

Climate Change Emergency Advisory Panel
DRAFT TERMS OF REFERENCE

1. AIM

The aim of the Panel is to develop policies and budget proposals in relation to the Council's Climate Emergency declaration July 2019 and overseeing delivery of the Council's climate action programme to achieve its ambition to be carbon neutral by 2030.

We will also drive and influence emissions reductions in our wider areas through the services we deliver as part of our regulatory and strategic functions and as trusted community leaders to promote and encourage carbon neutrality.

2. OBJECTIVES

- (2 a) To act as an advisory panel to The Cabinet in relation to the development, implementation, monitoring, evaluation and review of the Council's response to the climate emergency;
- (2 b) To deliver on the proposals as set out in the climate emergency motion and as agreed by Council for: -
 - To start a dedicated report within this fiscal year
 - Commence a green audit of our own operations and services and understand the Boroughs carbon emissions
 - Ensure that forthcoming plans and strategies, such as the Five-Year Plan and Local Plan, incorporate the Council's ambition on climate change
 - Setting up a Citizen's Assembly, including young people
- (2 c) To identify and share learning and best practice with members and officers on all climate change activities, including identification of training opportunities for both members and officers;
- (2 d) To recognise that the climate is already changing and prepare our services and our communities to be resilient to the effects of climate change;

3. KEY ACTIONS

- 3 a. To develop a programme of work for the next 12 months with key quarterly actions, in line with councils budgetary setting to enable effective allocation of resources to deliver on the 12-month programme of work.
- 3 b. To identify the resources required to undertake a detailed green audit of both the Councils own operations and services.
- 3 c. To identify the scope of and prepare, a costed Tunbridge Wells Borough Climate Change Strategy and Action Plan
- 3 d. Provide community leadership on climate change and sustainability, facilitating and engaging public sector partners, businesses, community groups, the public and critically young people by setting up a Citizens assembly.
- 3 e. Influencing and interpreting county, regional and national policy for the benefit of Tunbridge Wells.
- 3 f. Understand how climate change could affect the Borough Council's services and developing and recommending appropriate mitigating actions.
- 3 g. Making recommendations on bids for funding relating to climate change.
- 3 h. Developing and supporting an engagement and communications strategy aimed at connecting with a broad sector of the community and community groups and ensuring the actions and direction of the Council are understood and supported.

4. STATUS

The CEAP is an informal working group. Whilst it has no delegated decision-making powers its advice and recommendations as reported to the relevant decision maker as appropriate will carry significant weight.

The Panel will report on progress and delivery of actions, with no less than annual review and status report.

Recommendations, policy and status reports will be taken as appropriate through Community and Economic Development CAB, Cabinet and Full Council.

The Panel meetings will be private to facilitate focussed delivery however outputs will be subject to public scrutiny and consultation through CAB, Cabinet and Full Council.

The Panel will seek to make decision by consensus. If necessary, decision can be taken by a majority vote, with the chair holding an additional casting vote.

The Panel can set up subgroups on a task-and-finish basis, to progress specific items and deliverables.

5. MEMBERSHIP

The CEAP will comprise a Member from each political party, senior and specialist officers.

The meeting will be chaired by the Portfolio Holder.

As this is a working group of Cabinet political balance does not apply. Nonetheless the Council has traditionally used a consensual and cross-party approach to issues and will continue to do so.

Members will be able to invite external partners, experts, third sector bodies and community voices as they see fit but approval will be at the discretion of the Chair and subject to unanimous approval by the Panel. Individuals on the Panel will also nominate colleagues to attend with specialist knowledge at appropriate meetings. Agreement of nominations will be at the discretion of the Chair.

In accordance with current practice, the appointment of the working group will be made on an annual basis at the first appropriate meeting of Cabinet. The quorum of the panel will be in accordance with the Council's Constitution.

- At least 4 meetings a year will be scheduled. Other meetings can be arranged on an ad hoc basis when required.
- The meetings will be supported by the relevant officers as required.
- Meetings will be held in private session in view of the informal status of the group.
- Materials will be available to all Members of the Council on request
- Visiting Members will be able to attend at the discretion of the Chairman. The request should be made in advance of the meeting.
- No substitute will be permitted.

6. SECRETARIAT

Arrangements to be confirmed