



Oliver's Battery Parish Council Working Group Terms of Reference

Sustainability Group

1. Purpose

- a. The main purpose of the Sustainability Group is to act as the main link for the Council in sustainability initiatives.
- b. The Sustainability Group will promote sustainability initiatives within the parish and aim to bring the community together in reducing the parish's carbon footprint. It will also act as an information source to help parishioners individually become more sustainable in their life-styles.

2. Principles

That the Sustainability Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.

3. Roles and Responsibilities

The Sustainability Group will carry out the following:

- a. Produce, monitor and update a community sustainability timetable.
- b. Report to the Council to seek approval for proposed events/initiatives.
- c. Regularly report back to the Council to provide progress updates for proposed events/initiatives.

4. Membership

The Sustainability Group will comprise a core team, made up of volunteers from the community, including Councillors.

5. Decision Making

- a. Events and initiatives proposed by the Sustainability Group should be by consensus at Sustainability Group meetings.
- b. Proposed events/initiatives require the Council's approval prior to implementation.
- c. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Council with appropriate recognition of the Council's position.



6. Meetings

- a. Sustainability Group meetings will take place as and when necessary.
- b. The Sustainability Group will be chaired by a Councillor.
- c. Notes of meetings will be circulated to Sustainability Group members and the Council in a timely fashion.
- d. At least 3 clear days' notice of meetings shall be sent to Sustainability Group members via email [or an alternative agreed communication method].

7. Co-opting

- a. The Sustainability Group may co-opt individuals and establish working sub-groups, made up of volunteers to aid them.
- b. Each working sub-group should include a liaison person from the Sustainability Group.

8. Finance

- a. All grants and funding will be applied for and held by the Council, who will ring-fence the funds for the group.
- b. The Sustainability Group will notify the Council, advising them of any planned expenditure before it is incurred.

9. Conduct

The Sustainability Group will apply the following principles:

- a. Be clear and open when their individual roles or interests are in conflict
- b. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief and
- c. Actively promote equality of access and opportunity.

11. Dissolution

The Sustainability Group will be dissolved once its objectives have been attained and/or when at least two-thirds of its members and/or the Council, consider its services are no longer required.