

Steypning Parish Council
Climate Action Working Party
Terms of Reference

Purpose of Climate Action Working Party

The Climate Action Working Party ("CAWP") has been formed to:

1. Inform and advise Steypning Parish Council ("SPC") about opportunities for local action to promote resilience to the effects of climate change.
2. Prepare a 10-year action plan, to be submitted to SPC for consideration.
3. Assist in coordinating action following the 10-year plan which aims to reduce Steypning's carbon footprint through significant measures by the year 2030.
4. Set targets and measure progress against the action plan.
5. Work with other organisations towards the same aims in wider or separate areas.

Reporting

The CAWP will report regularly to meetings of SPC.

Status and Responsibilities

The CAWP is a working party of SPC. It will act in an advisory capacity to SPC. It has no powers to commit SPC to spending and does not hold decision making powers. The CAWP may liaise with other parish councils, consult with other organisations and seek expert advice subject to SPC first having approved any expenditure for such advice.

The final version of the CAWP's terms of reference shall be approved by SPC.

Term

The CAWP will be constituted for an initial period ending with the expiry of the term of office of the current council.

Meetings

Subject to its terms of reference from SPC, the CAWP shall regulate its own business and procedures. Notes of each meeting should be kept and a monthly report including any recommendations presented to SPC, either verbally or written.

The meeting schedule will be set by the CAWP as required.

Membership

The CAWP must include not fewer than two SPC councillors, one of whom shall be appointed chair of CAWP and the other vice-chair. In the absence of the councillor chair and vice-chair from any meeting of CAWP the members present shall elect a chair limited to the duration of that meeting, and/or other interested individuals may be invited to contribute skills and expertise; decided by the group.

The minimum number of CAWP members shall be four.

Quorum will be three and the CAWP members must use their best endeavours to ensure at least two SPC councillors are in attendance.

The membership of CAWP must be approved by the Parish Council.

Code of Conduct

All CAWP members, including members of the public, must abide by the Code of Conduct for Councillors as adopted by SPC and must complete a register of interests form in the same format as is applicable to councillors which will be available for public inspection and may be uploaded to the SPC website.

Expenses

The CAWP has no budget, and reimbursement for the members' time will not be made.

Food and drink expenses will not be reimbursed.

The CAWP may apply to the SPC for reasonable out of pocket expenses incurred in the course of the working group's work.

A recommendation should be made to SPC as to expenses for inclusion in the Council's annual budget. Many projects will fall under the remit of different SPC committees.

Intellectual Property

In the event that the CAWP develops intellectual property, all rights in that property shall vest in SPC

GDPR/Data Protection Act/Freedom of Information Act/Environmental Information Regulations

All members of CAWP are subject to the provisions of the GDPR, the Data Protection Act, the Freedom of Information Act, and the Environmental Information Regulations and on request from SPC must deliver up all data acquired in their capacity as a member and must, under potential criminal penalties, prior to delivery retain all data securely and in accordance with SPC's published policies.

CAWP members must not share information with any individual or organisation external to CAWP unless approved by the CAWP or the clerk to the Council.

Authority to Correspond

There are three separate scenarios with different rules applicable to each:

- 1 SPC
Any correspondence (including emails) external to CAWP sent on behalf of SPC must be sent only by SPC's clerk
- 2 CAWP
Any correspondence (including emails) external to CAWP sent on behalf of CAWP must be sent only by SPC's clerk unless it has been approved by the Clerk before sending and the Clerk is copied into the outgoing message and any replies.
- 3 Individual
Any CAWP member may correspond externally to CAWP in their individual capacity provided any such communication contains prominently the explanation *"Please note that, unless the contrary is stated, any views expressed in this message are mine as an individual member of the Steyning Parish Council Climate Action Working Party and are not the views or policy of either the Working Party or the Council. Please consult the Council's Clerk, Mr John Fullbrook, if you wish to know the Council's policy on any issue."*