

**Berkhamsted Town Council**  
**CLIMATE ACTION: ENERGY WORKING GROUP**  
**Terms of Reference**

**Title:**

The name of the group shall be: Climate Action: Energy Working Group (CAEWG)

**Status:**

This shall be a working group of Berkhamsted Town Council and shall report via the Climate Action Steering Group to the Transport and Environment Committee. Working groups make recommendations to T & E and do not have executive decision-making powers.

These Terms of Reference were approved at the Transport and Environment Committee on the 12 October 2020 and ratified by Full Council on the 23 November 2020.

**Purpose:**

To identify and engage with local business, community groups, public bodies etc so as to deliver a plan that ensures a reduction in CO2 emissions from domestic and commercial energy use to as close to zero as possible by 2030

**Objectives:**

- To understand the current level and composition of CO2 emissions in Berkhamsted;
- To identify and propose the most effective ways of reducing CO2 emissions contributions within Berkhamsted based on evidence from existing literature and peer experience;
- To lead initiatives to deliver local carbon reductions (See footnote 1 for potential examples);
- To publicise relevant national and local information on CO2 usage and reduction;
- To monitor progress on carbon reduction against agreed targets and milestones in Berkhamsted.

**Budget:**

Publicity spend from the existing BTC publicity budget with approval from the Clerk.

Small project spend, subject to the usual spending controls, from within the BTC budget to be approved by the Town Clerk, Chair of the Climate Action Steering Group and the Chair of F&P Committee.

Large project spend will require a business case and agreement to the budget and project proposals by F&P and endorsement by Full Council.

**Membership:**

The Membership shall comprise:

- A minimum of three members of Berkhamsted Town Council who together have decision making authority within the working group.
- Members of the public/local interest groups etc may be co-opted as members at the discretion of the Council members. The reasons for appointing each co-opted member shall be documented by the Chair and noted in the minutes. The number of co-opted members cannot exceed the number of councillors.

**Berkhamsted Town Council**  
**CLIMATE ACTION: ENERGY WORKING GROUP**  
**Terms of Reference**

- Other member of the community and special interest groups may, at the discretion of the Chair, be invited to attend specific meetings and/or provide expert advice to the committee.

- 

**Quorum:**

The quorum of the group shall be half of the working group including two Councillors.

**Chair:**

The Chair of the Working Group shall be a Councillor appointed by the Berkhamsted Town Council's Transport and Environment Committee for the term of the Council. The Vice Chair shall be elected from the Working Group. All other committee members to be agreed by the Working Group Chair.

**Meetings:**

Frequency and location of meetings to be agreed by Chair and members but must provide notes from meetings for adoption by T&E committee. If no meetings have taken place, a short summary of actions and activities will suffice.

**Decision Making:**

Working groups do not have executive decision-making powers and as set out in Full Council minute FC 92/19 working groups will make recommendations to T & E as the parent committee.

Subject to the Councils Standing Orders, the Working Group can make decisions on matters for recommendation to T & E within the parameters of the pre-approved 1 year and 3 year plans submitted to T&E for approval (subject to the budgetary constraints noted above). Decisions will be agreed by majority voting of council members and in the event of a tied vote the Chair will have the final say.

All decisions will be noted by the Chair and advised in minutes of the meeting including a note of how the decision contributes to the Council's climate emergency objectives of reducing carbon and implementing climate and environmental mitigation.

**Review of Terms of Reference:**

As the role and membership of the working group evolves, the Terms of Reference will be reviewed and any recommended amendments made to the T & E Committee for approval.

**Footnotes**

<sup>1</sup>Examples may include but not be limited by: Promoting usage of renewable and sustainable energy e.g. reductions in energy usage, energy conservation measures (insulation measures), less carbon intensive energy sources (green tariffs); Brokering domestic deals for 'mass conversion' to green energy sources or PV installations; Partnering with local businesses to reduce commercial CO2 emissions; Community energy projects

**Berkhamsted Town Council**  
**CLIMATE ACTION: ENERGY WORKING GROUP**  
**Terms of Reference**

e.g. solar, wind, geo-thermal; Planning constraints and building regulations to drive down emissions; Publicity event to create awareness and encourage individual behavioural changes.