

# Greening of the Borough Working Group - Terms of Reference

## 1. Purpose and Remit of the Group

- a. To provide overall guidance and direction on policy issues and outcomes
- b. To agree draft outcomes, which for the Greening of the Borough Working Group are:
  - Improve the quality of the green environment within the borough, including the creation of areas of significant interest and enhancement of the biodiversity interest.
  - Provide better access to this environment and opportunities for all to be a part of the aspirations of the Strategy for more environmentally sustainable lifestyle choices and practices.
  - Promote, support, and encourage residents (of all ages and abilities), groups and businesses to contribute, through volunteering and partnership projects, to improving the green environment of the borough in a manner appropriate to their needs and aspirations.
    - c. To review progress in delivering these outcomes and work with officers to embed aims and activities into mainstream work of the authority.
    - d. The terms of reference of this working group would be redefined once aims of the action plan have been mainstreamed and thus the group time defined.
    - e. To act as a sounding board for the officers for major projects and outcomes.
    - f. To give guidance on solutions that will resolve any inconsistencies in policy or outcomes
    - g. To ensure that the outcomes are achieved

## 2. Membership

- a. 8 members will be appointed to the Working Group at the Annual General Meeting each municipal year consisting solely of elected councillors
- b. The membership of the Working Group, wherever possible, will reflect the political representation of the Council as a whole.

### **3. Accountability and Duration**

- a. As a minimum, the Lead Officer will meet with the Chairman of the Task Group at least two weeks prior to the Task Group meeting
- b. The Chairman of the Working Group is Councillor David Carter
- c. The Lead Officer is the Country Parks and Environment Manager
- d. The Lead Officer will be supported by the Director of Services and the Chief Executive
- e. It is expected that the Working Group will exist for at least the 2014/15 municipal year
- f. The Working Group will report to Service Delivery Committee at least twice each municipal year.
- g. The Working Group will be cease when the outcomes have been completed.

### **4. Working Methods**

- a. The agenda and supporting papers for meetings will normally be circulated electronically at least five clear days before the date of the meeting.
- b. These terms of reference will be reviewed, and if necessary, updated at least annually.
- c. The minutes of the meeting will be provided to the Chairman of the Working Group in a timely manner.
- d. An action list will be drawn up following the meeting and provided to the Chairman with the minutes.