



NANTWICH TOWN COUNCIL

Climate Change Working Group (CCWG)

Terms of Reference

Introduction

Growing numbers of parish, town and principal councils are declaring a Climate Emergency. This is a genuine commitment to work towards a specific measurable target. At its Full Council meeting on Thursday 18th November 2021, Nantwich Town Council resolved to declare a Climate Emergency in order to identify this Town Council's recognition of the climate and environment crisis facing the world.

Climate change is relevant to many of the Town Council's activities; Town Ranger Services, Civic Hall events, Market Hall, Public Conveniences, Christmas lighting, floral displays etc. as well as wider principal council strategies for transport and housing.

All levels of government national, regional and local have a duty to secure our community from the negative impacts of climate change. Local Councils should not wait for national government to change their policies. This proposal provides justification to treat climate change as a factor in future decision making.

The Climate Change Working Group shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

Scope

The Climate Change Working Group is constituted as a working Group of Nantwich Town Council.

The aim of the group is to:

- Develop a Climate Action Plan for Nantwich which:
 - Sets deliverable targets that will reduce the Council's (direct and indirect) carbon emissions.
 - Consider how local businesses and households can be encouraged and assisted to reduce their carbon emissions.
 - Identify key local actions to prepare for the impact of climate change and increase local resilience in both the natural and built environment.
 - Identify key measures, policy changes and actions by government which the Council should seek to influence.
 - Gain community support and further galvanise local action

The Climate Change Working Group (CCWG) will act in an advisory capacity to Nantwich Town Council, making recommendations for consideration at a meeting of the Full Council.

The Group may liaise with other local Town and Parish Councils and consult with other organisations which work in, and for the benefit of Nantwich and its community.

Membership

The CCWG shall consist of up to ten members to include two Town Councillor representatives who will be elected each year at the Annual Town Council meeting.

Non-councillor representatives of the local community, interest groups, businesses etc. may be appointed as members of the CCWG. Appointments must be made at a Full Council meeting of Nantwich Town Council. Non-councillor members of the group will have voting rights and will be working on a volunteer basis.

Non-Councillor representatives shall have the following qualities, experience and skills:

- An understanding of the Nantwich community;
- Commitment to working collaboratively and inclusively without a conflict of interest;
- A commitment to engage with the wider Nantwich community, including residents, businesses, service or academic contacts;

Desirable but not essential:

- Relevant skill and experience they can bring from other projects or their own organisation. These could include but are not limited to knowledge of climate issues, expertise in buildings, transport, energy and green spaces.

The CCWG will appoint a Chair and Vice Chair at its first meeting after each Annual Meeting of Nantwich Town Council.

All members of the CCWG, (both Councillor and Non-Councillor) will be expected to abide by the Council's Code of Conduct when acting in their role as a group member. A copy of the Code of Conduct will be provided to each group member at their time of appointment.

Meetings and Voting

Meetings of the CCWG will be convened as necessary.

Agendas for meetings will be published and distributed to members three clear days in advance.

Members of the public shall, under the direction of the Chair, have the opportunity to participate at a group meeting, however the meetings need not be open to the public as this is not a formal committee of the Town Council.

Decisions will be taken by consensus amongst the group members whenever possible. However, if no consensus can be reached, a majority vote, based on one

vote per member will carry the decision, with the Chair having a casting vote if the vote is equal.

Three members of the group including at least one Town Councillor shall constitute a quorum.

Reporting

The CCWG will report to meetings of Nantwich Town Council.

Minutes of all meetings will be taken by the Town Clerk and circulated for approval at the next CCWG meeting and submitted to Full Council meetings for information and consideration/approval of any recommendations contained within the minutes.

The minutes of the CCWG meetings will be made available on the Town Council's website at www.nantwichtowncouncil.govuk

Finance

The CCWG shall have no power to incur expenditure on behalf of the Town Council.

Nantwich Town Council will make a budgetary provision to help fund the activities of the CCPW and any approved actions from recommendations of the CCPW.

Approval for expenditure must be sought through recommendations tabled at meetings of the Full Council.

Reimbursement for Members' time will not be made. Members of the group may apply to the Town Council for reasonable out of pocket expenses incurred in the course of the working Group's work.

Review

The CCW will be constituted for an initial period of 18 months. This period may be extended by the Town Council at the Annual Meeting of Nantwich Town Council in May 2023.

The CCWG Terms of Reference are to be reviewed annually at the Annual Meeting of Nantwich Town Council.