



# Agenda

Meeting: **Climate and Ecological Emergency Working Group**  
Date: **18 October 2019**  
Time: **9.30 am**  
Place: **Folkestone Room - Civic Centre Folkestone**

The Working Group will consider the matters, listed below, at the date, time and place shown. **This meeting will not be open to the press and public**

To: Councillors Gary Fuller, Jackie Meade, Ian Meyers, David Monk, Georgina Treloar and David Wimble

Officers: Tim Madden (Corporate Director), Charlotte Spendley (Assistant Director), Adrian Tofts (Strategy, Policy and Performance Manager) and Kate Clark (Committee Services Officer).

Guests Carolyn McKenzie (Sustainability and Climate Change Manager, Kent County Council)

1. **Chair's Welcome (including purpose of group and Terms of Reference)**
2. **Apologies for absence**
3. **Declarations of interest**
4. **Introduction of Low Carbon & Sustainability Specialist**
5. **National and Kent scene setting (Carolyn McKenzie, KCC)**
6. **Discussion on priority areas to explore**
7. **Agreed actions and next steps**

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Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our website  
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## **Climate and Ecological Emergency Working Group Terms of Reference and Rules**

### **1. Scope & Objective**

The Working Group will consider matters identified in the council resolution dated 24<sup>th</sup> July 2019 (minute 33.2) highlighted in point 7 below:

#### **That Full Council:**

1. Recognises that we are in a climate emergency, and that the issue be referred to Overview and Scrutiny Committee to get the best way forward, and price it.
2. Commit to reduce Folkestone and Hythe District Council's estate and operations to zero net carbon by 2030.
3. Ensure that all strategic decisions, policy, budgets, investments, contracts, approaches to planning decisions and the council's own developments are in line with a shift to zero carbon by 2030.
4. Ensure that all future council reports, where appropriate, include a climate impact statement.
5. To develop a strategy for Folkestone and Hythe District Council to play a leadership role in promoting community, public and business partnerships for this Carbon Neutral 2030 Commitment throughout the District.
6. To achieve this, create a Carbon Action Plan based on practical frameworks and advice such as provided by the Carbon Trust.
7. **Establish a cross-party working group of full council to draw up, steer and monitor progress of the Carbon Action Plan, reporting back to full council in 6 months, then annually.**
8. Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise.
9. Request that Cabinet shows leadership and adopts the matters raised in 1 – as above.

### **2. Membership**

Six members (1 member from each political group plus the independent member).

The chairman of the Working Group will be the Leader of the Council. If the chairman is not present at any particular meeting a chairman shall be elected for that meeting.

The group will be supported by the Strategy, Performance & Policy Manager.

### **3. Authority**

The Working Group is advisory and has no decision making powers. Officers will make the views of the group known to both cabinet and the overview and scrutiny committee through the formal decision making processes.

### **4. Accountability**

The Working Group shall report to the Cabinet and Full Council as appropriate.

### **5. Methods of working**

Members of the Working Group are expected to work co-operatively and come to conclusions that are agreed by the group.

Formal votes should therefore be rare with decision of the Working Group taken by general consent.

### **6. Meetings**

The access to information procedure rules in the constitution do not apply. However members should receive any papers for the meetings in sufficient time for them to prepare for the meeting. There is a presumption that papers will be distributed electronically.

Proper records of the deliberations of the Working Group will be kept.

Three members of the Working Group must be present for the meeting to proceed.

### **7. Frequency of Meetings**

The frequency of meetings will be informed by the need to have the Working Group consider issues.

### **8. Confidentially**

Those present will keep the discussions of the Working Group confidential unless the Working Group decides otherwise. The relationship between the Working Group and the media should follow the council's communications protocol at all times.

### **9. Overview and Scrutiny**

A Councillor who is on the Working Group shall not sit on the overview and scrutiny committee when it is scrutinising a decision made by the executive after receiving a report of the Working Group on which the Councillor sits.

**10. Freedom of information /Environmental Information Regulations**

The papers and notes/minutes of a Working Group will be the subject of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and will be documents that the public may have unless an exemption or exception applies.

**11. Interests**

Councillors should treat the Working Group as a formal meeting of the council for the purpose of the declarations of any interests and withdrawal from the meeting.

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## **Declarations of Interest**

### **Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

### **Other Significant Interest (OSI)**

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

### **Voluntary Announcement of Other Interests (VAOI)**

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

#### **Note to the Code:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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