

Newcastle Cycling Stakeholders Forum - Terms of Reference – November 2017

The Newcastle Cycling Stakeholders Forum has been set up to bring together people with an interest in cycling so that they could influence the Council's policy on cycling and the Cycle City Ambition Fund project.

The Cycling Stakeholders Forum is not a decision making body but it is the means by which interested parties can contribute to and influence the policies and services that the Council and its partners provide for cyclists.

The Cycling Stakeholders Forum will meet bi-monthly and act to influence and monitor the delivery of agreed Council policy and budget proposals. It may be asked to create task and finish groups around certain themes that require additional work. The Cycling Stakeholders Forum will make recommendations and observations that will be fed to the Healthy Streets Board that is responsible for the delivery of cycling infrastructure in Newcastle.

Invitations to the Cycling Stakeholders Forum will be issued to key stakeholders and they will be asked to nominate people to act as the core attendees at the meeting to represent their organisations or voluntary groups. Members of the public who also wish to attend are able to do so though we do request that they raise any particular issues with the Chair before the meeting to ensure meetings are not dominated by one issue, particularly one that has been discussed in other more appropriate groups.

The overall cycling vision for Newcastle as outlined in the 10 year Newcastle Cycling Strategy is to have more people of all ages and abilities cycling more often in a city that is easy and safe to get around by bike.

The Strategy sets out how this will be done. The Cycling Stakeholders Forum is a vital part of the Strategy. These Terms of Reference clarify the role of the Cycling Stakeholders Forum and the responsibilities of the Council and the Forum.

Mission statement

The Cycling Stakeholders Forum seeks to increase the numbers of people cycling in Newcastle and make cycling in the city a safe, convenient and pleasant mode of transport.

We will take into account the needs of all cyclists from the beginner to the regular cyclist and provide opportunities and encouragement for everyone to cycle.

We will hold the Council to its commitment to consider the needs and the safety of vulnerable users in every highways scheme starting with the needs of pedestrians, followed by cyclists, then public transport, service vehicles and finally car users, but the priority given to each set of users will depend on the circumstances and the aims of the scheme.

Aim

The Cycling Stakeholders Forum's main aim is to help the council and its partners deliver the 10 year Cycling Strategy and its role is described in the Strategy as:

1. educational: to share information and advice on cycling issues and support cycle training.
2. promotional: to work with Newcastle City Council to promote and encourage responsible cycling in and around Newcastle
3. consultative: to comment on and influence council policies, strategies and plans including spending decisions that impact upon cyclists and the existing cycle infrastructure as well as the future development of cycling schemes and facilities.
4. monitoring and review: To monitor and review
 - the condition of cycle routes
 - new cycling schemes
 - progress on implementing the Cycling Strategy
 - spending on cycling infrastructure

Consultation

The Cycling Stakeholders Forum is an important part of the council's consultation process on cycling schemes as well as being a mechanism for obtaining feedback on schemes and other initiatives.

In addition, the Council has a Technical Advisory Group (TAG) to assist with consultation and development of schemes and other relevant projects. Membership of TAG currently includes representatives from a number of organisations, including the Cycling Stakeholders Forum, the Newcastle Cycling Campaign, Sustrans, and Cycling UK. Feedback on TAG meetings is provided to the Cycling Stakeholders Forum at each meeting where there is an opportunity for discussion and input from members. Membership of the TAG will be confirmed annually at the last Cycling Stakeholders Forum meeting each year.

Composition / membership

It is proposed that the membership of the Cycling Stakeholders Forum will be wide ranging and include representatives of organisations both with and without specific interest in cycling, interested cyclists and non-cyclists and other interested parties. It is intended that the Cycling Stakeholders Forum provides the opportunity for cyclists and non-cyclists to discuss proposals and issues together.

A Chair and two Vice Chairs will be elected at the March meeting of the Forum and will serve for the following municipal year. The forum has decided that as part of its remit is to encourage more cycling across for all members of the community that at least one of these posts will be held by a female.

Anyone in attendance at the March meeting will be eligible to vote for each position. Nominations for these positions should be notified to the Council's Transport Development Team in advance of the March meeting.

The Council's Transport Development team will be responsible for inviting groups and organisations to attend and for circulating notes, agendas and papers.

Notes and papers from the Cycling Stakeholders Forum will be placed on an agreed webpage, circulated through the e-newsletter and sent to other relevant officers within the Council to allow wider participation.

Roles and responsibilities of members

The members of the Cycling Stakeholders Forum are asked to:

- Attend Cycling Stakeholders Forum meetings and contribute to cycling discussions and the consultation process.
- Disseminate information within their organisation as relevant. Members/users/clients to represent their views when appropriate.
- Champion the Cycling Stakeholders Forum within their organisation and make “connections” between people, groups and projects so that opportunities for collaboration but also the visibility of the Cycling Stakeholders Forum are maximized.
- Bring their local/expert knowledge to the table so that informed decisions can be made by the Council.
- Make recommendations for future work and priorities.
- Ensure that the Cycling Stakeholders Forum embeds in its operations the principles of equality, social inclusion and sustainable development.
- Respect the needs of cyclists of all abilities and levels of participation.
- Support safe and responsible cycling in Newcastle.

Roles and responsibilities of members taking part in working groups

- To attend meetings as agreed and contribute to the discussion of the proposals being put forward.
- To keep discussions and any drawings confidential until they are made public.
- To respect the views of other members of the group and of officers.

Role and responsibilities of the Council

The Council is expected to:

- Administer the Cycling Stakeholders Forum professionally.
- Take into account the views of the Cycling Stakeholders Forum when making decisions affecting cycling provision, ensuring that comments from the Forum are channelled to the decision makers.
- Feedback, and explanation of decisions will be provided to the forum, following on from above. Opportunities for questions to be raised for more detailed response following meetings will be provided.
- Provide the relevant officers at meetings where major proposals are to be discussed.
- Inform the Cycling Stakeholders Forum of developments and issues affecting cycling in Newcastle and provide opportunities to comment and become involved in these.
- Explain and discuss decisions on budget allocation.
- Update the Council's webpage with Cycling Stakeholders Forum notes and papers, plans of schemes and other information relevant to cycling in Newcastle.
- Circulate information through social media to help communications.

Objectives of the Cycling Stakeholders Forum

1. To promote safe, accessible cycling in the City for all.
2. To identify the barriers to safe cycling in Newcastle and to recommend actions.
3. To comment on proposed developments in relation to cycling.
4. To assist the Council in forging the necessary links with key stakeholders, including local government associations, cycling industry trade bodies, cycling organisations/user groups, professional driver training bodies and associations, the rail industry, law enforcement agencies, the healthcare sector and professional bodies which have an interest in similar purposes.
5. To participate in and feed into the integrated transport debate and other transport strategy developments such as the revision of the Local Transport Plan.
6. To report problems on the cycle route network for action or assessment.
7. To support the work of the Transport Development Team and other officers involved in cycling improvements.
8. To agree items to be fed into the Healthy Streets Board.

Organisation

1. The Cycling Stakeholders Forum will meet bi-monthly on a weekday evening.
2. Twice a year the meetings will be 'open' focusing on broadening participation. These meetings may be timed to coincide with wider public events.
3. The Cycling Stakeholders Forum will be based at the Newcastle Civic Centre but meetings may be held elsewhere.
4. The Cycling Stakeholders Forum will annually elect a Chair and two vice chairs. As well as chairing meeting of the Stakeholder Forum, The Chair will also represent the Stakeholders Forum at the Council's Healthy Street Board (with the Vice Chairs deputising where necessary).
5. The Cycling Stakeholders Forum will be administered by the Council's Transport Development Team. A member from the team will act as the named administrator. Notes will be taken by an appointed council officer or by a volunteer from the Cycling Stakeholders Forum. The administrator will distribute the agenda and notes, keep an up-to-date contact list of members, organise meeting rooms and refreshments and publicise the meetings.
6. Notes are not intended to be a verbatim record of each meeting. They will be circulated following a meeting and points can be raised / amended as necessary and confirmed at the next meeting.
7. A range of cycling topics will be discussed at each meeting, based on suggestions from members of the Cycling Stakeholders Forum and council officers. The Chair and administrator will be responsible for organising the agenda.
8. Meeting dates will be set at the beginning of the year. Meetings will be advertised in advance on the chosen website for cycling information.
9. The agenda and associated documents will be circulated 1 week in advance of the meeting and the notes from the meeting within 3 weeks of the meeting.
10. Cycling Stakeholders Forum documentation such as agendas, notes of the meeting, associated documents and links, will be posted on the website for inclusive access and transparency. If posting online is not permissible due to

council policy, online reference will be made to the document and access made available by other means.

11. Where more detailed discussion is needed or the focus is on one topic or geographical area, subgroups of the Cycling Stakeholders Forum (task and finish groups) can be set up by the Chair. These will have a limited timescale and should report back to the main Cycling Stakeholders Forum upon completion or at a set frequency.

Code of Conduct

As members of the Cycling Stakeholders Forum we will:

- Treat each other and the cycling community with courtesy and respect and will demonstrate honesty and discretion in matters relating to the Cycling Stakeholders Forum.
- Accept that all members of the Cycling Stakeholders Forum have equal status and that our main concern is the welfare of people in Newcastle.
- Work as a team where constructive criticism and debates are encouraged.
- Work to develop effective working relationships with officers, cyclists and non-cyclists and all relevant organisations.
- Involve ourselves actively in the work of the Cycling Stakeholders Forum and accept a fair share of the responsibilities, including serving on committees and working groups.
- Regularly attend meetings of the Cycling Stakeholders Forum and working groups.
- Express our views openly and courteously within meetings and listen with courtesy to the views of others.
- Accept and respect the council's responsibility to manage the needs of all users of the highway and public spaces.