

GOVERNANCE ARRANGEMENTS

1.0 INTRODUCTION

- 1.1 Argyll and Bute Council, at its meeting on 26 September 2019, having recognised the growing concerns about the climate change emergency, and the part that Argyll and Bute Council, community planning partners and the residents they represent can contribute to the ongoing national and international response to climate changes, established the Climate Change Environmental Action Group.
- 1.2 The purpose of this group is to consider and advise on policy options and opportunities for strategic projects and activities that will form part of the ongoing commitment to deliver the Climate Change (Scotland) Act and efforts to enhance Argyll and Bute's contribution to addressing this global issue.
- 1.3 The group will operate under the terms of a Short Life Working Group, comprising of 6 members, to include 4 from the council's Administration and 2 from the Opposition group/s.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Climate Change Environmental Action Group:
1. Consider and note the contents of this report; and
 2. Agree the future meeting dates as outlined at paragraph 3.3 of this report.

3.0 DETAIL

- 3.1 At the Council meeting on 26 September 2019, Councillors Aileen Morton, Rory Colville, Kieron Green and Bobby Good were appointed from the Council's Administration and Councillors Jim Findlay and Jim Lynch were appointed from the Opposition groups as Members of the Climate Change Environmental Action Group. Councillor Aileen Morton will assume the role of chair with Councillor Rory Colville as vice-chair.
- 3.2 The group will operate under the terms of a Short Life Working Group and can work with partners outwith the council, for example from relevant industry sectors, to explore ways of tackling climate matters that affect everyone. Details of the Terms of Reference and Delegation for Short Life Working Groups are attached as **Appendix 1**.
- 3.3 The group is required to develop and determine at its first meeting, a plan which identifies the focus for its activity, and the council services from which it will draw support with an initial update report to the Policy and Resources Committee, at its meeting in December 2019. Recommended actions from the group are to be reported by August 2020 or earlier. In order to comply with this timetable, Members are asked to agree that the meeting dates for the Climate Change Environmental Action Group will be:
- Thursday, 16 January 2020 at 10.00am within Committee Room 1, Kilmory, Lochgilphead;
 - Tuesday, 10 March 2020 at 10.00am within Committee Room 1, Kilmory, Lochgilphead;
 - Tuesday 12 May 2020 at 2.00pm within the Council Chambers, Kilmory, Lochgilphead;
 - Friday, 19 June 2020 at 10.00am within Committee Room 1, Kilmory, Lochgilphead; and
 - Tuesday, 4 August 2020 at 2.00pm within the Council Chambers, Kilmory, Lochgilphead.
- 3.4 Meetings of the group will be open to the public and will be conducted in accordance with the Council's Standing Orders for meetings. It should be noted, however, that the public may be excluded from a meeting of the group when an item of business is being considered, if it is likely, because of the business itself or what might be said, that confidential information as meant by the relevant law would be given to members of the public. (The relevant law in this case is Section 50A (2) of the Local Government (Scotland) Act 1973).
- 3.5 While the minimum quorum for an effective meeting of the group to take place will be three members, the nature of the report/s for consideration at the meeting will determine the minimum number of members of the group required to be present at the meeting. Members may also be permitted to participate by remote link, by giving at least 48 hours' notice to the relevant Clerk (copied to the Executive Director of Customer Services or his nominee) who will then notify the Chair. The

protocol for the use of video-conferencing facilities is detailed in the Council Constitution.

- 3.6 The group will report and provide advice to the Council. The Council may direct the group's reports, instead or in addition, to another constituent part of the Council.
- 3.7 At the end of the period, the group will cease to exist unless, before the end of that period the Council has substituted a revised period.

4.0 CONCLUSION

- 4.1 The purpose of the Climate Change Environmental Action Group is to consider and advise on policy options and opportunities for strategic projects and activities that will form part of the ongoing commitment to deliver the Climate Change (Scotland) Act and efforts to enhance Argyll and Bute's contributions to addressing the global issue.

5.0 IMPLICATIONS

- 5.1 Policy: The Council will need to develop policy to meet the provisions or duties associated with the Climate Change (Scotland) Act
- 5.2 Financial: None at this stage
- 5.3 Legal: The Climate Change (Scotland) Act includes emission targets which could see new statutory duties or requirements for public sector organisations including local authorities.
- 5.4 HR: None at this stage
- 5.5 Equalities/Fairer Scotland Duty/Islands: None at this stage
- 5.6 Risk: None at this stage
- 5.7 Customer Service: None at this stage

Executive Director – Douglas Hendry

Councillor Aileen Morton, Policy Lead for Commercial Services and Strategic Priorities

25 October 2019

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APPENDICES

Appendix 1 – Terms of Reference and Delegation for Short Life Working Groups

2.6 Short Life Working Groups

SLWGs will be appointed in terms of the Scheme of Administration and Delegations which is referred to in Standing Order 26.

Standing Orders 2.1, 2.3, 2.4, 3.1 – 3.5, 7.1 – 7.4 and 17.1 will apply to meetings of any Short Life Working Group.

2.6.1 Meetings of SLWGs

Without prejudice to the general right of the Council, to appoint a SLWG at any time, a minimum of any six Members may propose that a SLWG should be established; the following procedure will apply to the establishment of a Group on its proposal by Members.

2.6.1.1 The Members concerned will set out in a notice to be given to the Executive Director of Customer Services the matters on which it is proposed the Group should be asked to provide advice, together with such other relevant material as the members concerned consider the Council might usefully require in order to reach a decision whether or not to establish such a Group.

2.6.1.2 The Executive Director of Customer Services will include the proposal, together with the written material provided by the Members, on the agenda for the next following ordinary meeting of the Council.

2.6.1.3 In considering a proposal (whether or not submitted in terms of subparagraph (1) above) to establish a SLWG, the Council may (a) determine that, instead of appointing a Group, the matter contained in the proposal may be added to the Terms of Reference of an existing Group or (b) in the circumstances where (a) does not apply the Council shall resolve either to require a report from the appropriate officer on the implications of establishing such a group in respect of the resources required to take forward the work of the group, the current status (if any) of Council policy on the matter and any other matters relevant to their deliberations to a future meeting of the Council or (c) decline to establish such a group without further deliberation.

2.6.1.4 When a SLWG is established, the Council will appoint the Members of the Group, appoint two of those Members who are Councillors to be the Chair and Vice-Chair of the Group respectively, specify the matters on which the Group is to provide advice, specify the timescale within which the Group is to submit its report or recommendations and any other ancillary matters regarding the operation of the Group as may be desirable.

- 2.6.1.5 Whilst normally a SLWG will report and provide advice to the Council, the Council when establishing a Group may direct that the SLWG reports, instead or in addition, to another constituent part of the Council.
- 2.6.1.6 At the end of the period mentioned in sub-paragraph (4) of this Standing Order the Group will cease to exist unless before the end of that period the appointing body has substituted a revised period.
- 2.6.1.7 It will be open to the Council at any time in the event that it considers the resources available to support the work of SLWGs are insufficient, to agree that no further Groups should be established or that the number in total should be limited. If such a decision is made no proposal to establish a SLWG Group which would be contrary to the Council resolution shall be considered unless and until the Council has altered or rescinded that resolution.
- 2.6.2 The arrangements for meetings of a SLWGs will be a matter for the Group concerned, but the chair of a Group may for good cause cancel or alter the place, date or time for a meeting of a Group and may call a meeting of a Group on dates in addition to those already decided by the Group, but not after the summons for the meeting has been issued.
- 2.6.3 In addition to any report or paper submitted by an Officer of the Council, any Member of a SLWG may, in relation to any research which she/he may have undertaken, submit a report or paper for consideration by the Group, provided that report or paper is made available in time for inclusion with the agenda of business for the meeting, and any other Member of the Council may similarly submit such report or paper and may speak to the SLWG in relation to that report or paper.
- 2.6.4 In addition to the consideration of any report or paper submitted by a Member or Officer, a SLWG may seek and/or consider a report, paper or presentation from other persons, whether inside or outside the Council, but such persons shall not participate as Members of the Group.
- 2.6.5 While the minimum quorum for an effective meeting of a SLWG to take place will be three Members of the Group, the report or reports of the Group which contain the advice and recommendations of the Group will require to be considered at a meeting of the Group at which at least half of the Members of the Group are present.

2.6.6 The content of the advice or recommendations which any Group provides will be reached if possible by consensus amongst the Members of the Group, and in the event of any difference of view which will be determined in accordance with these Standing Orders as they would apply to a meeting of a Committee of the Council, the report or reports of the Group will in addition to the advice and recommendations of the Group include a note setting out the views of those Members who may not concur with that advice or those recommendations. Other decisions by the Group relating to their procedure and operation will be reached in accordance with these Standing Orders as they would apply to a meeting of a Committee of the Council.