



Terms of Reference: Environmental, Sustainability & Biodiversity Working Party

1. Name

The group shall be called the Environmental, Sustainability & Biodiversity Working Party.

2. Status

This is an informal working party of Alwoodley Parish Council, with no delegated decision-making authority. It operates to support the Council's responsibilities under the Natural Environment and Rural Communities Act 2006 (as amended by the Environment Act 2021), which places a legal duty to conserve and enhance biodiversity.

3. Purpose

The Working Party is established to support the Parish Council in meeting its statutory biodiversity duty and wider environmental responsibilities. Its purpose is to:

- Ensure biodiversity considerations are included at every Parish Council meeting, as required by law.
- Consult with local community groups, Leeds City Council, West Yorkshire Combined Authority (WYCA), and other relevant organisations actively working on the environment, sustainability and biodiversity to:
 - Identify current strategies and actions underway
 - Assess how the Parish Council can take appropriate local responsibility
 - Recommend priority actions to protect and enhance key habitats and species in Alwoodley
- Prepare a (1) Biodiversity Policy and (2) Biodiversity Action Plan for adoption by the Council, based on evidence, consultation, and local opportunities
- Advise the Council on local environmental matters, including land management, tree planting, nature corridors, habitat creation, and sustainable practices
- Identify opportunities for collaboration, citizen engagement, and external funding to support local environmental, sustainability and biodiversity goals
- Monitor relevant national and local policy developments and advise the Council on implications or opportunities

4. Membership

- The Working Party will consist of councillors and invited community members or stakeholders with relevant interest or expertise
- A lead councillor will coordinate the group's work
- The Parish Clerk may provide administrative or procedural support but is not required to



attend all meetings

- Membership will be approved annually by Full Council and may be reviewed at any time

5. Meetings

- Members will meet in person or online as needed, at the discretion of the lead councillor

- The group is not required to publish formal agendas or minutes, but will maintain summary notes of meetings and key recommendations

- Meeting outcomes shall be reported to Full Council by the lead councillor or another nominated member

6. Reporting & Council Integration

- The Working Party shall:

- Report regularly to Full Council with updates, findings, proposed actions and budgets required

- Propose agenda items to the Clerk relating to biodiversity for inclusion in Full Council meetings, supporting the Council's duty to "have regard to biodiversity" in all decisions

7. Review

These Terms of Reference will be reviewed annually, typically at the Annual Meeting, or sooner if required.

Adopted 2nd February 2026

For review February 2027

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