

Terms of Reference – Greener Handforth Advisory Group

Under its general Terms of Reference, as authorised by HPC's full Council, the P&E Committee is authorised to formulate and implement proposals for a “Greener Handforth”,

To bring forward proposals to;-

Reduce carbon emissions

Increase planting of trees and shrubs and other “green infrastructure”

Reduce energy consumption and increase proportion of renewable energy

Reduce waste, particularly plastic waste

Increase public understanding of how to help these objectives

The Greener Handforth Advisory Group (“GHAG”) is established under these Terms of Reference to help the P&E Committee discharge these responsibilities.

GHAG will comprise a minimum of one councillor of the P&E Committee and (a) other councillors as available (b) residents living in Handforth CP area and (c) guest members from other areas as appropriate to issues being discussed or projects being carried out (for example a guest member may be invited to join the group due to him/her having technical expertise in a particular aspect of the Group's interests – by invitation.

It is fundamental that the GHAG shall NOT have any powers to spend or commit to spend any of HPC's funds, nor may it make any commitment to other parties that would commit HPC's funds or any other assets to a third party. Any such spending or commitment may ONLY be made by the P&E Committee in formal committee meetings open to the public in the usual way.

GHAG may make recommendations about the spending of funds or the commitment of resources to the P&E Committee, either formally in writing or informally – Via the clerk to HPC.

Sub Groups and Project Teams

It is fully expected that the GHAG may form sub-groups to deal with specific issues or projects (for example there might be a group to investigate disposal of waste plastic, and there might be a project team to plant trees).

Determining the roles and membership of such groups and teams is the responsibility of the Chair of P&E Committee in consultation with the Chair of the GHAG.

Leadership of Groups and Teams:

Should decisions need to be made, each group/team, unless it has a Chairperson formally appointed by the Chair of P&E, will have a default Chairperson at that time from the following hierarchy: Chair or Vice-Chair of P&E; Chair or Vice-Chair of HPC; Chair or Vice-Chair of Finance Committee; any other councillor.

At the first meeting of the group, the group shall elect their own Chair from their members.

With a project such as Greener Handforth, it is extremely important to involve as much volunteer effort and knowledge as possible. The above structure is not intended to foster a power structure, but to make decision-making “on the spot” as flexible and speedy as possible. Informality is important, but a decision can be necessary at any moment, so a decision-maker on the spot may well be important.

The decision-maker on the spot will be the formal representative of HPC to the outside world at that time. He/she must also be prepared to document anything of significance that needs to be reported back to the P&E Committee and/or full Council.

Adopted by Handforth Parish Council on 10th September 2019 minute ref: 19/26/4