

Climate and Ecological Emergency Working Group Terms of Reference and Rules

1. Scope & Objective

The Working Group will consider matters identified in the council resolution dated 24th July 2019 (minute 33.2) highlighted in point 7 below:

That Full Council:

1. Recognises that we are in a climate emergency, and that the issue be referred to Overview and Scrutiny Committee to get the best way forward, and price it.
2. Commit to reduce Folkestone and Hythe District Council's estate and operations to zero net carbon by 2030.
3. Ensure that all strategic decisions, policy, budgets, investments, contracts, approaches to planning decisions and the council's own developments are in line with a shift to zero carbon by 2030.
4. Ensure that all future council reports, where appropriate, include a climate impact statement.
5. To develop a strategy for Folkestone and Hythe District Council to play a leadership role in promoting community, public and business partnerships for this Carbon Neutral 2030 Commitment throughout the District.
6. To achieve this, create a Carbon Action Plan based on practical frameworks and advice such as provided by the Carbon Trust.
- 7. Establish a cross-party working group of full council to draw up, steer and monitor progress of the Carbon Action Plan, reporting back to full council in 6 months, then annually.**
8. Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise.
9. Request that Cabinet shows leadership and adopts the matters raised in 1 – as above.

2. Membership

Six members (1 member from each political group plus the independent member).

The chairman of the Working Group will be the Leader of the Council. If the chairman is not present at any particular meeting a chairman shall be elected for that meeting.

The group will be supported by the Strategy, Performance & Policy Manager.

3. Authority

The Working Group is advisory and has no decision making powers. Officers will make the views of the group known to both cabinet and the overview and scrutiny committee through the formal decision making processes.

4. Accountability

The Working Group shall report to the Cabinet and Full Council as appropriate.

5. Methods of working

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with decision of the Working Group taken by general consent.

6. Meetings

The access to information procedure rules in the constitution do not apply. However members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

7. Frequency of Meetings

The frequency of meetings will be informed by the need to have the Working Group consider issues.

8. Confidentially

Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

9. Overview and Scrutiny

A Councillor who is on the Working Group shall not sit on the overview and scrutiny committee when it is scrutinising a decision made by the executive after receiving a report of the Working Group on which the Councillor sits.

10. Freedom of information /Environmental Information Regulations

The papers and notes/minutes of a Working Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

11. Interests

Councillors should treat the Working Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.