

APPROVED TERMS OF REFERENCE (December 2019)**Introduction**

The Climate Change Working Group has been established by the Executive following the Leader's announcement on 26 September 2019 that the Council is committed to achieving carbon neutrality by 2030 at the latest.

The Council were provided with a further update on the arrangements for the Working Group at their meeting on 24 October 2019.

In October 2019 the Council agreed a motion setting out a series of aspirations for the Working Group to consider in determining its own terms of reference, objectives and goals.

Membership

The Working Group is to be chaired by Councillor Simon Martin, Executive Member for Streetscene. Councillor Martin will be supported by the Director of Planning and Regeneration in undertaking this role.

The Working Group will also comprise the Deputy Chief Executive Officer, Director of Leisure and Community, Director of Support Services, Head of Streetscene and Climate Change Officer (to be appointed).

The above officers should ensure that arrangements are in place for a suitable deputy to attend in their place, if necessary.

Scope of Work

The Working Group will principally be focused on the preparation of the Council's Carbon Reduction Plan which will set out the actions and initiatives required to be undertaken in order that the Council achieves carbon neutrality by 2030 at the latest.

The Working Group will lead and oversee the work to be undertaken on the identification and delivery of carbon reduction opportunities across all of the Council's services.

An initial priority will be for the Council to establish the current carbon footprint of the Council's activities. This will enable a 'carbon baseline' against which the impact of carbon reduction actions can be measured.

There will be the opportunity to identify possible immediate actions that can be taken to reduce the Council's carbon footprint, and also to build on existing carbon reduction measures already being progressed by various Council services, for example by Fareham Housing.

The financial, budgetary and resourcing impacts of potential carbon reduction measures for inclusion in the Council's Carbon Reduction Plan will need to be fully

examined and assessed, with the potential implications reported to elected Members in any reports for either scrutiny and review or Executive decision.

The Working Group will lead on the development of proposals for community engagement across the Borough to seek views and feedback on the measures for inclusion in the Council's Carbon Reduction Plan, as appropriate.

It is also proposed that the Working Group lead on a review and audit and of the Council's position in relation to both climate change resilience and adaptation and make any recommendations for Council policy and service delivery accordingly.

Given the Council's community leadership role, the Working Group will also oversee approaches from and engagement with business and community groups across the Borough on their carbon reduction initiatives and on climate change matters more generally.

It is anticipated that an initial scoping report setting out the scope of the work to be undertaken by the Working Group, including the approach to be taken to the preparation of the Council's Carbon Reduction Plan, will be presented to the Executive in April 2020.

The Terms of Reference for the group will be reviewed on an annual basis to ensure that they evolve as appropriate as the work progresses.

Reporting

The Working Group will report to the Executive for decisions (as appropriate) on the progression, approval, and implementation of the Council's Carbon Reduction Plan. Any such reports will be presented to the Council's Policy and Resources Scrutiny Panel for detailed scrutiny and review, prior to any reporting to the Executive for decision.

Meeting Arrangements & Minutes

The Working Group will meet on a monthly basis for the first 6 months, with a potential reduction in frequency thereafter.

The minutes of the Working Group meetings will not be published, but regular updates on the progression of the Council's work on climate change will be made available on the Council's website, given the wider public interest in the matter.

Resources

The Council will appoint a Climate Change Officer to prepare reports to the Working Group, undertake research and co-ordinate meetings as appropriate. The post-holder will work for approximately 20 working hours per month, and report to the Director of Planning and Regeneration.

It is envisaged that each of the Council departments are likely to set up separate sub-groups in order to assist with the identification and implementation of carbon reduction measures across the Council's services.