

NCLOG Committee

Terms of reference

Purpose

The NCLOG Committee governs the National Contaminated Land Officers Group (NCLOG). NCLOG is part of the Institution of Environmental Sciences (the IES) family of organisations and sits as the land contamination experts within the Environmental Policy Implementation Community (EPIC). Its mission is *“to act as the voice for contaminated land officers in the UK and promote consistency across the sector.”*

The Committee will champion and deliver the NCLOG mission and will collaborate with the wider IES family to maximise the impact of activities.

Key responsibilities

The NCLOG Committee will:

1. Oversee the management of the NCLOG mission and activities, and lead on the strategic direction of NCLOG
2. Determine an annual workplan of publications, events and activities
3. Review and coordinate the work of NCLOG working groups, and establish new groups as needed
4. Collaborate with the Land Condition Community and other IES Communities, as well as existing regional Contaminated Land Officer groups and other external organisations as needed
5. Review and monitor the progress of NCLOG activities, with the NCLOG Chair to provide updates to EPIC
6. Embed Equality Diversity and Inclusion (EDI) principles in its work

Committee composition

The NCLOG Committee will be made up of the following individuals:

- Two Co-Chairs
- At least four other members (but not more than thirteen others)
- An *ex officio* member from the IES staff (the EPIC Coordinator, who will be non-voting) hereafter referred to as the NCLOG Coordinator

Other specific roles undertaken by NCLOG Committee members include:

- Events Coordinator
- Regional Forum Coordinator
- Land Condition Community Liaison

Terms of Office

Committee terms run from May to May each year, with any new or re-elected members being announced at the AGM in May/June. A log of all the Committee member terms can be found in the NCLOG Handbook.

Co-Chairs

The NCLOG Co-Chairs will hold the position for a term of three years, with a maximum of three concurrent terms. In order to ensure continuity of leadership, the terms of co-chairs shall be staggered by a year.

Co-Chairs are elected by the NCLOG Committee. Committee members may nominate themselves, and if there is more than one Committee member nominated for Co-Chair then the decision will go down to a Committee member vote at the relevant Committee meeting. The Co-Chair must then be approved by the NCLOG membership at the AGM. Co-chairs must have served a minimum of 12 months as an ordinary member before being elected as a Co-Chair. At the end of each term, Co-Chairs must stand for re-election.

Ordinary members

The term for ordinary Committee members is three years. With the exception of Co-Chairs, all other Committee members are considered 'ordinary members' regardless of other positions or titles held.

Committee members may serve a maximum of three concurrent terms on the Committee. At the end of each term, they must stand for re-election. Members are expected to attend at least half of the quarterly meetings in a year. If they fail to meet this threshold, they may be removed from the Committee.

Committee members are recruited via expressions of interest from NCLOG members prior to the AGM, which are reviewed by the NCLOG Co-Chairs and the NCLOG Coordinator. Where possible the Committee shall consist of a diverse range of professionals in terms of expertise, backgrounds, geographical representation and sector experience.

The Committee will then nominate the new members, who then must be approved by the NCLOG membership at the AGM.

Contingency Arrangements

If unforeseen circumstances arise a Co-Chair or Committee member can step down from the Committee with a recommended minimum of one months notice.

In this event, the Committee may appoint an Interim Co-Chair or Interim Committee member to provide support as required. Any such appointment shall be made with the agreement of the Committee, being formally agreed at the next scheduled Committee meeting. The appointment will not constitute a full term of office, and the interim Co-Chair/member shall only serve until the next AGM, at which point they would need to stand for election.

All Interim Co-Chairs must have previously served as members of the Committee. In exceptional circumstances two Interim Co-Chairs may be appointed (alongside a full Co-Chair) if the support is required.

Meetings

The NCLOG Committee will usually meet monthly with meetings set up by the NCLOG Coordinator and typically held online. Apologies for meetings shall be sent to the NCLOG coordinator ahead of the meeting. The agenda for meetings will be circulated one week before the meeting date and minutes from the meeting will normally be provided to all Committee members within one week.

The Committee may conduct work and make decisions on the NCLOG Teams channel without requiring full meetings. Committee members shall seek Committee approval prior to committing to new work strands not in the NCLOG workplan.

The committee meeting shall be considered quorate when there are 50% of the membership present including at least one Co-Chair.

Decision-making

Most decisions should be made at Committee meetings and recorded in the minutes.

There will be times when decisions are required in-between Committee meetings, that are outside the scope of the approved workplan. These decisions shall be approved by at least one Co-Chair. The views of ordinary committee members should be sought on the decision as far as possible, primarily using the Teams Channel.

When approval is sought from the NCLOG membership for a decision then this must be passed by at least 50% of members in attendance.

Working Groups

The Committee may create working groups to undertake specific pieces of work. All working groups shall have at least one NCLOG Committee member, either as working group chair or ordinary member.

The NCLOG Committee shall approve the establishment of new working groups. The working group is then established by inviting expressions of interest from Committee members, and the wider membership where appropriate. The lead Committee member on the working group shall assess the expressions of interest and determine the composition of the working group, including an appropriate Chair for the group. The Committee member sitting on the working group will provide updates to the NCLOG Committee at relevant meetings.

Working groups are standardly comprised of NCLOG members. However, non-NCLOG members may contribute where their expertise is considered by the committee to be a valuable contribution. Co-chairs must be made aware if such circumstances arise.

Governance

The NCLOG Committee is the decision-making body regarding all aspects of NCLOG's work. As NCLOG is technically a subcommittee of EPIC, the NCLOG Co-Chairs represent NCLOG as a full member of the EPIC Committee, attending Committee meetings and providing updates on NCLOG's work. Ultimate fiduciary and legal responsibilities lie with the IES Council as set out under the [IES scheme of delegation](#).

Code of Conduct

The NCLOG Committee will follow the policies outlined in the NCLOG handbook.

Key Contact

The NCLOG Coordinator is the primary point of contact for the Committee and acts as the Secretary on the Committee. Other members of the IES Project Office team will be engaged as appropriate in specific projects and activities.