



NewquayCouncil

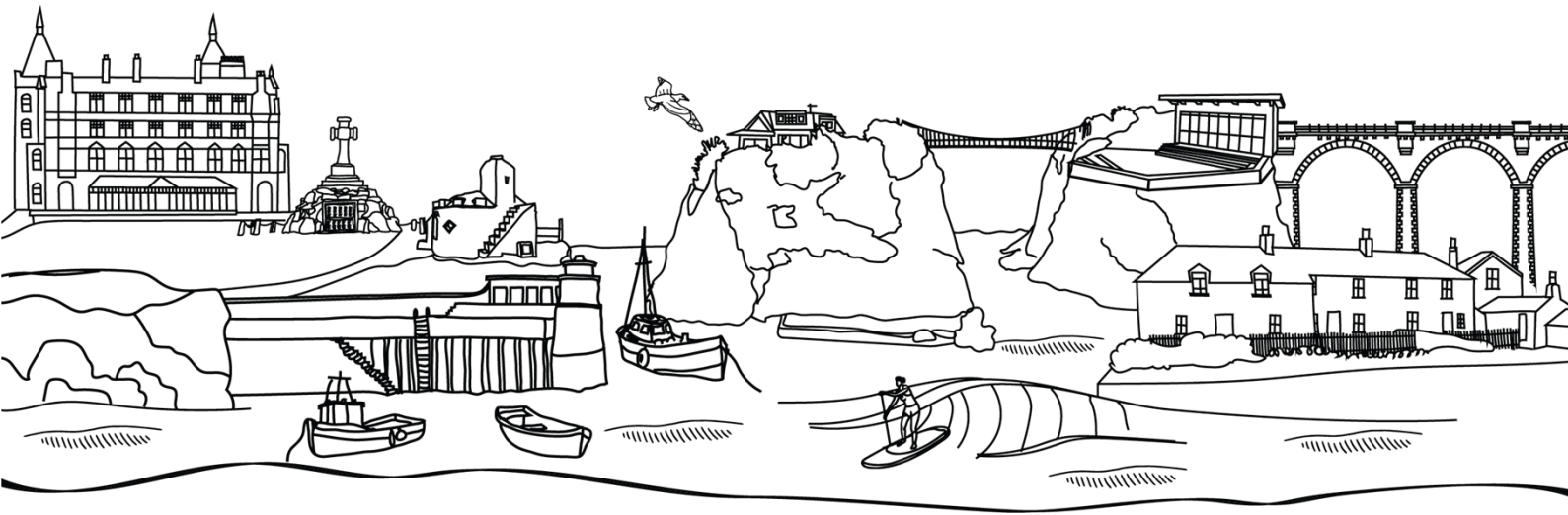
CorporateService

Name of Policy:

**Environment & Climate Change
Working Party
Terms of Reference**

Date of Inception:

2023



TERMS OF REFERENCE DOCUMENT

This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

Policy/Procedure File Status

Version	0.2	Approving Body	
Date	10/07/2023	Date of Approval	
Responsible Officer	Deputy Chief Executive	Minute Reference	
Oversight Committee	E&F Committee	Review Date	

Version History

Date	Version	Author/Editor	Comments
10/07/2023	1.0 Draft	Deputy CEO	Creating new consistent Working Party Terms of Reference Documentation

Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
	Adopt			

Document Retention

Version	Retention until/notes
0.1	Until superseded

TERMS OF REFERENCE DOCUMENT

1.0 Membership

Membership of this working party is to be appointed annually following the Annual Meeting of the Town Council.

- 1.1 The **Environment & Climate Change** working party to consist of 4 members of **Full Council** as set by the **Environment & Facilities Committee**.
- 1.2 The working party lead member will be **Cllr Kate Larsen**. They shall hold office until the next Annual Council meeting.
- 1.3 The **Environment & Facilities Committee** shall determine whether a staff resource request is needed to assist with working party with the legalities of its recommendations to the **Environment & Facilities Committee**.
- 1.4 The working party will be reviewed annually as part of the selection working party process and committee formation/reformations.
- 1.5 The working party may invite members of the electorate to attend meetings in an advisory capacity on an ad-hoc usually temporary/one-off basis. However, no commercially sensitive or confidential matters are to be discussed with those members of the public unless and until confidentiality agreements have been signed and the Town Clerk and Chief Executive has confirmed the information can be discussed with that third-party. Note there are instances where such confidential information cannot be shared with non-members of the Council, irrespective of whether a confidentiality agreement has been signed.

2.0 Meetings

- 2.1 The working party shall meet when needed and agreed by a majority of the working party membership and co-ordinated by the lead member. This may be agreed via email/phone/orally.
- 2.2 Special meetings may be called as required by the Town Clerk and Chief Executive.
- 2.3 The Town Clerk and Chief Executive or a delegated officer may attend any meeting to offer advice, guidance and support.
- 2.4 Meetings of the working party are not usually, but may be public/broadcast meetings.
- 2.5 If officers of the Council have been requested and sanctioned to attend, then best endeavours will be used to attend meetings which fit in with working party members. However, this may not always be possible outside of normal working hours. The lead member should work with the officer/Town Clerk and Chief Executive to establish officer availability and notice of meetings to try and avoid issues. For the avoidance of doubt officer resources must always be prioritised to Council and Committee projects – especially time bound projects before working party matters.

TERMS OF REFERENCE DOCUMENT

3.0 Documentation

- 3.1 The action notes of all meetings shall be recorded by a member of the working party or a designated officer of Newquay Town Council, scheduled by the Town Clerk and Chief Executive if such a resource request has been sanctioned and is available.
- 3.2 An action log (and where relevant a separate decision log) will be kept up to date on all actions (and decisions) made by the working party. Such information is subject to publication and circulation from time to time.
- 3.3 The working party shall provide timely reports to the establishing body in the following manner:
 - 3.3.1 The Lead Member will ensure the Town Clerk and Chief Executive and Deputy Chief Executive have been kept informed of each meeting and will provide notes of all meetings within 2 weeks of the meeting taking place.
 - 3.3.2 Recommendations will be provided in writing through a full written report using one of the agreed template documents. This must include detailed reasons and enough information in order to ensure members are able to understand what is being asked of them in order to make an effective decision.
 - 3.3.3 Reports with recommendations under 3.3.2 must be received by the Town Clerk and Chief Executive via email at **least 10 days in advance** of the establishing body's next scheduled meeting, to ensure the document is included on the relevant meeting agenda. Where recommendations are made without effective supporting research/information conducted to support the recommendation, it is likely the decision will be to defer an item until such information is provided.

4.0 Accountability

- 4.1 The working party reports to the **Environment & Facilities Committee**.
- 4.2 This working party has delegated powers to make decisions on behalf of the **Environment & Facilities Committee** only in relation to identifying; areas, initiatives and activities within the Town Council and areas of Newquay which would benefit from being made more; energy efficient, environmentally friendly and more Carbon Neutral. Such feedback and any recommendations on proposals to improve the Council's Carbon footprint, sustainability and energy efficiency must be put into a written report to the next available **Environment & Facilities Committee**.
- 4.3 Outside of the delegated powers listed under 4.3 this working party does not have any other delegated powers to make decisions on behalf of the **Environment & Facilities Committee** nor should it exceed its purpose and remit (above) without the establishing

TERMS OF REFERENCE DOCUMENT

body's sanction to a change to this Terms of Reference (provided such remit doesn't exceed the establishing bodies' own remit/terms of reference.

- 4.4 The Lead Member will ensure the Town Clerk and Chief Executive is kept informed of each meeting and will provide action notes of all meetings within 2 weeks of the meeting taking place.
- 4.5 In some circumstances, officers have delegated powers to act on behalf of both the committee and Full Council under a separate Scheme of Delegation or as outlined in committee terms of reference.

5.0 Scope

In line with the task(s) set by **Environment & Facilities Committee**, the purpose and remit of this working party is to:

- 5.1 Work alongside the Town Clerk & Chief Executive Officer, Deputy Chief Executive Officer and any other relevant Service Managers in regard to working towards making the Town Council's premises, services and activities more sustainable, energy efficient and Carbon Neutral.

6.0 Review

- 6.1 At its first meeting (or first in a new Civic year) the working party members shall:
 - 6.1.1 Review these terms of reference for approval as appropriate by the respective forming Committee.
 - 6.1.2 Appoint an elected member as Lead Member who should ensure all the working group members are kept informed and involved with progress and act as the primary reporting channel back to the establishing body.
- 6.2 The establishing body can dissolve or change the remit of this working party at any time.