected to serve as an alternate if an elected member cannot serve on the Climate and Environmental Emergency Working Group
Chairman	The Chairman of the Working Group
Clerk	The Clerk to the Council
Working Group	The Climate and Environmental Emergency Working Group of the Council
Working Group Member	Any person participating in the Working Group's work under the arrangements set out in the Section headed 'Membership'
Council	Cholsey Parish Council "PC"
Member	An elected or co-opted member of the Cholsey Parish Council

### General

These Terms of Reference define the Council's specific responsibilities delegated to the Climate and Environmental Emergency Working Group and were first approved by Cholsey Parish Council at its Meeting held on 21.7.2021

The conduct of all aspects of the Working Group's work will be governed by the Council's Standing Orders.

The Working Group has no power to authorise expenditure on behalf of the Council.

Members of the public have no rights to attend meetings of the Working Group but may attend in compliance with the Membership and Quorum section.

### Duties & Scope of Responsibilities of the Working Group

The Working Group will undertake the following duties on behalf of the Council;

1. To work towards the PC and parish Neighbourhood Plan Objectives to reduce Greenhouse Gas (GHG) emissions significantly
2. To promote within the PC and Parish the protection and restoration of the natural world to prevent widespread biodiversity and species loss, to increase the GHG sinks.

### Objectives

The Working Group will do this by;

1. Monitoring within the PC so that every proposal, action and idea is considered in the light of its environmental impact, and every effort made to carry out such proposals in a way that reduces the impact on the environment. For every WG, committee and PC member

(engaged on PC duties) to assess ways of reducing impact with eventual aim of being carbon neutral.

2. Contributing towards the PC neighbourhood plan
3. Drawing up an Environmental Plan for PC/Parish
4. Monitoring and reporting the risks from climate change and biodiversity loss in the Parish, e.g. from flooding, habitat loss, air pollution
5. Helping to find sustainable solutions, recommending good practice to PC and Parish
6. Establishing and supporting a range of community and PC led environmental groups supporting the overall WG strategy... e.g. Transport, Community Renewable Energy, Domestic Energy reduction, Waste reduction, Wildlife preservation, Food and Growing, Carbon Footprint Education group
7. Supporting an Environment Coordinator employed by the PC to support the overall WG strategy.
8. Staying abreast of local, county and national Climate and Environment Emergency (CEE) initiatives and disseminating to the PC and Parish where appropriate
9. Liaising with stakeholders including all working groups/ committees in the council
10. Monitoring and reviewing progress and subsequent reporting to PC (at least quarterly).

### **Other Duties and Responsibilities**

1. Undertake such other tasks as may from time to time be remitted to it by the PC.

### **Powers**

The Climate and Environmental Emergency Working Group (CEEWG) will have no powers other than the power to undertake the tasks specified under the heading 'Duties and Scope of Responsibilities'. In particular it will have no delegated financial powers.

### **Membership and Quorum**

1. The Working Group shall comprise of at least 3 members, a maximum of 8, of which the majority shall be PC members. Others shall be co-opted from the Cholsey Environmental Champions (CHEC) subgroups. The meeting shall be quorate when 3 members are in attendance
2. In the event that one or more of the Working Group Members is unable to serve\* the following arrangements will be adopted:
  - a) The first Working Group Member unable to serve will be replaced by the Alternate Member.
  - b) If any further Working Group Members or the Alternate Member are unable to serve they will be replaced by qualified councillors appointed by the Council's Chairman.
  - c) If one of the Working Group Members unable to serve is the Chairman, then the revised Working Group, when fully formed, will elect its own Chairman at the relevant meeting.

d) Any person serving as a Working Group Member under the arrangements in this clause shall have the same powers (s)he would have possessed had (s)he been elected by the Council.

- For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Working Group Member is unable to participate.

## Meetings

1. **To be chaired** by the PC member with Lead Responsibility.
2. **Calling meetings:** The Chairman will be responsible for calling all meetings:
  - The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.
3. **Minutes:** The Chairman will be responsible for ensuring that proper minutes are kept of all Working Group meetings and that where necessary appropriate reports are generated and circulated.
  - The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.
4. **Ordinary Meetings.** The Working Group will meet at least bi-monthly. The meeting will be summoned by the Chairman or by such other person appointed for the task.
5. **Extraordinary Meetings:** when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings will be called using the arrangements set out in Standing Orders 6.3 or 6.4 as appropriate.

## Alterations to these Terms of Reference

1. The Working Group has no powers to alter or temporarily suspend these Terms of Reference.
2. The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order 25.2.