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**COUNCIL NAME XX Climate Adaptation Working Group**

*Local Government Climate Action Network (LGCAN)*

**Terms of Reference** (amend below as required)

The Local Government Climate Action Network (LGCAN) aims to support councils to deliver the following action from the NI Climate Change Adaptation Programme as agreed by SOLACE: *“Work with councils to embed the adaptation planning cycle across local council planning with the aim of encouraging councils to complete a minimum of Step 1 by 2021 and Step 4 by 2024”*.

**\*Name of your council\* Climate Adaptation Working group aims to:**

* Develop an engaged partnership to guide, create and implement a climate adaptation plan for council, and communicate progress with colleagues.
* Provide a platform for knowledge and expertise from colleagues to be applied to climate adaptation,
* Support the 'adaptation lead’; including provision of resource, information and guidance
* Engage colleagues and wider stakeholders to advise on development and adoption of actions for each service ​
* Review and finalise Adaptation Plan ​
* Take responsibility for adaptation plan implementation, monitoring and updates ​

**Time:**

* Meetings once a quarter, or as defined by the adaptation lead
* Regular communication with individual teams for buy-in, information sharing and gathering ideas for actions

**Responsibility:**

* **Working Group Members**
  + Attend meetings and engage wherever possible to allow for a vibrant exchange of ideas
  + Help to guide timeframe, vision and scope of the plan, including how it aligns with other council work
  + Support the adaptation lead wherever possible, including communicating with your own service colleagues and contributing actions.
  + Help to develop senior buy-in where possible
* **Lead adaptation contacts**
  + Participate in multi-council LGCAN training meetings
  + Organise logistics and secretariat for internal working group meetings
  + Coordinate work between meetings
  + Liaise with all other council groupings as necessary
* **Climate NI**
  + Provide training support for council working group, adaptation lead and elected members, as agreed by LGCAN.
  + Provide a suite of guidance to follow