



CLIMATE ACTION SUB-COMMITTEE **TERMS OF REFERENCE**

1. Introduction

- 1.1 At Full Council on the 11th May 2022, it was agreed to set up a Sub-Committee to deliberate on the issues relating to the Town Council's Climate Action Plan.
- 1.2 It was further agreed that the Sub-Committee would be responsible to the Policy and Finance Committee.

2. Delegation

- 2.1 As a decision-making body of the Council the Sub-Committee can resolve matters within its remit, although the Sub-Committee has no expenditure authority, and expenditure must be recommended to Policy and Finance Committee for approval.

3. Membership

- 3.1 The Sub-Committee shall comprise of six Councillors.
- 3.2 Membership shall be elected by Full Council or Policy and Finance Committee.

4. Meetings

- 4.1 Meetings shall take place during daytime office hours.
- 4.2 If practicable, meetings shall be held two weeks prior to Policy and Finance Committee meetings.

5. Procedures

- 5.1 The Sub-Committee shall operate within Ludlow Town Council's Standing Orders, Financial Regulations, Local Government Law and these Terms of Reference.
- 5.2 At the first meeting of each Council year the Sub-Committee will appoint a Chair and Vice Chair from its appointed membership. The Chair and Vice Chair may be re-elected.
- 5.3 The Sub-Committee shall report directly and submit meeting minutes and reports to the Policy and Finance Committee for ratification and adoption.

5.4 The Town Clerk shall set the agenda in consultation with the Chair of the Sub-Committee.

5.5 The Town Clerk and Deputy Town Clerk shall provide administrative support to the Sub-Committee.

6. Sub-Committee Functions and Remit

6.1 A remit to monitor and facilitate the delivery of the Climate Action Plan.

6.2 A remit to undertake community engagement through:

- Invitations to members of other related groups to advise on specified matters.
- Providing accessible and accurate information to assist residents of Ludlow to make changes to reduce their carbon footprint.

7. Activities outside the Scope of the Climate Action Sub-Committee

7.1 The Sub-Committee will not duplicate the existing work of the Council where existing structures and processes are in place.

7.2 Revisions to the agreed Climate Action Plan will be dealt with by the Council.