

Policy Committee Task and Finish Groups

Terms of Reference

Decarbonisation Routemap

Transport, Regeneration and Climate Policy Committee

1. Purpose

- 1.2 The Council's Constitution outlines that Task and Finish Groups may be established by Policy Committees as appropriate to assist in the completion of their duties, save that each Policy Committee may have no more than one appointed Task and Finish Group at any time.

The purpose of such Task and Finish Groups is to examine in detail specific issues or aspects of policy, procedure or service, according to their remit. These groups do not take any decisions but inform the deliberations of the Policy Committee. They should provide regular progress updates to meetings of the Policy Committee

Details of the scope of this Task and Finish Group are set out in Section 4.

2. Membership and attendance

- 2.1 Membership of the Group will consist of:

- 5 Elected Members and include 2 from the Labour Party, 2 from the Liberal Democrats party and 1 from the Green party
- The Group will include at least one of the following members of the Transport Regeneration and Climate Policy Committee:
 - Chair
 - Deputy Chair
 - Group Spokesperson
- Councillors from each party appointed based on the topic for review. This may be the whole Committee. Members of the group may have a special knowledge or interest in the subject being considered.
- The Group may co-opt non-voting members who are not elected Members of the Council to assist in its consideration of an issue. This could include other council officers and representatives of other agencies for specific items.

- 2.3 Chair:

Task and Finish Groups will require a Chair to lead the review, chair meetings and report on progress. The Chair should be appointed based on the topic for review and can either be appointed by the parent committee or at the first meeting of the Task and Finish group.

- 2.4 The Task and Finish Group will be supported by officers from the relevant directorate. Officers will provide relevant material and take action notes for the Group.

- 2.5 Task and Finish groups do not meet in public session and are not subject to the Access to Information Requirements.
- 2.6 The Group will be accountable to the Transport, Regeneration and Climate Policy Committee and report on progress against the work programme to develop the Decarbonisation Routemap.
- 2.7 Members of the Group will:
- Be polite and respectful and encourage constructive debate across the range of issue.
 - Prepare for each meeting by reading briefings and fact sheets relevant to the task and finish group purpose.
 - Request further information to help shape thinking where it is practicable to provide this within the constraints of the timetable set out for the group
 - Members of the Group will request that certain issues are considered by the Group where this is practicable within the constraints of the timetable set out for the group
 - Members will liaise with their relevant political parties in advance of the meetings and be empowered to provide advice within the remit of the task and finish group

3. Meeting Frequency

- 3.1 5 meetings will be held. Meetings will take place fortnightly and last for 3 hours. Meetings will be in person where practicably possible or online. Additional meetings can be requested by Group Members by exception and will be facilitated where practicable with the time constraints of the Group.
- 3.2 The Task and Finish Group will seek to bring its work to a conclusion and submit a report to the Policy Committee by June 2023

4. Scope of the Task and Finish Group

- 4.1 The Group has been established to oversee work to develop the Decarbonisation Routemap, as discussed in the committee briefing November 2022. The Group will meet regularly for a time limited period to provide advice on decarbonisation policy and investment priorities to help shape the Routemap.
- 4.2 Specific functions:
- The Group will have oversight of key issues and give advice to officers who are developing the Routemap
 - Raise awareness and share information about policies, strategies and, plans related to decarbonisation
 - Feedback to the Transport Regeneration and Climate Policy Committee about policy advice given to officers to shape the development of the decarbonisation route maps.

4.3 Meeting Work Programme

1. Introduction, Engagement and City-level Vision
2. Transport decarbonisation
3. Council decarbonisation
4. Wider route map cross-cutting issues
5. Member options / Review and recap

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