

 <p>THORNBURY TOWN COUNCIL</p>	<p>Committee Terms of reference Date Agreed: 12.04.22 (Full Council) Minute Number: 59/22 Reviewed:12.04.22 Prepared by: Town Clerk & Climate Change & Nature Working Group Version: FINAL</p>
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These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

1. NAME

1.1 This Committee shall be called, “Climate Change and Nature Working Group” (The Group).

2. COMPOSITION

- 2.1 The Group shall be open to councillors and non-council members.
- 2.2 The group is open to any Councillor who wishes to be a member. There shall be a maximum of 11 non-councillor members at any time. There shall be a maximum of 6 councillor members at any time. Membership shall be reviewed annually.
- 2.3 The Group shall invite named non-councillor members with relevant skills and/or experience to join the Group.

3. CHAIR

- 3.1 A Group Lead will be chosen by the Group. The position shall be reviewed annually.
- 3.2 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council.

4. QUORUM

4.1 There is no quorum for the meeting as the Group is not a delegated (decision making) committee. However, all advice offered should indicate the source/s of advice.

5. CONDUCT OF THE MEETING

- 5.1 As an undelegated Advisory Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.
- 5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.
- 5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.
- 5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.
- 5.5 Any communications to be shared by the Group need to comply with the Town Council communications and social media policies and be first shared with the Town Clerk.

6. AREA OF OPERATIONS

The Group is set up with the following objectives:

- 6.1 To carry out an audit/stocktake of what is currently in place within the areas of Town Council operation in terms of climate and environment.
- 6.2 To draft a Climate Change and Nature Action Plan for proposal to the Town Council.
- 6.3 To identify any community group/third party links against proposed actions.
- 6.4 To identify suggested leads for the actions within the draft Action Plan. This may be an individual, an existing Town Council Committee, or a proposed new group.
- 6.5 To identify resource requirements for proposed actions. This may include staff resource and financial resources.
- 6.6 To suggest frequency and mechanisms for monitoring progress against the action plan.
- 6.7 To recommend any public engagement exercises that may be considered necessary or beneficial.
- 6.8 To take the lead on the development of a Local Nature Action Plan for Thornbury and advise the Town Council on what this should involve.
- 6.9 To consider and comment on plans affecting the Town's future development focussing on the impact to the environment and how negative impacts can be reduced.
- 6.10 To be a consultee group if required to help offer comments on any major applications or planning issues that arise in Thornbury.

7. CONSIDERATIONS

In carrying out the objectives above, the Group should give due regard to:

- 7.1 The Town Council's areas of operation/business plan.
- 7.2 Offer advice on how the Town Council can meet its objectives listed in its declaration of a climate and nature emergency.
- 7.3 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Group

8. POWERS AND RESPONSIBILITIES

- 8.1 Making recommendations to Council on environmental issues. Proposals to be submitted via the Town Clerk.

9. FURTHER INFORMATION

- 9.1 The Group shall appoint working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 9.2 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.