

DRAFT - Terms of Reference for the Cycling and Walking Member Working Group

(scheduled to be approved by Cabinet on 26 October 2020)

Purpose of the Cycling and Walking Member Working Group

1. The overarching purpose for the Working Group is to consider measures that can be taken to support active travel across the city in line with funding conditions issued by the Department for Transport's Emergency Active Travel Fund grant
2. The purpose of the Working Group is to help speed up actions relating to delivering the cycling and walking measures, not delay them.
3. The focus of the Working Group is on key issues to deliver cycling and walking measures, not all detailed issues.
4. The Working Group will cease within six months of the 31st March 2021 which aligns with timelines dictated by the DfT in relation to allocation of the grant.

Functions of the Cycling and Walking Member Working Group

5. The Working 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 delivery of the Emergency Active Travel Fund grant.
6. Where Actions relating to matters considered by this Working Group reasonably fall on officers to undertake (in accordance with delegations in the constitution), then the Working 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 Working Group may recommend to the appropriate decision taker what actions should be taken.
7. A prime function of the Group is to assist the delivery of schemes due by March 2021, together with the monitoring of the measures delivered.

Procedures of the Cycling and Walking Member Working Group

8. Five Members will sit on the Working Group, with one representative from each political party, together with officer representation as appropriate. Substitutes are permitted. The Chair of the Working Group will be agreed at the first meeting of the group. Appropriate officers will attend meetings of the Working Group.
9. If the Cabinet Member for Strategic Planning and Commercial Strategy and Investments is not a member of this group, officers will provide regular updates outside of this meeting.
10. External attendees may be invited to the meeting, such as to present information or offer expert advice.
11. Meetings are not open to the public, but 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).
12. At the first meeting of the Working Group regularity, time, length, and location of future meetings agreed.
13. Agenda's for the meeting will be sent to attendees at least 5 calendar days prior to each meeting of the Working Group.

This page is intentionally left blank