

Climate Change Overview and Scrutiny Sub-Committee

Appendix 1

1. Membership

The Climate Change Overview and Scrutiny sub-committee will comprise of eight members. The sub-committee is to be treated as a body to which section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) applies.

All councillors, except members of the Cabinet, may be members of the sub-committee.

2. Chair

Sub-committee will be chaired by a member of the Overview and Scrutiny Committee. The Chair will be elected by the sub-committee annually.

3. Functions

Section 9FA of the Local Government Act 2000 provides that the Overview and Scrutiny Committee may appoint one or more sub-committees, and may arrange for the discharge of any of its functions by any such sub-committee.

The sub-committee will discharge the functions conferred by Section 21 of the Local Government Act 2000 and the Local Authorities (Committee System) (England) Regulations 2012/1020.

These functions are as follows:

- (i) challenge the boundaries of existing policies and think creatively about possible new policies or solutions to problems;
- (ii) conduct research, community and other consultation and to consider possible options;
- (iii) make a positive contribution to the improvement of services;
- (iv) liaise with external organisations operating in the area, to ensure that the interests of local people are enhanced by collaborative working;
- (v) make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area.

4. Remit/focus

The Climate Change Overview and Scrutiny sub-committee will undertake scrutiny, pertaining to climate change matters effecting the borough of Wyre. This will include:

- a. Supporting and monitoring the Council's approach to the delivery of the Climate Change Strategy.

- b. Reviewing and/or scrutinising decisions made or actions taken in connection with the Climate Change Strategy.
- c. Advising the Leader or Cabinet of key issues/questions arising in relation to climate change reports due to be considered by the Leader or Cabinet.
- d. Making reports and/or recommendations to Cabinet and/or Council in connection with climate change actions taken by the council.
- e. Delivering (a & b) by creating an annual work programme based on the Climate Change Strategy, significant, demonstrable public concerns and importance to the entire borough, in order to identify relevant themes or issues that can be properly scrutinised to add value.
- f. The sub-committee will report annually to the Overview and Scrutiny Committee on its work.

5. **Quorum**

The quorum of the Climate Change Overview and Scrutiny Sub-Committee shall be three members.

6. **Meetings**

The Climate Change Overview and Scrutiny Sub-Committee will meet no less than quarterly.

Dates and times will be published by the Chief Executive in the Calendar of Meetings and agreed by full Council.

An additional meeting may be called by the Chair, by any 3 members or by the Democratic Services and Scrutiny Manager.

If necessary or appropriate a meeting of a Climate Change Overview and Scrutiny Committee Sub-Committee may be cancelled or re-arranged by the Democratic Services and Scrutiny Manager, in consultation with the Chair.

7. **Work Programme**

A Work Programme, including both proposed Task Group reviews and key issues for consideration by the sub-committee, will be approved by the Climate Change Overview and Scrutiny Sub-Committee. The programme will be developed after taking into account the views of the Cabinet, the Corporate Management Team, the Climate Change Officer, members of the committee and following consultation with all councillors.

When considering items for inclusion in the work programme, the Overview and Scrutiny Committee will have regard to any criteria currently in place for choosing such items.

8. **Agenda Items**

Any Councillor shall be entitled to give notice to the Democratic Services and Scrutiny Manager that they wish an item relevant to the functions of the sub-committee to be included on the agenda for the next available meeting of the sub-committee. On receipt of such a request, the Democratic Services and Scrutiny Manager will consult with the Chair (or in their absence the Vice-Chair) who will decide whether or not the item will be included on an agenda for a meeting of the sub-committee. If an item is included on the agenda, the councillor requesting it will be entitled to speak at the meeting.

The sub-committee will monitor and manage its work programme to ensure a suitable response can be made to unforeseen activities or requests to carry out additional items of work. Where required to do so, the sub-committee shall report its findings and any recommendations on such activities to the Cabinet and/or Council.

9. **Appointment of Task Groups**

The sub-committee may appoint a Task Group to consider in detail a specific climate change issue, or to review the effectiveness of a policy or delivery of climate change services within its Terms of Reference. There shall be no more than one climate change focused task group ongoing at any one time.

10. **Reports from Task Groups to the Climate Change Overview and Scrutiny Sub-Committee**

When a Task Group has completed a review, a report describing the method of the review and setting out its findings, conclusions and recommendations, will be submitted to the Climate Change Overview and Scrutiny Sub-Committee. Prior to consideration by the sub-committee, the Corporate Management Team will be given the opportunity to comment on any proposals or recommendations made, particularly on any legal and financial implications.

If the Chair of the sub-committee agrees, the report can be submitted to the Overview and Scrutiny Committee for their consideration if it is deemed that the matter is urgent and cannot wait until the next scheduled meeting of the sub-committee.

11. **Reports from the Climate Change Overview and Scrutiny Sub-Committee to Cabinet**

When it has considered the report of a Task Group the sub-committee will forward the report to the Cabinet, with its endorsement of the recommendations made and any other comment it wishes to make. Cabinet will consider the recommendations and either accept or reject the recommendations.

The sub-committee may also submit recommendations to the Cabinet on issues considered by the sub-committee itself, without review by a Task Group.

12. Attendance by members and officers to provide information and answer questions

The sub-committee can ask any member of the Cabinet, the Chief Executive and/or any other senior Officer (Director/Head of Service/Service Manager or an appropriate senior manager nominated by the Head of Service) to attend before it to explain in relation to matters within their remit (relating to climate change);

- a) any particular decision or series of decisions;
- b) the extent to which action taken to implement council policy; and/or
- c) their performance

and, it is the duty of those persons to attend, if so required.

Where, in exceptional circumstances, the relevant member or officer is unable to attend on the required date, then the sub-committee shall, in consultation with the member or officer, arrange an alternative date for attendance to take place as soon as possible.

13. Winding up of the Climate Change Overview and Scrutiny Sub-Committee

The Climate Change Overview and Scrutiny Sub-Committee may be wound up immediately if agreed by a majority of the Overview and Scrutiny Committee.