

Climate Emergency Working Group - Terms of Reference

1. Purpose

On behalf of Cabinet, the purpose of the Climate Emergency Working Group is:

- a. To advise on the content of the refresh of the Council's Climate Emergency Action Plan (CEAP).
- b. To investigate and recommend appropriate and proportionate policy directions and specific actions based on best available evidence to achieve the greatest impact of carbon reduction, adaptation, resilience and supporting biodiversity.
- c. To monitor the progress of the actions and feed into the annual Corporate Action Plan report.
- d. To help maintain momentum across the organisation and with external partners in the delivery of the CEAP actions.
- e. To provide annual reports to Cabinet outlining progress against the actions and making recommendations for amendments to the CEAP.

2. Composition and membership

- a. The Climate Emergency Working Group will comprise of seven Councillors (4 from the majority party and 3 from the minority party).
- b. The membership of the Climate Emergency Working Group will be chosen by the Leader of the Council and the Leader of the Minority Group.
- c. The group will be chaired by the Climate Emergency and Countryside Portfolio Holder
- d. The Climate Emergency Working Group will be supported by the Chief Executive/Deputy Chief Executive; the Head of Planning Policy & Economic Development; and Principal Officer (Environment).
- e. Other relevant officers may be invited to attend for relevant updates and items or deputise as necessary.

3. Administrative arrangements

- a. The Climate Emergency Working Group will meet monthly as part of drafting the CEAP refresh and then quarterly after adoption.
- b. Urgent meetings may be arranged if required and matters progressed between meetings will be fed back at the next meeting.
- c. Relevant paperwork for the meeting including supporting documents will be circulated via Mod.Gov.