

TERMS OF REFERENCE
SUSTAINABILITY COMMITTEE

MAY 2026

General Purpose

The Sustainability Committee is established to support the Council in promoting environmental sustainability and climate resilience within the community's area. The Committee will consider, develop, and recommend policies and projects, creating a Council Sustainability Plan promoting environmental responsibility, climate change mitigation and adaptation, and sustainable community development. Responsibility and actions for the progression of certain aspects of the Council Sustainability Plan will fall to the other substantive Committees of Council, the Sustainability Committee will scrutinise overall progress and further develop the plan for Council approval.

1. Objectives

The objectives of the Sustainability Committee are to:

- Encourage sustainable practices within the Council's own operations and decision-making.
- Promote environmental protection, biodiversity, and responsible use of resources.
- Support initiatives that contribute to climate change mitigation and adaptation at a local level.
- Engage with residents, community groups, and external organisations on sustainability matters.
- Advise the Council on relevant national, regional, and local environmental policies and funding opportunities.

2. Scope of Responsibility

The Committee may consider and make recommendations to Council on matters including:

- Environmental and sustainability policies and action plans.
- Energy efficiency, renewable energy, and carbon reduction initiatives.
- Biodiversity, green spaces, and nature recovery projects.

- Waste reduction, recycling, and circular economy initiatives.
- Sustainable transport and active travel where relevant to council functions.
- Community engagement, education, and awareness-raising on sustainability issues.
- Partnerships with local authorities, voluntary organisations, schools, and other stakeholders.

3. Membership

- The Committee shall consist of 7 Councillors appointed by the Council.
- The Council may appoint non-voting co-opted members with relevant expertise or community interest, subject to statutory limits.
- The Chair shall be appointed by Council.

4. Quorum

A quorum shall be 3 Councillors of the Committee. Co-opted members may not be counted towards the quorum.

5. Meetings

- The Committee shall meet biannually (with additional meetings if required).
- Meetings shall be convened in accordance with the Council's standing orders.
- Meetings shall normally be open to the public.

6. Reporting and Accountability

- Minutes shall be submitted to the Council.
- Recommendations requiring a decision shall be presented to Council.

7. Working Groups

The Committee may establish working groups to examine specific issues and report back.

8. Budget and Resources

Any expenditure must be approved by Council.

9. Review

These Terms of Reference shall be reviewed annually.