

Climate Change Advisory Group – Terms of Reference

INTRODUCTION:

At its meeting on 18th June 2019 (minute number 0076/1819) the Town Council agreed:

“That an advisory group be created (*in line with an offer made by Sustainable Bridgnorth to provide advice, support and recommendations*) that can report formally to the Town Council on how the Town Council might best proceed to reduce and measure any reduction in its (*net*) carbon footprint (*Town Clerk to arrange for some appropriate terms of reference to be drawn up*). Once a process had been identified a regular report (*most likely annually*) should be provided to the Town Council”.

- The Advisory Group will comprise up to 6 Members.

Members should have some suitable knowledge and skill set that can deliver the aims of the working group internally

Initial membership is to be confirmed by the Town Council.

- The Advisory Group shall undertake the following roles and functions: -
 1. To identify a chair/ leader of the Advisory Group (and a deputy).
 2. To contribute significantly to the Town Council resolution (above).
 3. Produce summary documents of meetings and discussions of the Advisory Group to the Town Council that can be published or discussed in the public domain.
 4. To produce a draft document(s) that identifies sources of advice and best practice.
 5. To produce a draft document(s) that seeks to identify and measure carbon emissions and offsets of the Town Council (and associated costs).
 6. To produce a draft document that can form the basis of an annual report that can be used by the Council in future years.
 7. To provide written recommendations to the Town Council on a process that can be reasonably adopted and implemented by the Town Council.
- The Town Council will look to make available, if required, a reasonable amount of meeting space for use by the Advisory Group if it is not being used by paying clients and where it does not incur additional staffing costs.
- The Town Council will provide reasonable use of printing equipment.

(Approved at Town Council meeting dated xxxxxx 2019, Minute xx/1920 refers).