

TERMS OF REFERENCE: “Public Transport Strategy Scrutiny Committee”.

Title: The name of the group shall be: Berkhamsted Town Council Public Transport Strategy Scrutiny Committee. It shall be referred to as “The Bus Committee”

Status: This committee shall review, consider and scrutinise the development of bus service recommendations by the Berkhamsted Town Council officers and consultants.

The committee shall not have decision making power. All decisions shall be forwarded to the Town Council for approval.

Purpose: Berkhamsted Town Council plans to recruit an expert consultant to advise on improvement to bus services across Berkhamsted. This committee aims to support that process, and is a forum to review, consider and scrutinise options and recommendations made.

The Bus Group shall scrutinise the consultant’s work, consider its implications, raise concerns and issues arising from the proposals.

The objectives of the Bus Group are:

- To review the key requirements and factors to be considered by the consultant, including but not limited to those set out in the mandate, and to raise issues which may not have been considered by the officers and expert consultants.
- To identify issues which may impact the success of the strategy, and to support thoroughness of final proposals.
- To ensure that a broad range of stakeholders are consulted, and that concerns and issues highlighted are considered and evaluated in the recommendations.
- To scrutinise the Clerk’s selection of an expert in bus service delivery, and to guide the expert consultant’s work.
- To anticipate issues that may arise in approving the consultant’s recommendations, and to ensure that these are sufficiently explored that councillors may understand the consultant’s recommendations.
- To ensure that any specifications developed are lawful and enacted in a lawful manner.

Membership:

- The committee shall have at least 7 members, with all other Town Councillors as substitute members.
- Meetings of the Bus Committee shall be advertised and open to Town Councillors and Town Council staff only.
- The Town Council will elect a Chair of the committee who shall manage the meeting and a Vice Chair who shall manage the meeting in the Chair’s absence.

- The meeting shall require 5 members to be present to reach quoracy.
- As a scrutiny committee, there shall be no voting process.
- Members of the public may be co-opted at the discretion of the Clerk, consultant or Chair. The reasons for the invitation shall be documented by the Chair and noted in the minutes.

Administration:

- Meetings of the committee shall be scheduled by the Clerk, and shall be open to all councillors.
- The committee is expected to meet twice or more at the discretion of the Chair, Town Clerk and Consultant. This may be early in the process, halfway through, and before the final draft is submitted. Further meetings may be called as necessary.
- Meetings shall be held in the evening, with at least one calendar weeks' notice, avoiding days when Dacorum Borough Council is meeting.
- Meetings shall be included on the Town Council website's schedule.
- Meetings shall be informal, and shall foster open discussion.
- A Town Council officer shall be present and take minutes, which shall record councillors present, and the issues raised, but shall not be a verbatim.
- Those minutes which contain information which may impact the cost of the project, the commercial confidentiality of stakeholders and consultees, include information on potential tendering organisations, or contain other information which the Town Council Officer or consultant believe should remain confidential, shall not be made public and shall be confidential to the Town Council.
- Minutes shall be distributed to all councillors, and shall be approved at the next meeting, followed by Full Council.
- If appropriate, bearing in mind potential discussion of commercial confidential items, and at the discretion of the Chair, members of the public shall be able to attend, and shall be able to contribute to the meeting at the start, for up to 3 minutes

Deliverables:

The only deliverables of the Bus Committee shall be the minutes of the meetings, and the scrutiny which the meeting creates.

The committee shall note the interim documents which it receives, and the final submission to Full Council.

Notes:

The recruitment, selection and hiring of an expert consultant is outlined in a separate document.

A wider brief including objectives for the bus service is outlined in a separate document.

Budget: The Bus committee shall have no budget or authority to spend money.