

Basingstoke Area Sustainability
Forum
Terms of Reference

Version: FINAL dated 18 June 2021

Purpose and objectives

The purpose of the BDCCSG is to provide an informal forum for the exchange of climate change and sustainability ideas, initiatives and best practice among individuals, groups and Councillors across the borough of Basingstoke and Deane, supported where possible by B&DBC.

Membership

There is no fixed membership. Residents from all towns and parishes are free to join and contribute as they wish. Members will usually represent their town or parish but can be also part of a group, such as a religious body or campaign. One member from B&DBC will normally attend meetings. The Group will cease as/when the membership agree it has no further useful function.

Chair

Meetings will be chaired by representatives from towns or parishes in alphabetical order.

Decision-making

The Group may make decisions on meeting timings, guest speakers and topics for consideration.

It will not otherwise make decisions binding on others and therefore has no quorate requirement.

Members of the Group may agree to make joint representations. If agreed, the Chair of the relevant meeting is responsible for bringing these to the notice of the relevant bodies or authorities.

Members of the Group may agree to take joint actions. These are the responsibility of each town/parish/group and, unless specifically decided and agreed otherwise, is not the responsibility of the Chair to oversee or manage.

Meetings

Meetings will be held every 2 months unless otherwise agreed.

All meetings will be open to members of the public and press.

Meetings may be virtual or in person. While bound by government Covid meeting guidance and restrictions in force at the time, the Group is not required to hold in person meetings by statute.

Should some agree to form sub-groups to examine certain specific areas relating to climate change and sustainability, consideration should be given to drawing up separate TORs and reporting requirements.

Paper and presentation guidelines

Any papers presented for consideration by the Group should be submitted in Word or .pdf format a minimum of 4 days in advance of a meeting.

Any presentations should be shared to the membership following the meeting at which they are given.

Presenters should be prepared to provide their own audio-visual equipment and aids unless the host indicates beforehand these are available. Time for set-up and rehearsal beforehand must be considered.

Records

The meeting Chair may take and distribute a record (Notes) of the meeting, or may draw on their own clerical support to do so.

The Chair of the subsequent meeting will review the Notes of the previous meeting (if recorded) to capture any issues that merit further discussion or work.

Notes and any issues arising are to be copied to B&DBC to keep them informed and to raise any issues outwith the Group's ability to resolve.

Notes of meetings, presentations and working conclusions may be placed for open reading on the BDAPTC website, under the control of its webmaster.

Responsibilities

The Chair of the Group is responsible for the agenda, conduct and record of the meeting designated.

The responsibility for the provision and attendance of any guest speaker lies with their proposer.

All attendees are expected to adhere to the standards contained within the Local Government Association 'Model Councillor Code of Conduct' 2020.

Review

After agreement, the Group should review these TORs annually.