

## **Appendix 1 Redditch Borough Council - Cross Party Working Party on Climate Change**

### **Terms of Reference**

#### **Constitution**

1. The Working Party shall comprise 5 elected Members of the Council to be nominated by Group Leaders, including the Chair as detailed below.
2. The Cross Party Working Panel on climate change is an informal group and does not therefore form part of the Council's political balance. However, it is suggested that the number of Councillors appointed to the working party from each political group should reflect the Council's political balance.
3. It is suggested that the Working Party should be chaired by the Portfolio Holder with responsibility for climate change.
4. The Working Party has been established to investigate and consider issues around Climate Change. Membership may comprise of Members drawn from both the Executive and Overview and Scrutiny Committees.

#### **Rules of Operation**

5. The Working Party has power to receive information from officers and to discuss, but no power to make decisions.
6. Meetings shall take place bi-monthly on dates to be arranged with a normal start time of 6.00pm.
7. Meetings shall be held in private although other Members not sitting on the Working Party will be welcome to attend and observe.
8. For the purposes of accuracy and transparency adequate notes shall be taken of the matters considered which shall be available for inspection by officers and other Members of the Council.
9. The Panel shall advise and make recommendations to the Executive Committee. However, under the terms of the Council's constitution the Climate Change Strategy forms part of the policy framework which is reserved for decision by Council and therefore the Executive will need to refer proposed policy changes on to Council.
10. Members are reminded that the rules set out in the Code of Conduct with regard to making declarations of interest will apply to the Working Party.

#### **Terms of Reference**

11. The Working Party will perform the following functions:-
  - To develop, oversee delivery of and review the Sustainability Action Plan.
  - To consider and evaluate new proposals for reduction of the Council's carbon footprint.
  - To monitor and track the progress of new carbon reduction initiatives that are introduced.
  - To make recommendations to the Executive as appropriate.

