



Lowestoft Town Council

Terms of Reference for the Climate and Ecological Emergency Committee

1. Appointment

- 1.1. The Climate and Ecological Emergency Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. Meetings

- 3.1. Meetings are to be held on a monthly basis, with extraordinary meetings to be scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet monthly to fulfil the responsibilities below (see section 6).
- 4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. The approved, written minutes will be the official recording of the meeting.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors) and may include any number of members of the public as non-Councillor members, so long as the number of non-Councillor members does not exceed 50% of the elected members present at the meeting.
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council, from among the Councillor members of the Committee.
- 5.3. All members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
- 5.5. A quorum will be four members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.
- 5.7. Members of the Committee will be required to complete the following training, as per the Councillor Training Programme:
 - The Chair of the Committee shall complete relevant Chairpersons training



- All members shall complete Equality and Diversity training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Safeguarding training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Data Protection training on an annual basis
- 5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

6. Responsibilities

- 6.1. The Committee has been set up as part of the Council's response to declaring a climate and ecological emergency and its implementation of the Earth Protector Town status, and all responsibilities are focused on determining achievable changes to the Council's activities as far as is practicable and proportionate. All recommendations to be in line with the powers available to the Council and to be of benefit to the Lowestoft taxpayer and parish area. The Committee will ensure its Climate and Ecological Emergency Declarations and Earth Protector Town status is integral to all relevant activities of the Council.

The Committee has delegated authority from the Council to work with the Clerk, as appropriate, to fulfil the following responsibilities:

- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
- 6.1.2. Recommend to Full Council the measures it considers necessary to be considered in order to respond to the Council's declaration of a climate and ecological emergency and recommend to Full Council the means of assessing measurements of current performance in order to establish the level of success.
- 6.1.3. Recommend to any relevant Committee the measures it considers necessary to respond to the Council's declaration of a climate emergency. This will include reviewing the actions of the Council and relevant Committees.
- 6.1.4. Researching available data and information on relevant climate emergency impacts and response measures.
- 6.1.5. Exploring options for measures which might ameliorate climate impacts and provide environmental benefits in line with, for example, the Council's existing duty to consider biodiversity in relevant decisions.
- 6.1.6. Sending a representative to observe/advise other Committees on relevant matters.
- 6.1.7. Ensuring that a Climate Emergency policy and any other related essential policies (not covered by other Committees) are developed, maintained and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.
- 6.1.8. Make recommendations on responses to any consultations on significant policy matters directly affecting Lowestoft, as appropriate.



- 6.1.9. Consider climate emergency action by local groups and public services providers, and whether liaison with these groups might assist the Council's own climate emergency activities.
- 6.1.10. Consider new legislative and national local policy developments relating to the environment, and incorporate any positive or mandatory aspects where possible.
- 6.1.11. Explore ways of providing a biodiversity net gain, where practical and reasonable possible.
- 6.1.12. Take account of the high level of carbon emissions from building, demolitions and refurbishment work, when such work is undertaken by the Council.
- 6.1.13. Be mindful of the amount of paper used by the Council and consider measures to reduce paper usage, such as the purchase of laptops for Councillors.
- 6.1.14. Promote cycling, walking and public transport as more environmentally friendly means of travel.
- 6.1.15. To review the full Risk Register, identify the risks relevant to the operations of this Committee, and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.
- 6.1.16. Review its own remit and make recommendations to Full Council annually on its Terms of Reference.

7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Climate and Ecological Emergency Committee:
 - Climate Emergency
- 7.2. The per-item expenditure limit is £7,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.
- 7.3. A standing item on the Committee's agenda will ensure expenditure is monitored.

8. Working Groups

- 8.1. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.
- 8.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 8.3. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.

9. Public Representatives

- 9.1. All meetings are held in public, except for confidential matters.
- 9.2. The members of the public who are members of the Committee are not permitted to remain in meetings where confidential matters are under consideration.
- 9.3. The positions on the Committee for members of the public will be widely advertised.



- 9.4. The Committee will take steps to try to ensure the members of the public sitting on the Committee have a broad interest and knowledge of climate-linked matters and can contribute to decisions in the interests of the Council and its taxpayers, specifically as determined by the Council's policies. In order to assist the Committee's consideration of the suitable public representatives to be selected, any interested persons will be asked to submit a written expression of interest outlining their offer. The decision of which representative to select shall be made in public and recommended to Full Council.
- 9.5. Representatives from other bodies and speakers with specific expertise to offer will be invited, as required, to attend meetings.