

Corporate Environmental Sustainability Group Terms of Reference

February 2022

Version Control

Version	Description of version	Effective Date
2022.1	Revised following internal audit	15/02/2022
2023.1	For approval by Environment & Development Services Committee	26/01/2023

Approvals

Approved by	Date
Strategic Director, Service Delivery	15/02/2022
Environment & Development Services Committee	26/01/2023

Associated Documentation

Description of Documentation

1.0 Terms of Reference for the Corporate Environmental Sustainability Group (CESG)

1. To keep under review the Council's corporate approach to environmental sustainability, with particular reference to the content of the Corporate Plan.
2. To identify good practice and areas for improvement where the Council can lead by example.
3. To identify the Council's current Corporate policies, plans, objectives, and procedures in respect of its own environmental sustainability with view to determining whether they could be strengthened.
4. To support the Council's retention of the ISO14001 Environmental Management System.
5. To develop performance measures and targets to measure the impact of the Group priorities.
6. To develop opportunities to work in partnership with other public sector agencies to achieve greater environmental improvements than the Council could working alone.
7. To develop a corporate communication plan to convey the Council's work on environmental sustainability to staff, elected members and other relevant stakeholders.
8. To develop an associated training programme to support the delivery of the Group priorities.

2.0 Group Membership

Standing Membership of the Group is;

- Strategic Director – Service Delivery
- Strategic Director - Corporate Resources
- Corporate Environmental Co-ordinator
- Climate and Environment Officer
- Head of Operational Services
- Head of Environmental Services
- Head of Planning and Strategic Housing
- Head of Corporate Property
- Head of Organisational Development and Performance
- Head of Economic Development
- Head of Cultural and Community Services
- Head of Housing

Other staff members may be invited at the discretion of any of the standing members.

3.0 Current Priorities for the Group

1. **Climate change and carbon reduction.** With particular reference to the delivery of the Council's Climate and Environmental Emergency Strategy and Climate and Environmental Emergency Action Plan and incorporating corporate energy use, waste production and water use.
2. **Biodiversity.** With particular reference to the delivery of the Council's Biodiversity Action Plan.
3. **ISO14001 environmental management system.** With particular reference to supporting all of the activities necessary to retain certification to the ISO14001 standard.



4. **Staff travel.** Including staff travel to work, staff grey mileage and fleet mileage and with particular reference to the Staff Travel Plan.
5. **Procurement.** With particular reference to improving environment and social value outcomes from the procurement process .

4.0 Current Working Groups to Report through the CESG

Staff-led working groups may need to be established to contribute to the delivery of the Group priorities directly or indirectly.

Reports from each of these Groups shall be considered by and supported through the Corporate Environmental Sustainability Group. The working groups currently consist of;

- The Sustainable Travel Group
- The Biodiversity Working Group
- The Low Carbon Homes Working group

Ad hoc working groups may be established at any time by the CESG to support the delivery of the priorities of the Group.

5.0 Governance

The activity of the Group shall be reported annually to the Environment and Development Services Committee.

The Terms of Reference of the CESG shall be reviewed following the publication of all new Corporate Plans.

