



## GENERAL WORKING GROUP TERMS OF REFERENCE

### 1. Introduction

- 1.1 The Working Group ('the Working Group') is a Working Group of Plaistow and Ifold Parish Council ('the Council')
- 1.2 The aim of the Working Group is to provide the Council with assistance, recommendations and ideas on the creation, management, maintenance, and requirements of biodiversity projects within the Parish.
- 1.3 This Terms of Reference document must be read in conjunction with the 'Formation and Operation of Working Groups & their Terms of Reference Policy' ('the Policy').

### 2. Membership

- 2.1 The membership of the Working Group shall be up to four (4) Members of the Council, and, shall not be less than three (3) Members, which can include Co-Opted Members ('Council members').
- 2.2 The Chairman of the Council shall be agreed at the first meeting of the Working Group.
- 2.3 Council members shall be appointed by resolution of the Council and Community Members by agreement of these Council members.
- 2.4 Membership of the Working Group shall be reviewed annually at the Annual Council Meeting.
- 2.5 The Working Group Chair shall be chosen annually by its members as the first item of business on the agenda at its first meeting, following the Annual Council Meeting. The Chair will be the main point of contact for the Working Group and will convene meetings in conjunction with the Clerk. The Working Group must notify the Council of its Chair pursuant to paragraph 3.3 of the Policy.
- 2.6 If the Chair is unable to attend a meeting, then a substitute Chair will be appointed for that specific meeting by the Working Group's members as the first item of business on the agenda.
- 2.7 On being nominated to the Working Group, all members must read and adhere to its Terms of Reference.

### 3. Voting

- 3.1 Each member of the Working Group has one vote. In case of equality of votes, the Chair of the meeting has the casting vote, whether they gave an original vote or not.

#### **4. Meetings**

- 4.1 The Working Group shall meet as required and working parties will be formed out of these meetings.
- 4.2 Working Group meetings are not required to be held in public.
- 4.3 Copies of the draft minutes of the meeting shall be circulated to all Working Group members via email within 10 working days of the meeting.
- 4.4 The minutes shall be agreed by a majority of members via email and signed by the Chair of the meeting in accordance with Standing Order 12(g).
- 4.5 The agreed minutes shall be circulated to the Council no later than the day of service of the summons to attend the scheduled meeting. On this basis, they shall be taken as read in accordance with Standing Order 12(a).
- 4.6 The Working Group minutes will be appended to the public minutes of the Council.

#### **5. Quorum**

- 5.1 The quorum shall be three (3) members of the Working Group provided at least one (1) of them is an elected member of the Council.
- 5.2 If the number of members present falls below the required quorum, the meeting shall be adjourned, and business not transacted until the next meeting or on such other day as the Chair may fix.

#### **6. Responsibilities**

- 6.1 The key objectives of the Working Group are to be set as projects are identified but generally to undertake the management and installation and maintenance of small scale projects to increase biodiversity around the Parish. When projects are undertaken that require manual operation of members and volunteers the necessary risk assessments must be in place and adherence to the Volunteer Policy is a requirement.
- 6.2 In addition, the Working Group will support the Council with assistance, recommendations and ideas on the creation, management, maintenance, and requirements of biodiversity within the Parish. When required and where applicable, members of the Working Group shall attend training to support the Working Group discharge its functions.
- 6.3 The Working Group will utilise S.M.A.R.T principles when formulating its recommendations (Specific, Measurable, Achievable, Relevant and Timely)

#### **7. Life of the Working Group**

- 7.1 The Working Group shall continue until
  - 7.1.1 such time as its existence is deemed unnecessary by a resolution of the Council, or
  - 7.1.2 such time as the Working Group members determine and make a recommendation to the Council for its dissolution by way of resolution.

*Date re-adopted: May 25*

## **8. Review**

8.1 The Policy and these Terms of Reference shall be reviewed annually by the Council in May of each year.

## **9. Signatures**

9.1 All members of the Working Group must sign this Terms of Reference document to confirm acceptance at the first meeting of the Working Group and to confirm receipt of a copy of the Volunteer Policy: