



Town Hall | 61 Newland Street | Witham | Essex | CM8 2FE

## CLIMATE AUDIT PANEL

### AGENDA

FRIDAY 25<sup>TH</sup> JUNE 2021 AT 10:00AM, COUNCIL CHAMBER

**MEMBERS:**

S. Ager  
S. Hicks  
C. Jay

**OFFICERS:**

J. Sheehy  
H. Andrews

**CO-OPTees:**

**1) APPOINTMENT OF CHAIRMAN**

To appoint a Chairman of the panel.

**2) TERMS OF REFERENCE & GROUP REMIT**

To review the Scheme of Delegation section for the group ([attached](#)) and consider commencement of the panel's functions.

**3) EXAMINATION OF BUSINESS PLANS**

To perform an overview of existing business plans and consider projects for flagging (previously circulated)

**4) CLIMATE CHANGE OBJECTIVES**

To debate the objectives of the Town Council in respect of climate change and consider a recommendation of a mission statement.

**5) CURRENT BUSINESS ANALYSIS**

To receive a presentation and appraisal of current and ongoing business and identify areas of current projects that may be of interest to the panel.

**6) ANY OTHER BUSINESS**

An open debate to consider what other areas the panel may wish to engage in.

## Advisory Committees (General)

14.1) Advisory committees are non-decision-making entities established by the Council and its standing committees from time to time as required. Advisory committees may exist in one of four prescribed formats:

- Working Groups (Ongoing handling of delegated perpetual business)
- Review Groups (Specifically designated the exploration of a single issue for report)
- Scrutiny Panels (Standing oversight panels of 3 members holding power of intervention)
- Steering Groups (Explorative, consultative and research bodies)

These committees exist to examine particular issues in depth in researching topics, informing itself of a particular issue and making recommendations to the Council by producing reports and suggestions to their parent committee or where appropriate, full council. Such committees have no set numbers **save for scrutiny panels, which consist of three Members only**, and need have no Members of the Council at all, but in all situations should be supported by a nominated officer of the Council as appointed by the Town Clerk. Advisory committees should be reviewed from time to time by their parent committee as to their effectiveness, purpose and scope of works, and each committee assigned terms of reference to ensure focus within their allocated remit.

14.2) Advisory committees are prohibited from making financial decisions under the Local Government Act 1972.

## Financial Scrutiny Panel

15.1) The Financial Scrutiny panel meets twice a year and is led by a group of three Members. The purpose of the panel is to hold officer to account on their management of the Councils finances and compliance with internal control procedures, including implementing any points raised previous scrutiny reports, internal and external audit reports. The Scrutiny Panel holds the power of recommendation to the Policy & Resources Committee as to required changes in financial regulations or administrative procedures.

## Climate Scrutiny Panel

16.1) The Climate Scrutiny panel meets twice a year and is led by a group of three Members. The purpose of the panel is to hold officer to account on their implementation of all relevant carbon reduction policy and practices that impact climate change. The panel holds the power of intervention with respect to any project under the Uniform Project Management Process and may explore the discharge of managed projects, with the power of recommendation to the respective project committee to give reasonable consideration any of its findings.

## Complaints Panel

17.1) The complaints panel has no set Members, but exists in perpetuity to examine any complaints received under the Council's Complaints Procedure.