

## **Greener Woking Working Group Terms of Reference**

### **1.0 Summary**

- 1.1 The Greener Woking Working Group is a cross political party, non-partisan working group of Woking Borough Council (WBC), which was established in March 2003 to discuss sustainability and environmental issues in the Borough.
- 1.2 The name of the task group was changed from the Climate Change Working Group to the Greener Woking Working Group in May 2022.
- 1.3 These Terms of Reference set out the roles and responsibilities of the Group and those appointed to it. These were considered and endorsed by the Greener Woking Working Group in November 2022 and were approved by the Executive in March 2023 [tbc].

### **2.0 Membership**

- 2.1 The Greener Woking Working Group comprises elected members of the Council, representatives of relevant partner organisations and WBC officer support.
- 2.2 Member appointments to the Working Group are agreed by the Executive at the start of each municipal year. At the time of approval of these Terms of Reference, there are seven Councillors, representing all political groups on the Council based on proportionality and these include the Greener Woking Portfolio and Shadow-Portfolio holders.
- 2.3 Partner organisations represented are Action Surrey/ThamesWey, Woking Chamber of Commerce, Woking Environment Action (WE Act), and Surrey County Council (Surrey Heathlands Partnership, Cabinet Member for Environment).
- 2.4 The Working Group shall be advised by the following officers of the Council: Green Infrastructure Manager and Senior Policy Officer (Climate Change).
- 2.5 Substitutes are not necessary, however other representatives may be invited to attend the Working Group on an ad hoc basis, for example as guest speakers, at the discretion of the Chairman.
- 2.6 The quorum for the Working Group meetings is a third of the Borough Councillors appointed to the Working Group. At the time of approval of these Terms of Reference, there were seven Councillors appointed and so the quorum for meetings to take place would be three Councillors.

### **3.0 Chairman and Vice Chairman**

- 3.1 The Chairman and Vice Chairman of the Working Group for each municipal year will be elected by the Councillors appointed to the Working Group at its first meeting of the new municipal year.

### **4.0 Role and Functions**

- 4.1 The Greener Woking Working Group's role is to consider matters relevant to the improvement of the Borough's environment.
- 4.2 The Working Group's functions include, but are not solely limited to, the following environment-related topics:

- 4.2.1 To consider, develop, implement, monitor delivery of, and review, the Borough's climate change strategy and actions.
- 4.2.2 To consider, develop, implement, monitor delivery of, and review, the Borough's carbon neutral targets.
- 4.2.3 To consider develop, implement, monitor delivery of, and review, the Borough's green infrastructure and biodiversity strategy and actions.
- 4.2.4 To receive updates on the above and other environment related matters<sup>1</sup>
- 4.2.5 To provide updates and make recommendations as necessary for the Council's consideration. The Working Group has no formal decision-making powers.
- 4.2.6 The Overview and Scrutiny Committee may refer matters to the Working Group for further scrutiny and consideration and vice versa.
- 4.2.7 The Woking Strategic Partnership Board may refer actions to the Working Group for further consideration and vice versa.
- 4.2.8 To identify areas of funding to support the implementation of relevant Borough Council strategies.
- 4.2.9 To be a sounding board for new environment related ideas and proposals and best practice.

## **5.0 Operations of the Working Group**

- 5.1 The Greener Woking Working Group will have four regular scheduled meetings a year, which will be held in private. Additional meetings will be called if necessary and in agreement with the Chairman and Vice-Chairman.
- 5.2 The meetings will be held in the evenings, usually at 6.30pm in respect to non-Council representatives. Meetings will be held virtually to minimise travel requirements, unless otherwise agreed.
- 5.3 The Working Group's areas of responsibility are as set out above.
- 5.4 Officers supporting the Working Group will consult the Group - or for urgent matters its Chairman and Vice Chairman in consultation with the Strategic Director of Place via the agreed delegated responsibility - prior to the submission of any officer report to the Executive.
- 5.5 The Working Group will be serviced by the Democratic Services Team.
- 5.6 The Working Group will have agendas for, and minutes of, its meetings. The Working Group will also record actions and maintain an action sheet.
- 5.7 The agendas will be drafted in consultation with the Chairman and Vice Chairman and aim to be issued seven days before the date of the meeting.

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<sup>1</sup> This does not include planning matters, which are within the remit of the Local Development Framework Working Group.

- 5.8 The agendas, reports, minutes, and discussions of the meetings of the Working Group shall be deemed confidential to allow free and open discussion of matters falling under the remit of the Group.
- 5.9 Email circulation of the agenda pack is limited to members of the group and to the officers of the Council and ThamesWey supporting the Working Group. Members of the Working Group may not share the agenda pack or its documents with any other party.
- 5.10 When a third-party guest speaker or observer is invited to attend a meeting of the Working Group, the agenda pack will not be shared with them, unless agreed by the Chairman if extraordinary circumstances apply. Guests to the meeting will however receive an agenda sheet, so they can follow the discussion.
- 5.11 In the interests of transparency of the key topics covered, summary notes of the meeting (not the full minutes) shall be published on the Council's website.

## **6.0 Responsibilities of Attendees**

- 6.1 Ensure papers are read in advance of the meetings.
- 6.2 Ensure that any actions they are responsible for are completed and fed back to the Working Group.
- 6.3 Respect the confidentiality of all information received through the Working Group.
- 6.4 If unable to attend a meeting, to send a report of any actions from the last meeting that they own, and to advise the Democratic Services Team of their apologies in advance.

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