

BROMHAM PARISH COUNCIL

PORTFOLIO HOLDER: ENVIRONMENT

Terms of Reference

1. Authority

- 1.1 The Portfolio Holder for Environment (the “Environment Portfolio Holder”) is appointed by the Parish Council (the “Council”) in accordance with Standing Orders.
- 1.2 The Environment Portfolio Holder Terms of Reference may be amended at any time by the Council.
- 1.3 The Environment Portfolio Holder is authorised by the Council to manage any activity within its Terms of Reference.
- 1.4 The Environment Portfolio Holder is responsible for advising the Council on environmental matters and sustainability, including Grounds Maintenance, Parish Litter, Rights of Way and Parish Trees, and must be professional, accountable, transparent and risk-aware in conducting business.
- 1.5 The Environment Portfolio Holder is authorised by the Council, in accordance with Standing Orders and Financial Regulations, to place orders relating to the Portfolio providing the total value of the order does not exceed ten per cent (10%) of the Council’s total annual precept.

2. General Portfolio Holder Responsibilities

- 2.1 All Portfolio Holders have the general responsibility of ensuring the effective management and delivery of services and functions within their area of responsibility and within the following framework:
 - the Council’s overall strategic, corporate and policy objectives and all strategies, plans, policies and procedures approved by the Council.
 - the approved revenue and capital budgets.
 - the law and the Council’s Standing Orders and Financial Regulations
 - the decisions made at full meetings of Council.

2.2 All Portfolio Holders share the responsibility for ensuring:

- the development, co-ordination, promotion and implementation of the Council's strategies, plans, policies and procedures and for the setting of the Council's objectives.
- the oversight, development, monitoring and promotion of all services and functions provided by the Council.
- that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services and functions, which are provided under contract to the Council.
- the promotion of the interests of the Parish, and of all the residents, businesses, other organisations and stakeholders within Bromham.
- that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links with all sectors.
- the promotion and implementation of an effective equal opportunity policy in relation both to the employment of staff by the Council and the delivery of services by the Council and other agencies.
- the promotion of services and functions which are effectively delivered, sustainable, improve community safety, make for more open government, provide opportunities for resident participation in delivering outcomes and include new methods of community engagement.
- proper arrangements for consultation and participation with residents and service users in decision making and the development of strategies, plans, policies and procedures.

3. Specific Portfolio Holder Responsibilities

- 3.1 The Environment Portfolio Holder will work with the Parish Clerk in the management of the Council's environmental and green services and assets, provide advice on all environmental services affecting or provided by the Council, and consider and recommend strategy and action on policy and operational matters in relation to the Portfolio.
- 3.2 With regard to the Council's green space, trees, hedges and other areas of open space, the Portfolio Holder will:
- (a) Exercise the powers and duties delegated by the Council for the care, maintenance and development of open space, trees, hedges and any other environmental amenities as the Council may own or operate.

- (a) Monitor the condition of the environmental assets and their immediate surroundings, ensuring that they are (i) safe, secure and in a good state of repair, (ii) free from any obvious and significant health and safety hazards, and (iii) maintained in accordance with all legal requirements.
- (b) Consider the medium/long term development of the range of environmental and green assets, keeping Council informed so that the appropriate financial planning can be undertaken.

3.3 The Environment Portfolio Holder will, through and with the Parish Clerk, undertake the following specific duties:

- (a) Oversee the maintenance of and any agreed development of public open space for which the Council has a designated responsibility.
- (b) Organise and monitor contracts for the provision of services (such as grasscutting, litter bin emptying etc) to ensure the highest standard is maintained for the duration of each contract.
- (c) Review the provision of such environmental and green assets and recommend any additions or improvements.
- (d) Develop budgets for any anticipated capital and/or other expenditure for each financial year, and recommend these to the Council's Finance & General Purposes (F&GP) Committee or Finance Portfolio Holder.
- (e) Consider and implement an effective maintenance regime for the Council's environmental and green assets. Urgent maintenance which may be dealt with by the Clerk, in consultation with the Chairman or Vice Chairman of the Council.

3.4 With regard to Sustainability and Environmental Matters, the Environment Portfolio Holder (assisted by appointed project experts as necessary) will:

- (a) Propose ways in which the Council can foster an increased awareness of environmental issues and Green Strategy within the Parish area.
- (b) research, share and recommended to Council the adoption of best practice on conservation and environmental issues.
- (c) Design and implement projects approved by Council that contribute to local environmental improvements.
- (d) Advise the Council on environmental matters, including the Council's contractual responsibilities.
- (e) Liaise with other local government and other non-governmental organisations on environmental matters.
- (f) Support appropriately other environmental groups within the Parish.

- 3.5 The Environment Portfolio Holder is responsible for all aspects of the repair, maintenance, and enhancement of the range of environmental and green assets of Council. This shall include, but not be limited to routine maintenance and for undertaking planned and essential improvements. In doing so, the Environment Portfolio Holder will have regard to:
- (a) The benefits of regular maintenance to help reduce or eliminate the necessity for major repairs and thus save money. It may be appropriate for the Council to establish repair and maintenance funds.
 - (b) All Council property, including environmental and green assets, should be regularly inspected. There is a duty on the Council to take reasonable steps to ensure that members of the public using the property are reasonably safe in so doing. Performance of this duty necessarily involves regular inspections. Specialist inspections of some property may be necessary and, where appropriate, will be entrusted to qualified experts. This is particularly so in the case of the effective management of trees).
- 3.6 The Environment Portfolio Holder shall give full consideration to insurance requirements at regular intervals and, at least once a year, when policies come up for renewal (If a Council does not have adequate insurance, it could have to meet heavy claims from its own resources).
- 3.7 The Environment Portfolio Holder may incur expenditure within authorised limits as defined in the Standing Orders and Financial Regulations and, in doing so, shall manage and control spending from its assigned budget during the year and ensure best value at all times. The Council aims to give excellent value for money as it raises and spends money for the benefit of the local community.
- 3.8 The Environment Portfolio Holder is responsible for reviewing and monitoring the implementation of relevant policies of the Council relating to the Council's environmental services, where appropriate, recommend any amendments and/or new policies to the Council. Policies shall include:
- Tree Management Policy
 - Public Open Space Management Policy
- 3.9 The Environment Portfolio Holder, on behalf of the Council, must be confident that whenever it spends money:
- It has legal power (it is not acting beyond its powers).
 - It follows sound and established procedures.
 - It does not take unnecessary risks.
 - Transactions are transparent.
 - Councillors conform to standards in public decision-making.

4. Reporting Procedures

- 4.1 The Environment Portfolio Holder shall be responsible for reporting regularly to Council meetings in order to update Council on the activities of the Portfolio and its current and planned work programme.
- 4.2 The Environment Portfolio Holder shall be responsible for submitting reports to Council when formal decisions are required and in formulating proposals and recommendations to Council shall carefully consider any legal, policy, risk and resource implications of the actions(s) proposed.
- 4.3 Clear and concise reports are required at all times to avoid ambiguity and to ensure that the intention of the proposed action(s) or recommendation(s) are conveyed to the Councillors for them to vote on.

Adopted by:	Parish Council
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