

HERTFORDSHIRE SUSTAINABILITY FORUM

TERMS OF REFERENCE

September 2015

1. Introduction

- 1.1 The Hertfordshire Sustainability Forum (HSF) is a county wide strategic group formed from the merger of the Hertfordshire Environment Forum (HEF) and the Climate Change Partnership (CCP).

2. Strategy

- 2.1 The long term goal of the Hertfordshire Sustainability Forum is to be the lead partnership organisation for environmental and sustainability issues across Hertfordshire, acting as a coordinating forum for stakeholders working in this field.
- 2.2 HSF aims to align itself with the Hertfordshire Local Enterprise Partnership (LEP) and to become a strategic delivery group of Hertfordshire Forward, the county wide Local Strategic Partnership.

3. Objectives

- 3.1 The proposed objectives for the Hertfordshire Sustainability Forum are as follows:-
- To ensure agencies work together effectively for sustainable¹ development in Hertfordshire, identifying and sharing best practice.
 - To promote sustainability and to provide advice, expertise and raise awareness and understanding of the potential impacts of climate change in Hertfordshire.
 - To encourage, provide expertise, guidance and strategies/delivery plans or programmes to mitigate and adapt to climate change.
 - To champion a better and more resilient natural environment for the people of Hertfordshire

4. Membership

¹ Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two key concepts: - the concept of needs, in particular the essential needs of the world's poor, to which overriding priority should be given; and the idea of limitations imposed by the state of technology and social organisation on the environment's ability to meet present and future needs. Brundtland Report.

- 4.1 HSF is composed of the main Forum, the HSF Officer Group and working groups.
- 4.2 The HSF Forum will consider and agree the outcomes necessary to deliver the objectives of the Forum. The membership of the Forum comprises from amongst the following organisations:

Organisation

Local Authority District Executive Members (or deputy)
NHS Hertfordshire representative
Groundwork East
Hertfordshire & Middlesex Wildlife Trust
University of Hertfordshire
Private Sector representative(s)
Hertfordshire Constabulary
Environment Agency
Parish & Town Council representative
Transition Town Network

- 4.3 The HSF Officer Group will provide information, advice and support to the HSF Forum
- 4.4 The Chair of the HSF Forum will be a Local Authority Executive Member, nominated by the Forum. The post of Chair will rotate annually (unless an organisation feels it does not have the capacity to fulfil this function) or be re-nominated annually. The organisation from which the Chair comes will be expected to provide the Forum with administrative support.
- 4.5 A Vice-Chair will similarly also be appointed from amongst the wider membership of the Forum, and will rotate annually or be re-nominated.
- 4.6 The Chair of the HSF Officer Group will be an officer at a senior level from the same organisation as the Chair of the HSF Forum.
- 4.7 The Forum will routinely meet three to four times a year.
- 4.8 An Annual General Meeting will usually be held in the first quarter of each calendar year, normally prior to the close of the financial year. At this meeting the two organisations providing the Chair and Vice Chair for the coming year will be nominated (or re-nominated) and agreed. The terms of office of the new Chair and Vice-Chair will commence at the following meeting, to allow for the representatives to be nominated by their respective organisations.
- 4.9 The HSF Officer Group will, if required, precede main meetings of the Forum. It will escalate all priorities and recommendations for decision making to the Forum.

- 4.10 The quorum for the HSF Forum shall be equivalent to one third of the number of the member organisations participating in the Forum.
- 4.11 Each fully paid subscribing member organisation on the Forum shall have one vote, with the Chair having a casting vote. Voting members will be issued with a voting card to identify those organisations entitled to vote. Member organisations are able to send substitute members to any meeting of the Forum, who will be entitled to vote in place of their normal representative. The Chair must be advised of any substitutes prior to the start of any meeting.
- 4.12 Member organisations are welcome to send more than one representative to meetings of the Forum, although only the nominated representative will be permitted a vote.
- 4.13 Observers from any organisation, i.e. not necessarily a member organisation, are able to attend meetings of the Forum, but will not be entitled to vote although they may join in discussion at the discretion of the Chair.

5. Accountability & reporting arrangements

- 5.1 Members will be invited to declare any interests they might have in any issues arising at the meeting which might conflict with the business of the Forum.
- 5.2 The HSF Forum will aim to work closely wherever possible with the LEP Executive and sub boards and in particular with that of the Local Nature Partnership Board, to ensure cross programme working.
- 5.3 The Forum and Officer Group shall appoint task groups (usually time limited) comprising of appropriate officer representatives to undertake specific activity and programmes on behalf of the HSF. The task groups will normally undertake thematically based work.
- 5.4 It is expected that an annual conference, or similar event, will be held at least once a year to enable the promotion of the work of the Forum, along with encouraging participation and discussion of environmental and sustainability issues in Hertfordshire to wider audience.

6. Funding & financial procedures

- 6.1 The HSF is a subscription based Forum. Agencies on the Forum will be required to pay an annual subscription. The minimum subscription rates for the 2015/16 financial year are: -

• District Councils	£1,100.00
• NHS Hertfordshire	£1,100.00
• University of Hertfordshire	£1,100.00

