

Terms of Reference – Environment & Services Committee

Name

Environment & Services Committee

Type

Standing Committee governed by council's Standing Orders, regulations, policies, and legislative requirements.

Purpose

To be a force for good in addressing the climate and nature emergency and demonstrate leadership through our own actions in the provision of council services, and management of council owned land, outdoor assets, and environment.

Scope

Garden of Rest, allotments, amenity areas, meadows, hedges, ponds, bus shelters, benches, notice boards, dog bins, trees, woodland, and urban services devolved from Buckinghamshire Council to Hughenden Parish Council.

Authority

To make recommendations to full council.

To establish subcommittees and working groups.

To designate one councillor in each ward who by full council resolution shall have authority to inspect land and/or premises which council has a right or duty to inspect and report to the clerk.

The E&S Committee shall in accordance with the financial regulations have authority in collaboration with the Clerk to issue orders, instructions, or directions to service providers up to the limit specified.

Committee minutes shall be received and noted by full council.

Membership

The committee shall consist of a maximum of eight councillors and may co-opt external individuals in an advisory or support capacity. Non-councillors will not have voting rights.

The quorum shall be three councillors.

The chairperson shall be appointed by full council.

Meeting Arrangements

The Committee shall meet a minimum of 4 times per year.

Reporting

To report to full council.

Deliverables

To manage land to enhance nature, sustainability, biodiversity, and conservation.

To increase tree cover and oversee the management of council owned trees including provision of the Tree Safety Inspection Programme.

To protect existing green spaces and nature sites and enable public access.

To minimise waste going to landfill and promote recycling, reusing, and composting.

To manage road verges to increase biodiversity and draw down carbon pollution through reduced pesticide use and increased planting of wildflowers.

To promote safe walking and cycling routes.

To oversee the development of the GIS Mapping Project.

To oversee the management of Health & Safety policy and risk assessments and routine inspections to ensure safe practices are followed and tasks identified.

To verify that agreed service levels are met by contractors.

To verify that contractors working in public spaces have appropriate insurance and have undertaken risk assessments and health and safety checks.

To provide specifications and contract conditions for all contracted services and projects.

To verify that equipment is inspected as required by the council's insurance policy.

To monitor burial and allotment usage and propose projects to enhance these services.

To promote the use of services and liaise with stake holders.

To verify that council provides a consistent and high-quality service to all users.

To monitor services budgets and report possible over/under spends to full council.

To prepare a draft budget to be submitted mid-November.

Review

To review annually in March the policies and Terms of Reference of the committee its subcommittees and working groups.