

# Environment, Transport and Sustainability Forum

## Terms of reference

The Environment, Transport and Sustainability (the Forum) is a sub-group of the City of London's Local Strategic Partnership, The City Together (TCT). The Sub-Groups are charged with informing and supporting TCT and initiating and monitoring future service provision in the City of London, as set out in the Sustainable Community Strategy (SCS). The Forum has no executive powers.

### 1. Principal terms of reference

- 1.1. The Forum brings together key service providers, community representatives, user groups and any other agencies relevant to the specific aspects of the SCS under consideration. The Forum provides a co-ordinated and efficient appraisal of service delivery in the City of London. The Forum is responsive to the needs and aspirations of the City's communities.
- 1.2. The Forum supports The City Together in achieving the objectives detailed in the City's Sustainable Community Strategy and subsequent Action Plan. It also provides expertise for monitoring, reviewing and updating these objectives.
- 1.3. This will include using the sub-group's specialist expertise to:
  - identify the strengths and weaknesses of current provision
  - identify communities' needs and aspirations
  - develop objectives and potential actions

### 2. Work areas

- 2.1. The Forum focuses its work on the following objectives as outlined in the City's Sustainable Community Strategy:
  - To reduce the City's impact on climate change and to improve the way we adapt to it.
  - To advance sustainable procurement and consumption.
  - To protect and enhance the built environment of the City including its public realm, having regard to its history as well as sustainability considerations
  - To conserve and enhance biodiversity.
  - To continue to minimise noise, land and water pollution and improve air quality.
  - To ensure high standards of energy and resource efficiency in the design and implementation of the built environment and to encourage reduced carbon emissions across all sectors.
  - To encourage sustainable forms of transport.

2.2. Where appropriate, the Forum may also decide to provide support to other sub-groups to help achieve other aspects of the Sustainable Community Strategy and subsequent Action Plan.

### **3. Guiding principles**

The Forum is guided by the following principles. It will:

- Focus on achieving agreed outcomes
- Place an emphasis on sustainability
- Be inclusive – looking to engage the City's communities in more creative ways.
- Ensure equality of opportunity and equality of access for everyone.
- Be proactive in identifying new opportunities for joint working.

### **4. Relationship between the Forum and The City Together**

4.1. The Forum reports on its activities and outcomes to The City Together. The TCT is an unincorporated body bringing together a cross-section of key service providers in the City and community representatives. The Forum is charged with providing detailed examination of environment and transport issues.

4.2. The Forum uses its specialist knowledge and expertise to develop objectives and potential actions, and to pursue initiatives agreed to be of benefit to the environment and to promote sustainable transport. The Forum reports its activities to the TCT, and puts forward proposed amendments to the Sustainable Community Strategy and subsequent Action Plan. It is expected that the TCT will accept the Forum's recommendations, unless they are deemed to be incompatible with the overall vision for the City and / or are deemed to have a potentially unacceptable detrimental effect on another area of service and / or cross-cutting issue.

4.3. The Forum will send up to two representatives to attend the TCT Board meetings. These representatives will usually be the chairman and deputy chairman, but the Forum may decide otherwise.

### **5. Additional responsibilities**

The Forum members will be responsible for ensuring that issues related to equal opportunities, issues affecting people with disabilities, and awareness of existing provision are given full consideration in their discussions. The Forum's leaders should seek the advice and / or direct involvement of people with specialist expertise in these areas, to ensure these issues are given the necessary consideration.

## **6. Membership**

- 6.1. Forum membership should include representatives of the following:
- Key service providers
  - Key user groups
  - Relevant London / national agencies.
  - Local and national voluntary organisations, including environmental and transported-related charities.
  - Members from the City's local communities.
- 6.2. Membership is not rigid – individuals may be invited to join the Forum (on a one-off or ongoing basis) to contribute their expertise, either as an advisor or a City stakeholder, depending on the subjects at hand. The chairman and deputy chairman may also decide to ask individual members to leave the Forum, depending on that member's potential contribution to the Forum's activities at the time.
- 6.3. The Forum collectively chooses the most appropriate persons to become chairman and deputy chairman. This will be reviewed on an annual basis.

## **7. Community participation**

The Forum provides opportunities for community participation. Members of the City's residential and working communities, as well as representatives from business and voluntary sector organisations may become members of the Forum and the Forum should consider ways of encouraging this community participation.

## **8. Activities**

- 8.1. The Forum develops a plan for its own actions throughout the year and reports progress to the TCT Board.
- 8.2. Working Parties will be formed in order to carry out specific activities. Membership of each Working Party will be determined by the specific expertise and influence required. The Working Parties report to the Forum Plenary.
- 8.3. The Forum's primary activities will be:
- To identify projects and make recommendations to the TCT Board
  - To agree plans and programmes of work which Forum members will then deliver
  - To monitor progress and report to the TCT Board quarterly
  - To identify and disseminate best practice across the Forum
  - To identify and lobby for support, including funding, from sources outside the TCT Board and City of London Corporation

## **9. Meetings**

- 9.1. The Forum meets in 4 plenary sessions per year. Plenary meetings will be held in time to submit reports to the TCT Performance Management Group for review.
- 9.2. The chairman and deputy chairman take turns in chairing the meeting as they consider appropriate.
- 9.3. The Forum Plenary is arranged and serviced by the appropriate City of London officers. The officers will also ensure the necessary progress is made between meetings.
- 9.4. Working Parties decide on the frequency and timing of their meetings independently. However, they will take the scheduled Plenary Meetings into account when planning their own meetings. Working Party meetings will be convened and serviced by members of the respective Working Party. Working parties elect their own spokesperson to communicate with City of London officers and with the Forum's plenary.

## **10. Decision making**

Changes to the Action Plan may be proposed by any member of the Forum. They must be agreed at a Plenary Meeting.

## **11. Declarations of interest**

If the Forum is charged with making a decision which directly affects any of its members, the member(s) with an interest must declare them before any decision is discussed and taken.

## **12. Review**

These Terms of Reference may be reviewed when and as deemed necessary by the Forum Plenary.