

Decarbonisation and Emissions Working Group

1. Terms of Reference

- 1.1 The Working Group is advisory only and has the following functions:
- a) To oversee the delivery of actions that decarbonise the transport sector while improving air quality.
 - b) To monitor progress to decarbonise the transport sector.
 - c) To assist in the prioritisation, identification and recommend low-carbon / low emission transport related interventions.
 - d) To provide expertise and support for low-carbon transport related projects being developed by the Combined Authority and partners.
 - e) To monitor the delivery of outputs and outcomes of low carbon and low emission transport related projects being developed by the Combined Authority and partners.
 - f) To act as champions for low emission transport related projects, influencing partners, including regional organisations and government, to decarbonise the sector.

2. Role of the Working Group

- 2.1 The Working Group is not intended to replace or conflict with oversight and review provided by any decision-making committee of the Combined Authority, including the Transport Committee and the Climate, Energy and Environment Committee.
- 2.2 The Working Group is not intended to replace or conflict with the Combined Authority's overview and scrutiny arrangements, and any matter reviewed by the Working Group remains within the remit of those arrangements and the Scrutiny Standing Orders in Part 4 of the Constitution.
- 2.3 The Working Group is not intended to act replace or conflict with consultation processes on individual projects and programmes led by Constituent Councils responsible for delivery.
- 2.4 Transport is currently the highest emitting sector in West Yorkshire, contributing 44% of total regional carbon dioxide emissions. These emissions are predominantly from road transport, particularly private vehicles.
- 2.5 The Leeds City Region Strategic Economic Framework (SEF) sets out the commitment to become a resilient, net zero carbon economy by 2038. The purpose of the Decarbonisation and Emissions Working Group is to accelerate the action and pace on decarbonising transport to fulfil the commitment, alongside improving local air quality.

2.6 The aims of the Working Group are:

- To support the delivery of the Connectivity infrastructure Plan and Tackling the Climate Emergency Action Plan and Roadmap and the carbon dioxide emission reduction ambitions.
- To recommend the actions that will decarbonise the transport sector and improve air quality within the Combined Authority's Area.
- To work with and influence partners, including regional organisations and government to deliver actions that decarbonise the transport sector.
- To provide oversight of the delivery of outputs and outcomes of low-carbon / low emission transport related projects being developed by the Combined Authority and partners.
- To align activity on decarbonising the transport sector with activity to improve air quality in the Combined Authority's Area.

3. Membership

3.1 The Working Group comprises members from Transport Committee and the Climate, Energy and Environment Committee.

3.2 The Chair for the Working Group will be one of the Transport Committee members.

4. Meeting arrangements

4.1 The Working Group will meet quarterly or as otherwise determined by its Chair.

4.2 An **agenda** for business to be considered by a meeting of the Working Group will be provided in good time for any meeting.

4.3 At least **5 working days' notice** of meetings should be given and any member that wishes to attend should notify the relevant officer.

4.4 There is no fixed **quorum** for meetings of the Working Group but it is advisable that at least 3 members attend any meeting.

4.5 If fewer than 3 members indicate they will attend, then the meeting need not be held. If a meeting is not going to be held, then members may make written representations on the papers to the Director, if they wish.

4.6 So far as possible, representatives of **more than one political group** should attend in the interest of balance. There is no legal requirement for political balance to be achieved on working groups.

4.7 The Working Group is **not a sub-committee**, to promote flexible business.

- 4.8 At any meeting, if the Chair is not present, the members attending may if they wish select one of their number to act as chair for the purpose of conducting the business on the agenda. Where a decision is required, such as the terms of any recommendation, then the attendees may vote if there is not clear unanimity. Each attendee shall have one vote and the Chair shall not have a casting vote. The views of all members present should be recorded if there is any dispute.
- 4.9 **Officers** may attend meetings to provide information, documents and advice to the Working Group. Officers are not members of the Working Group.
- 4.10 Any **recommendations** of or updates from the Working Group will be brought before the Transport Committee or the Climate, Energy and Environment Committee as soon as practicable, or in the case of urgent matters, be notified to the Chairs of the Transport Committee and the Climate, Energy and Environment Committee and the Director, Policy and Development, as soon as possible.
- 4.11 Any proceedings of the Working Group shall be kept private and confidential; meetings are not open to the public.

5. **Conflicts of Interest**

- 5.1 The **Members' Code of Conduct** of the Combined Authority applies to any Combined Authority Member, and to any voting Co-optee on Transport Committee or the Climate, Energy and Environment Committee attending this Working Group.
- 5.2 However, the Code does not explicitly extend its requirements in respect of declaring interests to meetings of any Working Group. The Head of Legal and Governance Services therefore advises that members of the Working Group should treat meetings of the Working Group as if they are a formal committee meeting for the purposes of disclosing interests and not participating in discussion where members have an interest in a matter. This will help members avoid breaching the principles of conduct set out in the Code relating to selflessness, and honesty and integrity.
- 5.3 Any declaration or non-participation by a member should be recorded in the minutes for the meeting of the Working Group.