

## Joint Climate Action Board and working groups Draft guidelines and expectations

### Overall guidelines

1. Participants in the JCAB and working groups should behave respectfully of others and ethically. The [Nolan Principles](#) may be a helpful guide.
2. Bracknell Forest Council (BFC) and the JCAB are committed to a fair transition to Net Zero which is inclusive of all communities and residents of the borough. Participants in the JCAB and its working groups should behave in a way which is respectful of different communities and [protected characteristics](#), and supports equality and inclusion within the borough and diverse participation. This will include making any reasonable adjustments needed to allow people to participate.
3. Prior to any work with schools, children or vulnerable people, those involved must ensure that proper safeguarding procedures have been followed.

### Working groups

1. Working groups should be open to all interested parties from the relevant sector.
2. The goals and work plans of working groups should be co-produced with its members once all interested parties have had the chance to join.
3. Working groups should be informal and collaborative spaces where all participants feel empowered to contribute and their input is valued.
4. Working groups should aim to make decisions by consensus. Where this is not possible voting should follow a simple and agreed procedure, which in general should involve one vote per participating organisation.

### Working group leads

1. When attending the JCAB or acting in their capacity as lead, working group leads should represent the views and interests of their working group and sector as opposed to their personal interests or those of their organisation.
2. Working group leads should ensure they update members of the group on developments at each JCAB meeting.
3. Working group leads should ensure that participants in their group have consented to having their personal data processed and to being contacted, and who has consented to what form of processing (for example, sharing their email address with the rest of the group). Participants should be able to leave the group and have their personal data deleted at any time.

### Councillors and council officers

1. Officers attend in their capacity as BFC employees and so should meet the expectations of the role, including strict political impartiality.
2. In co-production spaces a greater degree of informality may be appropriate than in other settings, but relationships with councillors in the group should never be so close as to cast doubt on the impartiality of the officers involved.
3. Officers may express professional opinions and make suggestions on the work of the group but should avoid excessively steering the group or getting involved in points of contention between councillors or politically contested matters.
4. If they have capacity, officers may get involved in completing work for the group if it is aligned with their job duties or supports general facilitation of the group. However, all new pieces of significant work will require line manager approval.
5. Councillors should not use these spaces to request or instruct officers to undertake work on behalf of the council. Such requests should be made through the relevant director or AD, and other officers should refer them on if received.