

Climate Emergency and Biodiversity Working Group

Terms of Reference

Approved: XXXXX

PURPOSE OF THE WORKING GROUP

The council resolved on **11 July 2022** to “XXXXXXXXXX.”

The working group is responsible for investigating ways in which the council can fulfil its resolution and for undertaking actions approved by full council.

This working group:

- a) acts in an advisory function, providing recommendations, advice and creating documents for approval by full council; and
- b) undertakes actions approved by full council, on behalf of the council.

It cannot make decisions on behalf of the council.

Membership is decided by full council and minuted.

Terms of reference are agreed by full council.

RESPONSIBILITIES

1. To undertake research on behalf of the council on activities which the council could carry out, take part in, or encourage others to take part in.
2. To determine cost to the council and possible funding streams.
3. To liaise with relevant authorities and organisations on behalf of the council.
4. To identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible.
5. To identify priorities and timescales for actions for approval by full council.
6. To create draft documents and reports for approval by full council.
7. To make recommendations to full council.
8. To carry out activities and actions approved by full council.

REPORTING PROCEDURE

1. Reports to be produced to be presented at full council meetings.
2. Draft documents to be presented for comment and approval at full council meetings.