

## Appendix A - Proposed Terms of Reference for the Climate Change Member Working Group

### Purpose of the Climate Change Member Working Group

1. The overarching purpose for the Working Group is to aid greater understanding of the key issues which the Council must consider, and the reasonable options that exist to address those issues, in respect of meeting the July 2019 'climate emergency declaration' of this Council. The full declaration can be found here: <https://democracy.peterborough.gov.uk/documents/g4347/Decisions%2024th-Jul-2019%2018.00%20Council.pdf?T=2>
2. The purpose of the Working Group is to help speed up actions relating to delivering the Motion, not delay them.
3. The focus of the Working Group is on key issues to deliver the Motion, not all detailed issues.
4. The Working Group has no fixed end date, and will be drawn to a close should Cabinet or Full Council deem it appropriate to do so.

### Functions of the Climate Change Member Working Group

5. The Working Group has no decision-making powers: its purpose is to aid greater understanding of issues, options and policy development in relation to the Council's response to climate change.
6. Where Actions relating to matters considered by this Working Group reasonably fall on officers to undertake (in accordance with delegations in the constitution), then the Working Group may steer officers in taking those actions. Where Actions require a decision to be taken at a Member level (such as via Full Council, Cabinet or a CMDN, in accordance with the constitution), then the Working Group may recommend to the appropriate decision taker what actions should be taken.
7. A prime function of the Group is to assist in the formulation of the Action Plan due by March 2020, and any future iterations of it, together with the monitoring of the targets which the Action Plan sets.

### Procedures of the Climate Change Member Working Group

8. Five Members will sit on the Working Group, with one representative from each political party, together with officer representation as appropriate. Substitutes are permitted. Appropriate officers will attend meetings of the Working Group.
9. External attendees may be invited to the meeting, such as to present information or offer expert advice.
10. Meetings are not open to the public\*, but any report to the Cabinet or a Cabinet Member will be published on the website (once such matters arising are agreed by the Chair as an accurate record).
11. At the first meeting of the Working Group, a Chair will be elected and regularity, time, length, and location of future meetings agreed.

12. Agenda's for the meeting will be sent to attendees at least 5 calendar days prior to each meeting of the Working Group.

*\*It should be noted that, separately, a Partnership Group and a Citizens Panel are required to be set up, in accordance with the approved Motion, and these will offer the opportunity for wider public involvement in discussions and proposed actions.*