



**Lambeth Biodiversity Forum
Terms of Reference**

Version 1 May 2021



Lambeth Biodiversity Forum – Terms of Reference

The name of the partnership shall be the Lambeth Biodiversity Forum (hereafter referred to as The Forum). The Forum shall comprise elected members and officers of Lambeth Council (LBL), along with Lambeth residents or representatives from Lambeth-based organisations or businesses; or non-Lambeth based individuals or organisations with a significant role to play regarding biodiversity in Lambeth.

3.1 Objectives

To promote and support action to enhance biodiversity within the borough of Lambeth.

To support, encourage and positively influence the conservation and enhancement of biological diversity as a strategic issue within Lambeth.

To develop and maintain closer working relationships between those organisations and partnerships operating within Lambeth, with an interest in enhancing biodiversity.

To have the capability to act as a single voice for biodiversity opinion within the borough.

To proactively seek to be representative of Lambeth's diverse communities and operate in a fully inclusive manner.

3.2 Main activities

- To co-ordinate and support the delivery of action for biodiversity within Lambeth, contributing towards the objectives of Biodiversity 2020; the UK Biodiversity Action Plan (UKBAP); the London Environment Strategy and other relevant policies and strategies.
- Implement, review, develop and monitor progress in delivery of Lambeth's Biodiversity Action Plan and Pollinator Action Plan; and contribute to revisions of both documents.
- Review Sites of Importance for Nature Conservation (SINCs) within the borough and help ensure they are managed appropriately to benefit habitats and species.
- Act as a forum for the sharing of expertise and information connected to biodiversity action planning.
- Provide a source of advice and information on biodiversity matters.
- Produce recommendations for specific landowners, including Lambeth Council, relating to improving biodiversity.
- Seek to help address Areas of Deficiency for Access to Nature within the Borough.
- Publish, review and implement proposals and plans, or undertake projects for the conservation and enhancement of nature within Lambeth. These plans can focus on individual or assemblages of species, habitats or places as appropriate, and will reflect local priorities and national and strategic policy or legislation. This will include new requirements arising from the Environment Act, such as a Local Nature Recovery Strategy and five-yearly Biodiversity Reports.

- Champion nature conservation within the borough and provide representation where sites with acknowledged wildlife value are under threat.
- Explore synergies between biodiversity conservation, air quality and climate change adaptation.
- Help co-ordinate and increase the monitoring of wildlife within the borough and promote monitoring schemes and initiatives among residents. This includes encouraging the public and interest groups to share data with the council and agencies including Greenspace Information for Greater London (GiGL), in order to ensure information held on key species and habitats is accurate, appropriate and can assist in making key decisions as to the management, use and development of land throughout the borough, whether it has wildlife interest or not.
- Develop Action Plans to aid rare or UKBAP Priority Species found in the borough.
- Gain recognition of the contribution that biodiversity and access to nature makes to health, culture, image and quality of life.
- Identify opportunities to apply for external funding linked to achieving biodiversity enhancements.
- Promote action by everyone to help conserve and enhance biodiversity within Lambeth; raising awareness through events, website content, newsletters and social media, or other methods as appropriate.

3.3 Decision Making and Accountability

The Forum will strive to make decisions by consensus, but the responsibility would ultimately rest with the Chair of the Forum and if necessary, the Director for Environment and Streetscene, ensuring that all strategic and financial decisions are made by those accountable for them. Where relevant, Lambeth's constitutional decision-making processes will apply. Any decisions affecting Lambeth and requiring a contract, a change in policy or in budgets will in any case be subject to Lambeth's decision-making processes.

The Forum will have no authority over any of the existing or future functions, duties or responsibilities of any of the member organisations.

3.4 Representation and Membership

The need for wide membership has to be balanced against the ability for effective debate and decision-making. For this reason, the total membership of the group is limited to a maximum of 30 individuals and groups/organisations. Initial membership of The Forum will include up to three Lambeth councillors and up to three officers, invited individuals and representatives from a range of invited organisations. A list of initial invitees is given below but once the Forum become established the list will be removed from the Terms of Reference. An Appendix A to the Terms of Reference will be created and will list the named members, being updated regularly to reflect all changes.

- Lambeth councillors

- Lambeth officers
- Black Thrive
- Butterfly Conservation
- Community Hubs in Lambeth
- Father Nature
- Friends of the Earth Lambeth
- Froglife
- Greener Kennington
- Healthy Living Platform
- Incredible Edible Lambeth
- King’s College London
- Lambeth Forum
- Lambeth Parks and Greenspaces Forum
- London South Bank University
- London Wildlife Trust
- Michael Smith
- Norman Powell
- Open Orchard
- Rathbone Youth Centre
- Roots and Shoots
- Ros Phillips
- RSPB
- Slade Gardens Community Play Association
- South London Botanical Institute
- The Brixton Project
- Youth representative (to be appointed on personal recommendation from one of the other participating organisations)
- Up to 4 co-optees (nominated, seconded and approved by majority vote), which can include individuals not specifically representing any group or organisation.

Membership is not fixed and is open to any organisation, company or individual that supports the objectives of The Forum and can contribute to their delivery. Membership of The Forum shall either be by invitation of the Chair or through requests for membership put to the Chair for consideration and approved by a majority of existing members.

The Forum will actively seek to ensure that membership represents the wider Lambeth community and there are no perceived barriers to membership or participation in sub-groups or activities.

Any member failing to attend three consecutive meetings will be asked to consider leaving The Forum.

3.5 Chair and Vice-Chair

The Forum shall, at its inaugural and annual meetings, elect a Chair and Vice-Chair from among its own number, who shall, unless they resign their respective offices or, respectively, cease to be a member of the Forum, continue in office until the election of a new Chair and Vice-Chair at the subsequent annual meeting. Nominations will be required prior to voting.

The Chair shall, if present, preside at every meeting. In the absence of the Chair, the Vice-Chair shall, if present, preside. In the absence of both the Chair and Vice-Chair, the Forum shall elect one of its number to preside at the meeting. The person presiding at the meeting shall decide all matters of order, competence, relevancy and interpretation of the rules of procedure. Their decision, in this respect, shall be final.

3.6 Meetings

The Forum will initially meet quarterly but is able to set its own schedule of meetings. The Forum will meet in exceptional circumstances when called for by four members.

Meetings will initially be held virtually. The Forum can agree to change the meeting format or to meet in person.

The Forum meetings will be held in public and are open to all stakeholders and members of the general public. Questions and comments from non-members are at the discretion of the Chair.

Agendas will be produced and circulated at least five working days prior to each meeting date. Items for Any Other Business must be submitted to the Chair by members at least two working days prior to each meeting date. Additional items will only be accepted at the Chair's discretion.

The approved minutes of each meeting will be published on Lambeth's website.

3.7 Quorum

No business shall be transacted at a meeting of The Forum unless five members are present. If a meeting is not quorate it should proceed and make draft decisions for subsequent deliberation and agreement by members via email, to be agreed formally at the next quorate meeting.

3.8 Order of Business

The Order of Business at a meeting of The Forum shall be as follows:

1. Election of Chair (In the absence of both the Chair and Vice-Chair).
2. Apologies.
3. Minutes of the previous meeting.
4. Matters arising from the Minutes.
5. Items of business as set out in the Agenda.

3.9 Voting

Voting shall be by show of hands and the issue in question shall be determined by a simple majority of those present and voting. In the case of an equality of votes, the person presiding shall have a second or casting vote.

3.10 Minutes of Meetings of the Committee

Minutes of each meeting shall be drawn up by a nominated secretary (to be agreed at the inaugural meeting) and circulated to all members of The Forum within fourteen working days of the meeting. The Minutes shall be submitted to the next Ordinary Meeting of each Forum for approval.

3.11 Attendance

Members of The Forum are expected to attend all meetings or to send apologies to the Chair at least one working day prior to each meeting. Attendees may, by exception and with the consent of the Chair, send a suitable deputy if they are unable to attend a meeting. Deputies must be appropriately senior and be briefed and empowered to act and vote on behalf of the Forum member in question.

3.12 Appointment of Sub-Groups

The Forum shall be empowered to appoint such Sub-Groups and Working Parties to deal with specific matters as it thinks fit. Members of the Sub-Groups and Working Parties will be appointed by The Forum and membership is not confined to members of The Forum. Sub-Groups and Working Parties are responsible to and report to each meeting of The Forum.

3.13 Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Forum members. They should be reviewed at each Annual meeting of The Forum.