

## **Appendix 1 - Terms of Reference for the Cycling and Walking Task and Finish Group**

### Purpose of the Cycling and Walking Task and Finish Group

1. The overarching purpose for the Task and Finish Group is to support the development of the Local Cycling and Walking Infrastructure Plan (LCWIP) and the rural cycling strategy.
2. The focus of the Task and Finish Group is providing input and recommendations for the development of the LCWIP and rural cycling strategy, not all detailed issues relating to cycling and walking.
3. The Task and Finish Group will draw to a close once the LCWIP and rural cycling strategy are finalised.
4. The Task and Finish Group will report back to the Climate Change and Environment Scrutiny Committee on its findings and recommendations.

### Functions of the Cycling and Walking Task and Finish Group

1. The Task and Finish Group has no decision-making powers: its purpose is to aid greater understanding of issues, options and scheme development in relation to the Council's LCWIP and rural cycling strategy.
2. Where Actions relating to matters considered by this Task and Finish Group reasonably fall on officers to undertake (in accordance with delegations in the constitution), then the Task and Finish Group may steer officers in taking those actions. Where Actions require a decision to be taken at a Member level (such as via Full Council, Cabinet or a CMDN, in accordance with the constitution), then the Task and Finish Group may recommend to the appropriate decision taker what actions should be taken.

### Procedures of the Task and Finish Group

1. A representative from each political party is invited to sit on the Task and Finish Group. Substitutes are permitted. The Chair of the Task and Finish group will be agreed at the first meeting of the group. Appropriate officers will attend meetings of the Task and Finish Group.
2. External attendees may be invited to the meeting, such as to present information or offer expert advice.
3. Task and Finish group meetings will be held in private, with the exception of evidence gathering sessions with key witnesses, which the public will be invited to observe, unless the subject matter is considered to be of a sensitive nature, in which case it may not be possible to hold the evidence gathering session in public. Any report to the Cabinet or a Cabinet Member will be published on the website (once such matters arising are agreed by the Chair as an accurate record).
4. The Task and Finish Group will determine regularity, time, length, and location of future meetings.
5. Agendas for the future meeting will be sent to attendees at least 5 calendar days prior to each meeting of the Task and Finish Group.

This page is intentionally left blank