

# Climate Action Working Group

## Terms of Reference

Approved: 06 July 2021

### PURPOSE OF THE WORKING GROUP

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The council resolved on 03 March 2020 to *“recognise the existence of a climate emergency and to take action to reduce its causes.”*

The working group is responsible for investigating ways in which the council can fulfil its resolution and for undertaking actions approved by full council.

This working group:

- a) acts in an advisory function, providing recommendations, advice and creating documents for approval by full council. It cannot make decisions on behalf of the council; and
- b) undertakes actions approved by full council, on behalf of the council.

Membership is decided by full council and minuted.

Terms of reference are agreed by full council.

### RESPONSIBILITIES

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- 1. To undertake research on behalf of the council on activities which the council could carry out, take part in, or encourage others to take part in.
- 2. To determine cost to the council and possible funding streams.
- 3. To liaise with relevant authorities and organisations on behalf of the council.
- 4. To identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible.
- 5. To identify priorities and timescales for actions for approval by full council.
- 6. To create draft documents and reports for approval by full council.
- 7. To make recommendations to full council.
- 8. To carry out activities and actions approved by full council.

### REPORTING PROCEDURE

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- 1. Reports to be produced to be presented at full council meetings.
- 2. Draft documents to be presented for comment and approval at full council meetings.