

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.
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. One representative from each political party is invited to sit on the Working Group. Substitutes are permitted. The Chair of the Working Group will be the Cabinet Member for Waste, Street Scene and the Environment. 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. Working group meetings will be held in private, with the exception of evidence gathering sessions with key witnesses, which the public will be invited to observe, unless the subject matter is considered to be of a sensitive nature, in which case it may not be possible to hold the evidence gathering session in public. 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. The Working Group will determine regularity, time, length, and location of future meetings.
12. Agendas 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.*