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1. **Purpose of Environment Advisory Group Open Forum**
- 1.1 The Environment Advisory Group (EAG) Open Forum will be chaired by the Portfolio Holder for Climate Action, Recycling and Biodiversity. The EAG Open Forum is an advisory body, and has no decision making powers.
- 1.2 Other councillors and representatives of relevant external organisations will form a panel at each meeting of the EAG Open Forum to present and participate in the discussion.
- 1.3 The Open Forum will advise and inform the Portfolio Holder on opportunities and challenges relating to the Council's Environment Strategy and associated strands including enhanced recycling and biodiversity, and its commitment to achieve carbon neutrality by 2030.
- 1.4 The Environment Advisory Group (EAG) is a working group of Councillors that supports the the delivery of the Environment Strategy, associated projects and any other high profile district-wide environmental issues. The EAG does not have any decision making powers and any significant decisions will be taken by the Executive .
- 1.5 The EAG Open Forum will ensure that the Executive hears the alternative voices of interested parties, who will be invited to participate in Open Forum discussions.



2. **Membership**

The EAG Open Forum will consist of the following:

1. Executive Member or Portfolio Holder for Climate Action, Recycling and Biodiversity (Chairman)
2. Members of EAG
3. Representatives from Interested parties / groups by invitation of the Chairman such as:
 - a. *Local climate action groups or individuals with such interests*
 - b. *Environmental conservation community groups or individuals with such interests*
 - c. *Recycling and biodiversity promotion groups, charities or individuals with such interests*
 - d. *West Berkshire Parish Climate Forum*
4. Officers, normally including:
 - a. Executive Director – Place
 - b. Service Director – Environment
 - c. Service Lead – Climate Change
 - d. Managers from the Climate Change Service

Other members (Councillors) of West Berkshire Council will be entitled to attend any meeting of the EAG Open Forum with the permission of the Chairman. Similarly, other officers may be invited to attend specific meetings, depending on the agenda.

3. **Terms of Reference**

- 3.1 To advise, inform and provide feedback to the relevant Portfolio Holder on local, regional and national environmental issues and projects. International perspectives and ideas may also be discussed, where practicable.
- 3.2 To consider available evidence, innovations and best practice for carbon neutrality, climate resilience and environmental sustainability, and recommending appropriate actions.
- 3.3 To provide and identify opportunities, working with partners as appropriate, including individuals and community groups of interest, the public sector, academia, farming and businesses, to deliver the Council's targets.
- 3.4 Promoting environmental initiatives, sharing information, guidance and best practice for Parish Councils and local community groups wanting to help shift towards zero carbon lifestyle. The flow of information and expertise is expected to be two-way, with the Council also learning from initiatives generated within the local community. Where practicable, relevant findings from the West Berkshire Parish Climate Forum will be brought to the attention of the EAG Open Forum.
- 3.5 To receive updates on activities and projects being delivered by or on behalf of the Council.

3.6 To consider any other items as deemed pertinent by the Chairman.

4. Roles and Responsibilities

4.1 The Portfolio Holder for Climate Action, Recycling and Biodiversity will consider the items and opportunities discussed at the EAG Open Forum. No decision will be taken at the EAG Open Forum, as any proposals would need to be considered by a formal decision making body, having regard to any legal, financial or other resourcing implications.

4.2 Officers will be responsible for contributing constructively to strategic conversations held at the EAG Open Forum. Representatives or individuals attending (as outlined in the Membership section) will be responsible for bringing ideas and innovations, updates or challenges and contributing to discussions in a positive and collaborative way.

5. Meeting arrangements

5.1 EAG Open Forum meetings will be held up to 6 times per year for up to 2 hours per meeting.

5.2 Each meeting will normally be held virtually or in-person in the Council's Offices on Market Street, Newbury.

5.3 Meetings will be in private but will be recorded and the recordings will be made available for viewing.

5.4 Agendas should be issued at least 7 days in advance by the nominated meeting clerk or the Service Lead – Climate Change. Any partner body giving a presentation should submit this in advance to the nominated meeting clerk or the Service Lead – Climate Change.

5.5 Minutes will not be produced but actions will be recorded.

5.6 Members should declare any interests as outlined in the Councillor's Code of Conduct.

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