

MALVERN TOWN COUNCIL
ENVIRONMENTAL PANEL - TERMS OF REFERENCE

1. Advisory Powers

- 1.1. Acting within the powers and responsibilities of Malvern Town Council, consider and recommend achievable and sustainable targets, to achieve the objectives set out in the Council's Environmental Policy.
- 1.2. To actively measure achievements against the set targets.
- 1.3. To work in partnership with officers, representatives from local environmental groups, residents and businesses to agree and instigate actions leading to behavioural change.
- 1.4. To work up and activate a communication strategy to convey the severity of the climate change emergency to residents and businesses.
- 1.5. In accordance with the communication strategy, advise and enlighten the community on ways residents and businesses can take independent action to cut greenhouse gas emissions;
- 1.6. To provide a progress report to Full Council at least every six months.

2. Powers Delegated to the Town Clerk and Officers

- 2.1. To undertake any specific reviews in accordance with the above and seek specialist or professional advice when necessary;
- 2.2. The approval by the Town Clerk or Deputy Town Clerk/Operations Manager of expenditure of £2,500 or less relating to any matter as a result of the Environmental Panel's undertaking;
- 2.3. In the event that the budget outlined in 2.1 is likely to be exceeded, the matter must be returned to the Policy and Resources Committee.

3. Membership

- 3.1. Membership of the Environmental Panel shall be seven members as agreed annually at the Annual Council Meeting.
- 3.2. The Environmental Panel may co-opt non-voting members with relevant skills, experience and knowledge consistent with these Terms of Reference and point 1.3 in particular.

4. Quorum

- 4.1. The Environmental Panel shall be quorate when no fewer than four voting members are present.
- 4.2. If fewer than four voting members are present, the meeting shall stand adjourned.

5. Chairman

- 5.1. The Environmental Panel will elect a Chairman and Vice Chairman from amongst their number in accordance with the procedure as specified in Council's Standing Orders.

- 5.2. If the Chairman is not present, the Vice Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number.

6. Frequency and Timing of Meetings

- 6.1. The purpose of working parties (panels, forums, groups) is that meetings may be called at relatively short notice at any reasonable time in order that urgent issues can be considered.
- 6.2. A meeting may be held on any day of the week and at any reasonable time of day or evening;
- 6.3. A meeting will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.

7. Standing Orders

- 7.1. The Standing Orders of Malvern Town Council will apply.