

**Bracknell Forest Joint Climate Action Board  
Working Group Terms of Reference template**

<b>Name of Working Group</b>	<b>Transport Working Group</b>
<b>Purpose of Group</b>	To oversee and coordinate climate change activities in Transport within Bracknell Forest to achieve BFBC's net zero goals.
<b>Authority:</b>	Self-organizing, with oversight from the Joint Climate Action Board (JCAB)
<b>Commencement of group</b>	September 2023
<b>Venue, frequency and format of meetings</b>	Venue – MS Teams/Face-to-Face Frequency – As Required/Every Other Month
<b>Termination of Group</b>	Ongoing
<b>Membership</b>	Self-nominated representatives of relevant organisations, and other interested parties
<b>Chair/Lead(s) and roles</b>	<b><i>Fixed – Russell/Samantha with Support</i></b>
<b>General Objectives of Group</b>	<p>The overarching aim of the group is to consolidate the <b>Transport</b> sector's climate change activities and contribute to borough-wide collaboration through the JCAB. Objectives in support of this will include the following:</p> <ul style="list-style-type: none"> <li>• To agree on group membership, meeting frequency/locations, chairs/leads and representatives to the JCAB, and overall administrative responsibilities.</li> <li>• To collate updates on the climate actions of the sector</li> <li>• To identify and promote opportunities for climate action to organisations in the sector.</li> <li>• To define and monitor appropriate key performance indicators for transport actions and activities within the borough.</li> <li>• To run programmes and projects, where appropriate</li> <li>• To collaborate with other working groups through the JCAB, providing updates and contributing to the Community Climate Emergency Strategy and Joint Action Plan</li> <li>• To collaborate with BFBC.</li> </ul>
<b>Objectives for group area of focus:</b>	<ul style="list-style-type: none"> <li>• Contribute to the development and execution of Council transport strategy (LTP4).</li> <li>• Engage with local communities to understand their needs and how the council's priorities must be actioned (Community Deep Dives).</li> <li>• Understand, Facilitate and Achieve broader behaviour change across the borough to travel locally without a car, such as increasing walking, cycling and use of public transport.</li> <li>• Understand, Facilitate and Achieve migration to cleaner forms of transport, including modal changes and the use of clean non-polluting fuel types.</li> </ul>
<b>Objectives for group membership</b>	<ul style="list-style-type: none"> <li>• To ensure group membership represents the local community, including local businesses, community groups and individual members, to ensure diversity and relevance to achieving BFBC net zero ambitions.</li> <li>• To ensure membership includes voices from the more deprived parts of the borough who may not have had access or awareness of the climate change work to date.</li> <li>• To ensure membership of relevant transport experts, including BFBC, to ensure proposals complement current council initiatives and other recognised experts to transfer best practices and learnings from outside the borough.</li> <li>• We will seek inputs from those who are not represented in the discussion through surveys and other participatory methods</li> </ul>

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<b>Dependent groups and/or meetings</b>	Joint Climate Action Board
<b>Administrative Arrangements</b>	Run by independent sector leads selected by each group, with support from the Joint Climate Action Board and/or Bracknell Forest Council officers where appropriate

*Note: The separate document "Developing the CCES and your work plan" contains useful prompts for initial discussions which may help you complete your Terms of Reference.*