

**Berkhamsted Town Council**  
**CLIMATE ACTION: REDUCING CARBON FROM TRAVEL WORKING GROUP**  
**Terms of Reference**

**Title:**

The name of the group shall be: Climate Action: Reducing Carbon from Travel (RCT) Working Group (RCTWG)

**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 12 October 2020, ratified by Full Council on 23 November 2020 and last readopted by Full Council on 16 May 2022.

**Purpose:**

- To develop and implement ideas for reducing carbon emissions and pollution from sources related to travel (cars, motor bikes, and others);
- To build support for lower carbon, carbon-free and lower pollutant transport across Berkhamsted and surrounding area;
- To liaise with and support existing groups interested in improving travel facilities across Berkhamsted;
- To propose schemes of work and special projects which seek to reduce carbon emissions across Berkhamsted and surrounding areas, which can be submitted to the Town Council for approval and action.

**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 Chair of the Climate 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:**

- 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 at the discretion of the Council members. The reasons for appointment shall be documented by the Chair and noted in the minutes. The number of co-opted members cannot exceed the number of councillors.
- Other members 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.
- All members (including non-councillors) should comply with the standards set out in the Code of Conduct and standing orders.

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**Quorum:**

The quorum of the group shall be half of the working group which must include 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 by the Working Group from its members. All other committee working group 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 discussion at the T & E Committee for approval and adoption as if appropriate. approval of recommendations made and 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 what to recommend 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 reviewed and any recommended amendments made to the T & E Committee for approval.