

Terms of Reference for the Cycling and Walking Member Working Group

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 future funding allocations.
2. The purpose of the Working Group is to help speed up actions relating to delivering walking and cycling measures.
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 has no fixed end date, and will be drawn to a close should Cabinet or Full Council deem it appropriate to do so.

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 walking and cycling measures.
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.

Procedures of the Cycling and Walking Member Working Group

7. One representative from each political party is invited to sit on the Working Group. 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.
8. 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.
9. External attendees may be invited to the meeting, such as to present information or offer expert advice.
10. Working 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).
11. The Working Group will determine regularity, time, length, and location of future meetings.
12. Agendas for the future meeting will be sent to attendees at least 5 calendar days prior to each meeting of the Working Group.

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