

Berkhamsted Town Council
CLIMATE ACTION: HABITAT WORKING GROUP
Terms of Reference

Title:

The name of the group shall be: Climate Action Habitat Working Group (CAHWG)

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, ratified by Full Council on the 23 November 2020 and last adopted by Full Council on 16 May 2022.

Purpose:

To identify and engage with local business, community groups, public bodies etc so as to develop and implement strategies to reduce/offset GHG emissions by enhancing the natural habitat, encouraging greater localisation and by minimising waste.

Objectives:

- Enhance the natural landscape through:
- Developing and implementing a tree planting and maintenance plan for Berkhamsted;
- Developing and implementing a plan for improving the biodiversity of common areas through measures such as flower planting and re-wilding;
- To identify and implement strategies to encourage local businesses and residents to increase their own biodiversity within domestic homes, gardens and office spaces as well as further reducing their own landfill waste impacts;
- To enhance local food resilience through identification and encouragement of local food production and distribution;
- To encourage the reduction in generation of avoidable waste (such as single use plastics) and increase in reuse/recycling of all waste including food waste;
- Develop an overarching mitigation and monitoring plan that includes targets and milestones to achieve these objectives.

Budget :

Publicity spend from the existing BTC publicity budget with approval from the Clerk. (See footnote)

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

Large project spend will require a business case and agreement to the budget and project proposals by F&P and noted 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

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member shall be documented by the Chair and noted in the minutes. The number of co-opted members cannot exceed the number of councillors.

- 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.

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 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.