

## **Trafford Cycle Forum and Technical Group Terms of Reference November 2016**

### **Role**

Support and promote the benefits of cycling to all communities within Trafford

### **Forum Functions**

- Promote and advertise the many benefits of cycling, including health, environment, accessibility, through complementary means. E.g. organised cycle rides and display stands.
- Assist in identifying opportunities for aligning the network of cycling activities locally and establishing opportunities for new provision in evidenced gaps.
- Review and monitor the effectiveness of measures to improve the cycling environment and networks and make recommendations on future physical improvements planned in the Borough.
- To represent Trafford's voice on cycling related matters at the GM level.
- Assist in identifying opportunities for improving cycling/public transport links.

### **Technical Group Functions**

- Contribute to the review and implementation of improvements to the strategic/local cycle network for Trafford and its links with neighbouring authorities.
- Contribute to the identification and location of cycling facilities both on and off the highway (e.g. cycle parking).
- Review and contribute to the implementation of planning policy, as it relates to transport, cycle storage and security.
- Monitoring Planning applications and providing appropriate comments directly to the Planning and Development Service– see website <http://www.trafford.gov.uk/EnvironmentAndPlanning/Planning> for weekly plans list and application details.
- Communicate the outcome of Technical Meetings to the Forum.

### **Forum Engagement**

The Forum is open to all interested cyclists in Trafford. Forum engagement is through meetings, a 'technical forum', email contact, and via the Trafford Council website.

Full Forum meetings will normally take place quarterly. Provision will be made for extraordinary meetings as appropriate.

In addition to the Forum meetings, Technical Forum meetings will also be held quarterly, generally in March and September. Technical meetings will be chaired by the Traffic and Road Safety Manager (One Trafford Partnership). Further e-consultation will be carried out with Forum and Technical members, via the Secretary, as appropriate. The Technical Forum is open to all members of the Forum.

A Patron, Chair, Vice Chair and Secretary of The Cycle Forum will be chosen by attendees for a 24 month period and reviewed after 12 months.

Meetings should be no longer than 2 hours in duration.

## **Servicing**

The forum will be self-sufficient.

Meeting rooms, refreshments, website updates and officer attendance will be provided by Trafford Council.

A range of cycling topics will be discussed at each meeting, based on suggestions from members of the forum. The Chair and secretary will be responsible for setting the agenda. The Secretary will circulate the agenda to all members in the week prior to each meeting and provide a copy to Trafford Council, via the [EGElbusinesssupport@trafford.gov.uk](mailto:EGElbusinesssupport@trafford.gov.uk) email address, for publication on the Council website.

Forum minutes will be prepared by the Secretary. Minutes will note key decisions and action points, and will be provided to all members by the Secretary within two weeks of the meeting date wherever possible and provide copy to Trafford Council, via the [EGElbusinesssupport@trafford.gov.uk](mailto:EGElbusinesssupport@trafford.gov.uk) email address, for publication on the Council website.

## **Meeting Locations**

Forum meetings will take place at Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

## **Code of Conduct for Trafford Cycle Forum Members**

Members of the Trafford Cycling Forum will:

- Treat each other with respect and will demonstrate honesty and discretion in matters relating to the Cycling Forum.
- Accept that all members of the Forum have equal status
- Work as a team
- Work to develop effective working relationships with officers, cyclists and non-cyclists and all relevant organisations
- Involve themselves actively in the work of the Forum and accept a fair share of the responsibilities
- Regularly attend meetings of the Forum
- Accept and respect the Council's responsibility to look after the needs of all road users
- Accept responsibility for keeping information confidential

## **Role of the Chair of the Trafford Cycle Forum**

The Chair will be responsible for:

- Agreeing the agenda in consultation with the Secretary;
- Agreeing the minutes prior to circulation to Forum members;
- Ensuring the smooth and inclusive running of the meetings;
- Ensuring that all actions from meetings are followed up;
- Setting dates for Forum meetings;
- Determining when additional/extraordinary meetings are appropriate and;
- Providing the main point of contact on behalf of the Forum for both members and Council Officers.

## **The role of the Vice Chair of the Trafford Cycle Forum**

The Vice Chair will be responsible for:

- Assisting in all of the above and;
- Deputising for the Chair as necessary

## **The role of the Secretary of the Trafford Cycle Forum**

The Secretary will be responsible for:

- Agreeing the agenda in consultation with the Chair;
- Circulating the Agenda to all Forum members and to [EGElbusinesssupport@trafford.gov.uk](mailto:EGElbusinesssupport@trafford.gov.uk) email address, for publication on the Council website;
- Taking of the minutes at the Forum Meetings;
- Preparation of the minutes and seeking approval of them by the Chair;
- Circulating the minutes to all Forum members [EGElbusinesssupport@trafford.gov.uk](mailto:EGElbusinesssupport@trafford.gov.uk) email address, for publication on the Council website;
- Co-ordinating e-consultations, as appropriate, in consultation with the Traffic and Road Safety Manager (One Trafford Partnership);
- Notifying [EGElbusinesssupport@trafford.gov.uk](mailto:EGElbusinesssupport@trafford.gov.uk) of Forum meeting dates to request room booking(s) are secured.