

Harrogate District Cycle Forum

Terms of Reference

The Harrogate Cycling Forum was set up following a presentation made to councillors by Harrogate cycle action. In response to the suggestions made in the Harrogate Cycle action manifesto Harrogate Borough Council appointed a cycle champion from the elected members. The first task of the cycle champion was to bring together people with an interest in cycling so that they could influence the Council's policy on cycling. The Forum is not a decision making body but it is the means by which the cycling community can contribute to and influence the services that the Council provides for cyclists.

The overall cycling vision for Harrogate is to have more people of all ages cycling more often in a District that is easy and safe to get around by bike.

These Terms of Reference clarify the role of the Forum and the responsibilities of the Council and the Forum.

Mission statement

We will work with the District Council to increase the numbers of people cycling in Harrogate and make cycling in the District 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 respect the hierarchy of road users which gives highest priority to pedestrians, followed by cyclists, then public transport, service vehicles and finally car users.

Aim

The forum's aims are

1. 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 facilities.
2. Monitoring and review: To monitor and review condition of cycle routes and new cycle schemes
3. Promotional: to work with all authorities and stakeholders to promote and encourage responsible cycling in and around Harrogate
4. Educational: to share information and advice on cycling issues and support cycle training.

Consultation

Where a traffic scheme or a significant development is proposed (to include significant re-surfacing of roads) the plans will be presented to the Cycling Forum and comments invited. Where a new cycling scheme or major improvements to a cycling route are being considered, the Forum will be involved in the discussions at the beginning to comment on the line of the route and the importance of the route to cyclists etc.

Composition / membership

The forum is made up of representatives of organisations concerned with cycling and interested cyclists. The forum actively seeks the regular participation and contribution of

Cycle Yorkshire

North Yorkshire Sport

British Cycling

SUSTRANS

Cycling industry (cycle traders, bike shops, repair and training services)

Workplace cyclists representatives

Cycling campaign representatives

The health sector (primary and secondary care, and public health)

Educational institutions (universities, colleges, schools)

Local employers

North Yorkshire County Council Highways & Transportation section

Harrogate Borough Council Planning

Harrogate Borough Council Culture, Tourism and Sport

This will be done through good publicity about the forum and its meetings as well as pro-active networking by the forum.

The membership of the forum will be reviewed at the end of the first year of operation (June 2015)

Minutes and papers from the Forum will be placed on the Cycle pages of Harrogate Borough Councils website and circulated to other relevant officers within the Council to allow wider participation.

Roles and responsibilities of members

The members of the forum are expected to

- Regularly attend forum meetings and contribute to the discussions and decision-making process Disseminate information within their organisation and relevant members/users/clients to represent their views when appropriate
- Champion the forum within their organisation and make “connections” between people, groups and projects so that opportunities for collaboration but also the visibility of the forum are maximized.
- Bring their local/expert knowledge to the table so that informed decision can be made
- Make recommendations for future work and priorities
- Ensure that the 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 Harrogate

Role and responsibilities of the council

The Council is expected to

- Take into account the views of the Forum when making decisions affecting cycle provision, ensuring that comments from the Forum are channelled to the decision makers
- Provide officers to attend meetings to discuss major proposals
- Inform the Forum of developments and issues affecting cycling in Harrogate and provide opportunities to comment on these
- Feedback to the Forum on issues raised
- Update the website with Forum minutes and papers, plans of schemes and other information relevant to cycling in Harrogate
- Communicate views of forum with relevant authority i.e. NYCC

Objectives of the Forum

- To identify the barriers to safe cycling in Harrogate and to recommend actions.
- To make recommendations on prioritising proposed projects.
- To comment on proposed developments in relation to cycling.

- To assist the council in forging the necessary links with key stakeholders, including local government associations, cycling industry trade bodies, cycle users 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.
- To participate in and feed into the integrated transport debate and other transport strategy development such as the revision of the Local Transport Plan.
- To report problems on the cycling infrastructure for action or assessment

Organisation

- The forum will meet at least 4 times a year (January, April, July and October) on a weekday
- Provision will be made for extra ordinary meetings as required
- The forum will be based at the Hydro but meetings may be held elsewhere.
- The forum will be serviced by the officer managing the cycle legacy employed by Harrogate Borough Council. S/he will act as the Forum administrator. Minutes will be taken by an appointed council officer or by a volunteer from the Forum.
- A range of cycling topics will be discussed at each meeting, based on suggestions from members of the forum and council officers. The Chair and administrator will be responsible for organising the agenda.
- Meeting dates will be set at the beginning of the municipal year. Meetings will be advertised in advance on the council website.
- The agenda and associated documents will be circulated in advance of each meeting. The minutes will be circulated no more than 4 weeks after the forum meeting. The agenda should be circulated 1 week in advance of the forum meeting.
- Forum documentation such as agendas, minutes 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.
- Forum must respect confidential information
- Where more detailed discussion is needed or the focus is on one geographical area only, subgroups of the 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 forum upon completion or at a set frequency.

- The forum will be chaired by the elected cycle champion from Harrogate Borough Council. The Chair will ensure the smooth and inclusive running of the meetings and that all actions from meetings are followed up.
- The administration of the forum is the responsibility of Harrogate Borough Council. The administrator will distribute the agenda and minutes, keep an up-to-date contact list of members, organise meeting rooms and refreshments and publicise the meetings.
- The agendas and minutes of every meeting will be copied to the following council officers and elected representatives for their information, dissemination and comment:
 - **Director Economy and Culture HBC**
 - **Corporate Director, Business and Environmental Services NYCC**
 - **Area Highways Manager NYCC**

Code of Conduct

As members of the Harrogate Cycling Forum we will:

- Treat each other and all the cycling community with courtesy and respect and will demonstrate honesty and discretion in matters relating to the Cycling Forum.
- Accept that all members of the Forum have equal status and that our main concern is the welfare of all cyclists in Harrogate
- Work as a team
- Work to develop effective working relationships with officers, cyclists and non-cyclists and all relevant organisations
- Involve ourselves actively in the work of the Forum and accept a fair share of the responsibilities, including service on committees and working groups.
- Regularly attend meetings of the Forum and working groups
- Express our views openly within meetings
- Accept and respect the council's responsibility to look after the needs of all road users
- Accept responsibility for keeping information confidential.