



## **LOCAL ENVIRONMENT & CLIMATE COMMITTEE TERMS OF REFERENCE**

- Membership:** 7 Councillors and Ex-officio
- Non-councillor:** Not applicable to this committee
- Quorum:** Three Town Councillors with voting rights
- Meetings:** Four meetings per year (or as required)

### **1. Introduction**

- 1.1 The aim of this Committee is to enhance and protect the local environment and promote climate awareness and action within the Town Council's boundaries, working with the community and partners to build a greener, more sustainable town.
- 1.2 The Committee is to:
- I. Promote sustainable living and reduce the environmental impact of the Town Council's activities.
  - II. Encourage local action on climate change, biodiversity and nature recovery. Oversee local environmental initiatives, including green infrastructure, tree planting, and waste reduction.
  - III. Engage and support local groups working on environmental and climate-related projects.
  - IV. Champion education and awareness campaigns around environmental protection and climate resilience.

### **2. Membership**

- 2.1 The Local Environment & Climate Committee shall consist of seven Town Councillors, to be elected annually at the first meeting following the Annual Meeting of the Town Council.
- 2.2 The Mayor is Ex-Officio on this Committee

- 2.3 Three members of the Committee shall constitute a quorum.
- 2.4 The Chair and Vice-Chair are to be elected annually at the first meeting of this Committee (following the Annual Meeting of the Town Council) and shall hold office for the council year.
- 2.5 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Local Environment & Climate Committee will be filled at the next meeting of the Full Council.
- 2.6 Substitutions are permitted in the event of a member's absence from a meeting of the Local Environment & Climate Committee. The member unable to attend must arrange their own substitution and notify the Clerk by 5pm on the day of the meeting.

### **3. Meetings**

- 3.1 Four scheduled meetings per year, other meetings may be called if required to consider urgent issues.
- 3.2 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

### **4. Documentation**

- 4.1 Minutes of all meetings will be recorded by an Officer of the Council and circulated for information at Full Council meetings.
- 4.2 Reports, documents and correspondence relating to this Committee are available to Full Council on request.
- 4.3 All correspondence shall be conducted through the Town Clerk.

### **5. Scope**

- 5.1 To decide and incur expenditure within budget on environmental improvement projects, including green spaces which encourage the prosperity and positive promotion of the area. Campaigns and education projects related to climate awareness and sustainability. Biodiversity and nature recovery initiatives at High Hirst Woodmeadow and across Hebden Royd.
- 5.2 To advise the Council on matters relating to environmental and climate issues including, but not limited to: Renewable energy use and energy efficiency in

Council buildings and operations, recycling schemes and circular economy initiatives, nature conservation, pollution reduction and green travel.

- 5.3 To work with local environmental groups, community organisations, and statutory bodies to identify, plan and support initiatives that address local environmental and climate priorities.
- 5.4 To support the Council's commitments to reduce carbon emissions and become a more sustainable and resilient community.
- 5.5 To explore opportunities for grant funding and partnerships that align with the aims of the Committee.
- 5.6 To lead on tree management and planting initiatives within the Town Council's remit, and liaise with relevant authorities on tree protection and management matters.
- 5.7 To represent the Town Council in consultations relating to climate, biodiversity, local nature plans and the management of green spaces.
- 5.8 To ensure risk management and Health & Safety systems are in place for areas under the Committee's control.
- 5.9 To work with partners and stakeholders on sustainable travel and access projects (e.g. cycle infrastructure, walking routes, electric vehicle charging).
- 5.10 To encourage public involvement and consultation in environmental planning and climate action.
- 5.11 To develop and support the delivery of media communication regarding local environment and climate on behalf of the Council.

## **6. Review**

- 6.1 The Local Environment & Climate Committee's Terms of Reference are to be reviewed annually at the first meeting of the Committee following the Annual Meeting of the Town Council, or in response to changes in legislation or Council policy.