

Terms of Reference for the Sheffield Cycle Forum

Purpose of the Forum

The purpose of the Sheffield Cycle Forum is to provide a pro-active arena to develop partnership initiatives with key organisations in the City to promote bicycle use (e.g. National Bike Week, green travel plans). In addition, the Forum provides an opportunity for information sharing on ways of encouraging cycling and issues that affect cycling as a mode of travel in Sheffield. This includes consultation on transport and other projects, sponsored by Sheffield City Council, its partners or developers, which have an impact on cycle planning.

Openness / Membership

The Chair of the Forum is to be a Councillor from the ruling group. The Deputy Chair should be a member of the opposition group. The meetings of the Forum will be publicised on the Council's Website, Radio Sheffield's 'What's On' slot, and the Sheffield Telegraph listing of Council meetings. The Agendas and Minutes of the Forum will also be put on the Council's Website.

Membership of the Forum is limited to representatives of each of the invited organisations, at the discretion of the Chair (a maximum of two representatives per organisation), except that the first fifteen minutes of each meeting will be available for members of the public to voice opinions or raise questions. In addition, members of the public are able to attend as observers for the whole meeting.

The organisations to be invited to attend include:

- The Health and Education sectors: The Primary Care and Hospital Trusts, Sheffield Hallam University (plus the Students Union), The University of Sheffield (plus the Students Union), Sheffield College, the DfES, Education Department and representatives of interested schools.
- Cycle interest groups including Pedal Pushers, the Sheffield Cycle Campaign, the Cyclists Touring Club.
- Environmental campaign groups, including Friends of the Earth, Transport 2000, CPRE.
- Transport Operators and promoters, including, Stagecoach Supertram, First mainline and The Passenger Transport Executive
- A representative from each of the political parties on the Council, as defined by Council Standing Orders.
- Major trip-generators and potential partnership organisations, such as Meadowhall, Sheffield United, Sheffield Wednesday, Sheffield International Venues etc.

For groups and organisations other than those mentioned above, the right to attend will be at the discretion of the Chair and ratified by the meeting.

Lines of Reporting

The new structure of Sheffield City Council requires that executive decisions are made by Cabinet or delegated officers. The Sheffield Cycle Forum will offer advice to the cabinet / delegated officers to inform their decisions. Where issues raised in the Cycle Forum require a formal Council decision, that issue will be referred to Cabinet or the appropriate Board of the Council.