



Wimbledon And Putney Commons

Terms of Reference for the Environment And Sustainability Committee

Purpose

The Environment and Sustainability Committee (ESC) reviews the charity adherence to its environmental statutory duties and responsibilities, as well as delivery of strategies and plans, holding departments and teams to account, and reporting and referring decisions to the Board of Conservators as appropriate.

Responsibilities

On behalf of the Board of Conservators, it is the responsibility of the ESC independently to:

- initially review our environmental and biodiversity obligations/duties to ensure we fully understand where we have duties and need to comply
- establish a framework to review compliance with said statutory duties
- monitor the delivery of the Land Management Plan
- ensure policies and procedures and compliance systems for environmental management/sustainability are in place and are reviewed for their efficiency and effectiveness
- make recommendations to the Board of Conservators in all matters in relation to the environment, sustainability and land management
- receive monitoring information and minutes from the Wildlife and Conservation Forum
- receive monitoring information about environmental performance
- prepare and publish an annual environment/sustainability report
- report to the Board of Conservators on all matters where decisions are required unless, exceptionally, authority has been delegated to the ESC by the Board of Conservators in respect of a particular matter

Responsibilities

The ESC has responsibility for the planning and policies related to the environment and sustainability.

Membership

- Not fewer than two Conservators appointed by the Board of Conservators
- Chief Executive
- Conservation and Engagement Officer
- Maintenance Manager
- Deputy Chief Executive (lead on the staff sustainability group)
- The Chair of the Board may nominate alternative Board delegates if one or two of the members of EC cannot attend a meeting.
- The members of the ESC may ask any or all of those who normally attend but who are not members to withdraw from the discussion of particular matters to facilitate open and frank discussion.
- Appointments to the ESC will be for a period aligning with WPCC's Board term of office cycle.

Meetings

- There will be at least three ESC meetings each year usually held three weeks before a scheduled Board of Conservators meeting.
- The May meeting will consider the annual environment report.
- Meetings are normally 2 hours in length.
- Meetings are scheduled by the Secretary in consultation with the Chair.
- Supplementary meetings may be convened with the agreement of the Chair.

Process for Selecting Chair

- The Chair of the ESC will be appointed by the Board of Conservators on an annual basis as recommended annually by the May meeting of ESC. It is expected that the Chair will be the DEFRA Appointed Conservator.
- The Chair must be a Conservator.
- In the absence of the Chair the remaining Conservators present shall elect one of their number to chair the meeting.

Co-optees

- External, independent co-opted with relevant skills, expertise and experience may be appointed by the Board of Conservators.
- Other members of staff as appropriate may attend meetings with prior agreement of the Chair.

Rules for Decision Making

- Recommendations to the Board of Conservators or decisions, where appropriate, will be made on the basis of a majority of the votes of the ESC members present whom are Conservators and in the case of an equal division of votes the Chair shall have a second/casting vote.
- A quorum shall consist of two members of the ESC each of whom is a Conservator.
- Co-optees and attending staff have no voting rights.
- Any member who is not present or who leaves a meeting prior to its conclusion shall be taken to be a non-participating member for the purpose of a decision taken after the time of departure.
- The Committee may take draft decisions by correspondence, subject to all members responding. Such decisions may only be acted upon once recorded and minuted at the subsequent meeting.

Secretariat

- A lead to organise the meetings, help draft the agenda and support the ESC Chair will be appointed by the Chief Executive in liaison with the Chair of the ESC.
- A minute taker will be appointed by the Chief Executive in liaison partnership with the Chair of the ESC to accurately record discussions and recommendations.

Reporting

- Minutes will be taken at each meeting by the secretariat and stored on the charity's electronic file storage system.
- The Chair of the ESC will report the ESC's decisions and actions to the next Board meeting with the minutes submitted as part of the board papers.
- Annual environmental and land management report will be considered each May. This will include:
 - what the ESC has achieved in the last 12 months
 - what the ESC hopes to achieve in the next 12 months
 - what the ESC plans to do differently to increase its effectiveness; and

- what changes, if any, are needed to the ESC Terms of Reference to be approved by the Board of Conservators.

Updates to the terms of reference

- Upon formation of the ESC, after six months, then the terms of reference should be reviewed annually by the ESC and reported to the Board for review and agreement.

Date group last agreed the terms of reference

Date: December 2024

next review due by

Next review date: February 2025