



Cycling Strategy Group

Terms of Reference

1. Context

In May 2014 the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee concluded its Cycling Inquiry. It set out an ambitious vision for cycling in Sheffield (see Appendix 1) and a strategic approach based around three themes:

- Strong leadership
- Getting the right infrastructure in place
- Getting people cycling

It made 19 recommendations which were all endorsed by Cabinet in July 2014.

A number of things have led to the bringing together of this new Cycling Strategy Group:

- The need to ensure that all activity across Sheffield City Council is aligned so that we can achieve the vision and recommendations for cycling.
- Ensure that we work closely with key partners and stakeholders in the city to ensure co-production of key strategy and plans, to share best practice and to learn from each other.

2. Aim

The aim of the group is to align the different elements of cycling work currently undertaken by Sheffield City Council, and to align with partner organisations, to facilitate the implementation of the Cycling Inquiry. By doing that we aim to increase the number of people cycling for pleasure, leisure and travel to work and contribute to reducing the number of inactive children and adults in the city.

3. Objectives.

The Cycling Strategy Group will fulfil the following roles:

Programme Management

- Identify clear **officer leads** for each of the 19 recommendations from the Cycling Inquiry.

- Be responsible for **managing progress** against the 19 recommendations within the Cycling Inquiry - monitoring the performance, progress and implementation of the recommendations, identifying key variances from the programme, any resource or capacity issues, and appropriate mitigation actions.

Co-ordination

- Provide **strategic advice and direction** for all cycling related work within the city
- Understand and **map cycling activity** within the city to avoid duplication and to engage existing key partners
- To join up the **communication** of cycling work ensuring there is a clear communication plan which captures all activity and opportunities and the benefits of cycling
- Build on the **Tour de France** and develop work which will provide a **legacy** for the city

Infrastructure

- Ensure that a long term **strategic cycle network plan** is produced and a **delivery plan** setting out how it will be implemented
- Develop in consultation with partner organisations, **safe cycle routes** to schools, major employment areas and other key facilities e.g. NHS, Universities, SCC sites, Graves, Concord and North Active (National Centre for Sport Exercise Medicine)
- Review **current programmes and projects** to assess strategic fit, good practice and any scope to improve cycle infrastructure delivery

Policy Development

- Oversee the **development and/or revision of policies** in relation to cycling including the incorporation of the Cycling Vision into the Vision for Excellent Transport in Sheffield and the update to the Sheffield Cycle action Plan.
- Ensure that there are **clear links to wider agendas** including Playing Out Schemes, Walking, 20 mph work etc.
- Ensure that this work fits with the principles of the **Move More** programme e.g. addressing the policy and environment which influences physical activity; working together; building opportunities from the bottom up; consistent messages.
- Develop cycling programmes and opportunities which will contribute to the **outdoor economy** and encourage **tourism** in the city.
- Link to the **Major Events Strategy**: twin tracked approach to mass participation and major events.

Activities and events

- SCC and partner organisations to ensure they have **appropriate schemes and opportunities to increase cycling participation** within their organisation - for staff to learn to ride, to be confident and safe on a bike and have bike to work schemes in place to encourage uptake of cycling

Training, development and Best practice

- **Advice** on cycling provision in relation to planning of new development and buildings including considering the need for a Sheffield Guide for Cycling.
- Work to the **Public Health Outcomes Framework**.

Funding and resources

- Be responsible for identifying any potential **funding streams** and in give advice and support in writing bid applications.
- To identify and **resource gaps** (staff and funding) and identify any potential to draw on the resources of wider partners to ensure the Cycle Inquiry recommendations are delivered.

4. Membership

The Cycling Strategy Group membership will include representatives from the relevant disciplines across Sheffield City Council who have the knowledge, expertise and capability to drive forward the cycling agenda and implement the 19 recommendations of the Cycling Inquiry for Sheffield.

The Council's commitment to co-production means that we want to have regular representation from CycleSheffield and also Sustrans. We will consider widening out representation as the work of the Strategy Group progresses including inviting sector representatives or key stakeholders for specific items on the agenda.

Membership will include:

- Sheffield City Council
 - Director of Development Services (Chair)
 - Cllr Tony Downing
 - Transport Strategy Manager – Dick Proctor
 - Head of Activity Sheffield – Diana Radford
 - Head of Public Health (Place) – Dawn Lockley
 - Team Manager –Culture & Environment – Paul Steel
 - Communications – Nassim Koriba
- Other stakeholders
 - Cycle Sheffield – representatives
 - Sustrans

5. Meetings and organisation

- Meetings will take place bi-monthly
- Action points will be taken and distributed within 2 weeks of the meeting
- Any member unable to attend a meeting should, where possible, send a deputy.

6. Principles of working

The success of the Strategy Group will be dependent on how it operates. A number of key principles for working are set out in Appendix 2.

Appendix 1

Cycling Inquiry

Vision for Cycling in Sheffield

To realise the full potential of cycling to contribute to the health and wealth of Sheffield, and the quality of life in our local communities, and to play its part in a fully integrated transport network that will encourage reduced car usage, alleviate congestion and ease pollution across the whole of the city. We believe this is both possible and necessary.

We need to get the whole of Sheffield cycling: not just healthy people or sporty young males, but people of all ages and backgrounds, in urban and rural areas.

We need to change the culture of how we use our roads, so that people are no longer afraid to cycle or allow their children to do so. Our streets, roads and local communities, need to become places for people, where cycling and walking are safe and normal.

We endorse the aim of the Get Britain Cycling report to see cycle use increase to 10% of all journeys in 2025 and 25% in 2050.

Appendix 2

Principles of how the Cycling Strategy Group operates

- The Strategy Group is there to provide an **honest and early review** of how the 19 recommendations from the Cycling Inquiry are progressing – the assurance role of the Group is key.
- Strategy Group members should provide **constructive and positive challenge** to strategy, programme or project delivery where necessary.
- Strategy Group members should **share their experiences** to **encourage best practice** and to **learn from mistakes**.
- The Strategy Group should **look at the big picture** and **report progress by exception** – highlighting key variances and challenges only rather than reporting on the detail of each project or recommendation.
- The Strategy Group should **celebrate successes** and **share these** across the Council and with wider partner organisations where the opportunity arises, including considering opportunities to submit for awards.
- The Strategy Group will **focus on the outcomes and benefits** of programmes and projects not just the costs and outputs.
- The strategy Group should consider opportunities for **co-production**, **joint working** across organisations and **cross-disciplinary working** to achieve the vision and recommendations for cycling in Sheffield.