

## **TERMS OF REFERENCE – THRIVING NATURE WORKING GROUP**

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

### **1. NAME**

1.1 This Working Group shall be called, “Thriving Nature Working Group” (The Group).

### **2. COMPOSITION**

2.1 The Group shall be open to all members of the Climate and Nature Committee which includes affiliated non-council members. Other councillors may attend where they have climate and nature-related ideas or suggestions they wish to discuss.

### **3. CHAIR**

3.1 The position of Group Lead will be held by the Chair of the Climate and Nature Committee.

3.2 The Lead shall be responsible for co-ordinating the Group and reporting to the Climate and Nature Committee, including submitting items for the agenda to the Climate and Nature Officer in line with Standing Orders.

### **4. QUORUM**

4.1 There is no quorum for meetings as the Group is not a delegated (decision making) committee.

### **5. CONDUCT OF THE MEETING**

5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the Public or Press.

5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.

5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email etc.

5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.

5.5 Any communications to be shared by the Group must go through the usual Town Council channels, via the Climate and Nature Officer, and must comply with the Town Council communications and social media policies.

5.6 In carrying out the objectives above, the Group should give due regard to the Town Council’s areas of operation, Strategy, Aims & Objectives and Annual Plan.

## **6. AREA OF OPERATIONS**

The Group is set up with the following objectives:

- 6.1 To provide a forum for initial discussions relating to ideas and potential projects connected to the Local Climate and Nature Action Plan and the wider activities of the Climate and Nature Committee.
- 6.2 To discuss and recommend items for inclusion in Climate and Nature Committee meeting agendas.
- 6.3 To identify and discuss Local Climate and Nature Action Plan items and make recommendations regarding prioritisation and funding of activities and projects to the Climate and Nature Committee.
- 6.4 To consult with other Working Groups or Committees where relevant.
- 6.5 To discuss requests from outside groups and organisations to partner in climate and nature-related events and activities and subsequently make recommendations to the Climate and Nature Committee.

## **7. POWERS AND RESPONSIBILITIES**

- 7.1 The Group does not possess delegated authority and therefore does not have the power to make decisions or representation on behalf of the Climate and Nature Committee.
- 7.2 The Group shall report its recommendations to the Climate and Nature Committee.
- 7.3 Reports will include details of recommendations, including rationale for their adoption, financial implications, congruence with the Local Climate and Nature Action Plan, and other relevant information necessary for informed decision making.

## **8. HEALTH AND SAFETY**

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Working Group's remit.

## **9. ENVIRONMENT**

- 9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Working Group.

## **10. EQUALITY AND DIVERSITY**

- 10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Working Group.

## **11. FURTHER INFORMATION**

- 11.1 The Working Group shall undertake reviews of Terms of Reference on an annual basis, before if required, and may make recommendations to Full Council regarding its own Terms of Reference.

11.2 The Climate and Nature Committee may not always be able to act on all advice offered and there is no formal obligation to do so.