

Public Document Pack



Meeting: EAP Climate Change Environment & Growth

Date: Wednesday 23rd June, 2021


Time: 9.30 am

Venue: The meeting will be available for the public to view live at the 'Democratic Services North Northants' YouTube channel:-
https://www.youtube.com/channel/UCcH_JAaHaMtgHDeMQEVXi2g/videos

To members of the EAP Climate Change Environment & Growth

Councillors Harriet Pentland (Chair), Allebone, Bone, Dell, Lee, O'Hara and Prentice

Agenda			
Item	Subject	Presenting Officer	Page no.
01	Apologies for non-attendance		
02	Members' Declarations of Interests		
03	Notification of requests to address the meeting		
Items requiring a decision			
04	To agree the terms of reference of the Climate Change Executive Advisory Panel (CCEAP)	George Candler	5 - 12
Items to note			
05	Overview of Place and Economy (Presentation)	George Candler	
06	Key areas of focus from each of the four service areas across Place and Economy (Presentation)	Assistant Directors across Place and Economy	
07	Forthcoming Executive papers for 15 July 2021	George Candler	
08	Discussion on developing the forward plan for the CCEAP	George Candler	
Exempt Items			
09	None Notified		

010	Close of Meeting		
<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p>Proper Officer Date Not Specified</p>			

*The reports on this agenda include summaries of representations that have been received in response to consultation under the Planning Acts and in accordance with the provisions in the Town and Country Planning (Development Management Procedure) Order 2015.

This agenda has been published by Democratic Services.

Committee Administrator:



Meetings at the Council Offices

Due to the Covid-19 pandemic seating in the Council Chamber will be limited. If you are intending to attend the meeting as a spectator, please contact the committee administrator

Where there is a need for the Council to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will have to vacate the room for the duration of that business.

Public Participation

The Council has approved procedures for you to request to address meetings of the Council.

ITEM	NARRATIVE	DEADLINE
Members of the Public Agenda Statements	Requests to address the committee must be received by 12 Noon on the day before the meeting. Speakers will be limited to speak for 3 minutes.	12 Noon Date Not Specified
Member Agenda Statements	A request from a Ward Councillor must be received by 12 Noon on the day before the meeting. The Member will be limited to speak for 5 minutes.	12 Noon Date Not Specified

Please see the [procedures for speaking at the Planning Committee](#) before registering to speak.

If you wish to register to speak, please contact the committee administrator

Members' Declarations of Interest

Members are reminded of their duty to ensure they abide by the approved Member Code of Conduct whilst undertaking their role as a Councillor. Where a matter arises at a meeting which **relates to** a Disclosable Pecuniary Interest, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation.

Where a matter arises at a meeting which **relates to** other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

Where a matter arises at a meeting which **relates to** your own financial interest (and is not a Disclosable Pecuniary Interest) or **relates to** a financial interest of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

Members are reminded that they should continue to adhere to the Council's approved rules and protocols during the conduct of meetings. These are contained in the Council's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact the Monitoring Officer at – monitoringofficer@northnorthants.gov.uk

Press & Media Enquiries

Any press or media enquiries should be directed through the Council's Communications Team to NNU-Comms-Team@northnorthants.gov.uk

Public Enquiries

Public enquiries regarding the Authority's meetings can be made to democraticservices@northnorthants.gov.uk

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**CLIMATE CHANGE, ENVIRONMENT AND GROWTH
EXECUTIVE ADVISORY PANEL
23rd June 2021**

Report Title	Climate Change, Environment and Growth Executive Advisory Panel Terms of Reference	
Report Author	George Candler –Executive Director of Place and Economy george.candler@northnorthants.gov.uk	
Contributors/Checkers/Approvers		
North MO	Adele Wylie	
North S151	Janice Gotts	
Other Director/SME	None	

List of Appendices

Appendix A – Terms of Reference

1. Purpose of Report

- 1.1. For the Panel to note the Terms of Reference (TOR) for the Climate Change, Environment and Growth Executive Advisory Panel.

2. Executive Summary

- 2.1 This report and Appendix A outlines the Terms of Reference and constitutional requirements in relation to the Climate Change, Environment and Growth Executive Advisory Panel.

3. Recommendations

- 3.1 It is recommended that the Committee:

- a) Note the Terms of Reference for the Panel.

- 3.2 Reason for Recommendations –

- For the Panel to note its duties and responsibilities within its Terms of Reference under the approved Council Constitution.

4. Report Background

- 4.1 The Executive Advisory Panel (EAP) is a key component of the Hybrid model of governance and the council's approach to inclusive decision making. The EAP has been established by the Executive and is there to provide advice to them.
- 4.2 They enable a cross party approach to policy formulation pre-decision and are consultative forums with no decision-making powers. In order to get the best from the Panels, they are intended to be informal in nature and to stimulate natural debate.
- 4.3 Each of the 5 EAP's main functions are detailed within the Constitution Part 5.2 and reproduced in Appendix A. Within the TOR of the Climate Change, Environment and Growth EAP are additional activities linked to the remit of this EAP.
- 4.4 The membership of the Advisory Panel is at the discretion of the Leader of the Council. In addition to the Chair, each EAP will consist of 6 non-Executive Members. Although non-decision making, the Executive have determined that the EAP shall be politically balanced to ensure other recognised political groups have representation.
- 4.5 EAPs are not subject to the full Local Government Act 1972 (as amended), however they shall be conducted where practicable as if the 1972 Act applied.
- 4.6 Meeting dates were agreed by Annual Council and included within the Committee Calendar for 2021/22. These are –
- Wednesday, 23 June 2021
Wednesday, 21 July 2021
Wednesday, 18 August 2021
Wednesday, 22 September 2021
Wednesday, 20 October 2021
Wednesday, 17 November 2021
Wednesday, 8 December 2021
Wednesday, 19 January 2022
Wednesday, 23 February 2022
Wednesday, 16 March 2022
Wednesday, 27 April 2022
- 4.7 Meetings of the EAP will normally be held using "virtual meeting" technology and shall be live-streamed, except where confidential or exempt information is to be discussed. Recordings of EAP meetings shall be retained for at least 6-months after the meeting date.
- 4.8 Whilst some matters for discussion will clearly fall within the remit of one EAP, there may be occasions where an agenda item is cross-cutting. The Chairs of the respective EAPs shall decide which EAP acts as "lead". The Leader of the Council shall act as arbiter where a resolution cannot be achieved.

5 Issues and Choices

- 5.1 The EAP is being requested to note its Terms of Reference.

6 Implications (including financial implications)

6.1 Resources and Financial

6.1.1 None specific to this report.

6.2 Legal

6.2.1 None specific to this report. The EAP is being requested to note its Terms of Reference.

6.3 Risk

6.3.1 None specific to this report.

6.4 Consultation

6.4.1 None specific to this report.

6.5 Consideration by Scrutiny

6.5.1 Not required on this occasion.

6.6 Climate Impact

6.6.1 None specific to this report.

6.7 Community Impact

6.7.1 None specific to this report.

7 Background Papers

7.1 Council Constitution.

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CLIMATE CHANGE, ENVIRONMENT AND GROWTH

EXECUTIVE ADVISORY PANEL (EAP)

Terms of Reference

The following has used the generic guidance previously issued to develop the Terms of Reference for the Climate Change, Environment and Growth Executive Advisory Panel (EAP) established under the Council's governance arrangements.

Purpose and Scope

The Executive Advisory Panel (EAP) is a key component of the Hybrid model of governance and the council's approach to inclusive decision making. The EAP has been established by the Executive and is there to provide advice to them.

They enable a cross party approach to policy formulation pre-decision.

They are consultative forums with no decision-making powers.

The EAP will have in scope all key functional areas of the Place and Economy directorate with the exception of Planning Policy which will rest with the Planning Policy EAP.

Objectives

To provide advice to the Executive on policy and strategy formulation on matters such as, but not limited to:

- Climate Change Strategy and Action Plan,
- Economic Growth Strategy,
- Energy Management Strategy across the councils buildings and fleet
- Economic Recovery Plan for North Northamptonshire
- North Northamptonshire Bus Strategy
- Household waste and recycling improvements
- Littering Strategy

To have advance awareness of forthcoming Executive agenda items and to be able to offer feedback on said items

To receive updates on forthcoming national policy development and government announcements that will help shape the councils approach in its own localised approach to delivery

Membership

Each EAP will be chaired by an Executive Member (to be determined by the Leader of the Council). In the event that the Chair is absent, another member of the Executive may chair that particular meeting.

The Climate Change, Environment and Growth EAP will be chaired by Councillor Harriet Pentland)

In addition to the Chair, each EAP will consist of 6 non-Executive Members who shall be determined by Full Council:

Those members as of June 2021 are:

- Councillor Jennie Bone
- Councillor Tim Allebone
- Councillor Jan O'Hara
- Councillor Elliot Prentice
- Councillor Dez Dell
- Councillor Anne Lee

Substitute non-Executive Members will be permitted with the consent of the Chair of the respective EAP.

Although non-decision making each EAP shall be politically balanced to ensure other recognised political groups have representation.

The EAP will be supported by the Executive Director for Place and Economy being the Lead Officer. Additional support will be provided by the following Assistant Directors:

- Assets and Environment
- Growth and Regeneration
- Regulatory Services
- Highways and Waste

Attendance at meetings

Any member of the Executive may attend an EAP meeting without notice of attendance required, however participation in discussions will be through the Chair.

An EAP may invite guest speakers or expert witnesses to attend a meeting of the EAP on an ad hoc basis.

A member of the Core Leadership Team (CLT) may attend meetings of an EAP without notice of attendance required, however participation in discussions will be through the Chair of the respective EAP.

Frequency of meetings

Each EAP will normally meet on a monthly basis. The Chair may request the cancellation or addition of a meeting having given due notice to the Head of Legal and Democratic Services (or their deputy).

General Information

Under the Constitution, the Leader of the Council has discretion to add, amend or delete the EAPs established.

EAPs are not subject to the full Local Government Act 1972 (as amended), however they shall be conducted where practicable as if the 1972 Act applied.

Meetings of the EAP will normally be held using “virtual meeting” technology and shall be live-streamed, except where confidential or exempt information is to be discussed. Recordings of EAP meetings shall be retained for at least 6-months after the meeting date.

Whilst some matters for discussion will clearly fall within the remit of one EAP, there may be occasions where an agenda item is cross-cutting. The Chairs of the respective EAPs shall decide which EAP acts as “lead”. The Leader of the Council shall act as arbiter where a resolution cannot be achieved.

Minutes/notes of each EAP shall be prepared and publicly available, except those sections dealing with confidential or exempt information. Full copies of minutes/notes taken shall be circulated to all Executive members and CLT in addition to the appropriate EAP members.

Agendas and reports will normally be circulated 5-clear working days prior to the meeting date. Urgency items may be discussed at a meeting, with the consent of the Chair, and subject to an explanation as to why an item is urgent, and notification to EAP members prior to the meeting commencing.

Draft Terms of Reference developed: June 2021

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