

Appendix 3

TERMS OF REFERENCE FOR MEMBER WORKING GROUP

1. Name

Local Cycling and Walking Infrastructure Plan [LCWIP] Member Working Group

2. Purpose

The group will offer members and key stakeholders earlier and stronger engagement in, and oversight of, the development of the Local Cycling and Walking Infrastructure Plan during the specified stages in the development of the document, as outlined in Section 4 of this document and the draft Local Cycling and Walking Infrastructure Plan Scoping Report.

The group will inform and consider the development of the Local Cycling and Walking Infrastructure Plan, including stakeholder and community feedback resulting from specific tasks and activities during the Local Cycling and Walking Infrastructure Plan's development. The group itself will not make decisions; these will always be made at the Environment, Transport & Sustainability Committee.

3. Status

This group shall be an advisory board to the Environment, Transport & Sustainability Committee. The group will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the group will be established on a cross-party basis.

4. Areas of focus

This group will assist with and/or inform key, specified stages recommended by the Government in the development of the Local Cycling and Walking Infrastructure Plan, as follows:-

- Finalising the approach (methodology) to preparing the Local Cycling and Walking Infrastructure Plan, as set out in the draft Scoping Report agreed by the Environment, Transport & Sustainability Committee in June 2019 (Stage 1- Determining Scope), taking note of the Government's Department for Transport's Local Cycling and Walking Infrastructure Plan Technical Guidance for Local Authorities
- Finalising the stakeholder and community engagement programme (Stage 1- Determining Scope) and subsequent delivery of this
- Considering perceptions of existing provision, feedback on existing facilities and suggestions for improvements (Stage 2 – Gathering Information)
- Network Planning for Cycling and Walking (Stages 3 and 4)
- Agreement of prioritisation criteria (Stage 5 – Prioritising Improvements)
- Embedding the Local Cycling and Walking Infrastructure Plan across other areas of council delivery (Stage 6 – Integration and Application). The areas of focus will be kept under review for the duration of the group; new issues may be added as they arise. The group will be involved in the subsequent

completion of the draft Local Cycling and Walking Infrastructure Plan document, before it is reported back to the Environment, Transport & Sustainability Committee.

4. Reporting

The group will report to the Environment, Transport & Sustainability Committee, with recommendations as necessary.

6. Membership

Membership of the Working Group shall consist of three elected Members from the Environment, Transport & Sustainability Committee, one from each political party, following nominations by their Group Leaders.

The Members will be supported primarily by officers from the City Transport Division. Substitutes for Members of the group may attend as and when required.

This group will have the ability to co-opt stakeholders onto the group and/or invite stakeholders to engage in specific thematic meetings, as appropriate. Stakeholder involvement and input into the group's meetings will be requested and agreed by Members in order to ensure that there is an appropriate level of representation of views, experience and knowledge to help inform the group's consideration of agendas at individual meetings. It is expected that stakeholder input could include representatives of walking and cycling groups, disability and equality groups, community engagement, 'harder to reach' groups including young people, and public health providers.

7. Meetings and ways of working

Meetings of the group will be scheduled to take place to enable consideration of key stages of the Local Cycling and Walking Infrastructure Plan's development and allow the group's recommendations to be reported to the Environment, Transport & Sustainability Committee.

The timing and number of meetings may be determined by the volume of business for the group. The group will arrange thematic meetings in order to ensure that it addresses all relevant issues in a focused and manageable way. Additional meetings of the group may be arranged as required.

In order to be an effective body and play a significant role in the development of the Local Cycling and Walking Infrastructure Plan prior to its consideration by the Environment, Transport & Sustainability Committee, the focus or agenda of the group's meetings will be planned and agreed in advance, especially to ensure that stakeholder involvement and a suitable venue can be arranged and secured.

Agendas and meeting notes will also be prepared and circulated at least one week in advance of the meetings.

8. Review

This is an MWG established for the lifecycle of the project or until the MWG membership decide to terminate its meeting. This MWG will be reviewed with stakeholders, if required, at regular intervals and annually in order to maintain its purpose and effectiveness.

