

**Berkhamsted Town Council
Public Transport Committee
Terms of Reference**

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

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

The committee shall have no decision-making powers. All viable options shall be recommended to Full Council for deliberation and decision.

This committee supersedes the Bus Working Group.

This committee will report to Full Council.

Purpose: Berkhamsted Town Council plan 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 Public Transport Committee shall scrutinise the consultant’s work, consider its implications, raise concerns and issues arising from the proposals.

The objectives of the Public Transport Committee 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; and
- 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.

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Membership:

- The committee shall have at least 7 members, with all other Town Councillors as substitute members.
- Meetings of the committee shall be advertised and open to Town Councillors and Town Council staff only.
- The Town Council will elect a Chair of the committee at its first meeting. They will 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 Chair. The reasons for the invitation shall be documented by the Chair and noted in the minutes.
- All members should comply with the standards set out in the Code of Conduct and Standing Orders.

Administration:

- Meetings of the committee shall be scheduled by the Chair with the support of the Clerk, and shall be open to all councillors.
- The committee is expected to meet twice or more at the discretion of the Chair. 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 Chair, 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.
- This committee is anticipated to be temporary, and shall cease to exist once the project is deemed to have been delivered or abandoned.

Deliverables:

The only deliverables of the 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.

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Notes:

The recruitment, selection and appointing 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 committee shall have no budget or authority to spend money.