

## Terms of Reference for the Environmental Work Group (ENWG)

**Agreed by ENWG on 21 Jun 2021**  
**Approved by the Services Committee on 20 Sep 2021**

### **1. Purpose of Working Group:**

- 1.1. To discuss the development of the Environmental Service delivery.
- 1.2. To discuss the management, budget and standards of the Council's Environmental Services, in order to provide strategic direction to officers
- 1.3. To make recommendations to the Services Committee concerning these services

### **2. Membership:**

- 2.1. Members – As nominated by Group Leader
- 2.2. Officer in routine attendance: City Clerk (CC) and the Environmental Services Manager (ESM), plus Street Scene Manager, Parks Manager, CCTV Manager, Facilities Manager and Crematorium Manager
- 2.3. Other officers to be invited as necessary.

### **3. Meetings:**

- 3.1. First Monday of every other month until further notice
- 3.2. Meeting will be chaired by an elected member. The vice chairman will also be elected member.
- 3.3. The ESM will be the working group's secretary and be supported by an officer from the Corporate Services Team as note taker
- 3.4. Notes from the meeting will be circulated to this group only.

### **4. Accountability:**

- 4.1. The ENWG will work in accordance with the Council's Standing Orders.
- 4.2. In accordance with the SCC's Standing Orders, any proposals put forth by the ENWG will be considered by the Services Committee.
- 4.3. The Chairman of the ENWG will make a verbal or written report to the Services Committee at each Services Committee meeting, at their discretion
- 4.4. The ENWG has delegated responsibility from the Services Committee to discuss the management, budget and standards of the SCC's Environmental Services (ES) work area in order to provide strategic direction to officers, and to oversee SCC's ES strategic development
- 4.5. The notes of the ENWG will be distributed to all councillors.

**5. Issues to be considered by ENWG to include (but not exclusively):**

- 5.1. The Council's ambition for its environmental services (ES)
- 5.2. Future maintenance regimes – to be developed in line with the ESs strategic planning documents
- 5.3. Consideration of future budgets and budget monitoring, especially monitoring of significant variance
- 5.4. Consideration of trading opportunities within ES
- 5.5. Opportunities for working with volunteers and friends in the parks and open spaces, and other ES
- 5.6. Any other issues raised by working group members relating to ES