

April 2018

Bristol City Council Cycle Forum

Terms of Reference - Review

1. Purpose

- a) Provide a mechanism for open engagement on cycling issues between local community groups, interested professional bodies and Council Departments and Cllrs, members of the public.
- b) Pre-view, review and monitor progress of projects related to cycling.
- c) To scrutinise and audit transport planning policy/schemes projects and maintenance.
- d) Contribute to and comment on policy development and influence civic leaders to inform local transport planning and management.
- e) Promote greater understanding of the value of cycling to stay up to date with current thinking, policy and research.
- f) Provide a communications network to raise the profile of cycling - in all its forms – with stakeholders across the city.
- g) Identify ways in which all groups with a stake in cycling can work together to make cycling safer, viable, attractive and sustainable for the city.
- h) Supporting the Council Cycle Strategy

2. Membership

- a) A Chairperson and co/vice chairperson - Cycle Forum representative.
- b) All road users are welcome.
- c) Elected Members from Bristol City Council
- d) Cabinet members with responsibility for Transport, Environment and Health should attend periodically and/or when relevant
- e) Council officers with remits pertaining to Transport, Environment and Health.
- f) Campaigning groups
- g) Invitees to the meeting e.g. public transport companies, emergency services, other councils, etc.

3. Meetings

- a) Agenda to be formulated by Cycle Forum chairperson with the help of BCC - allowing prior notice to cycle forum members to input agenda items
- b) Meetings will be held in public in a council provided venue.
- c) The Forum will meet 4 times a year.
- d) Extraordinary meetings may be called by the chair.

- e) A record of actions, messages and attendance, will be kept and, except for good cause, made public. This will be the responsibility of Bristol City Council.
- f) Voting, where necessary, shall be by simple majority of those attending the forum.
- g) Minutes of the meeting should be distributed to all elected members of the Council and made public on Bristol City councils website
- h) Terms of reference can be amended as and when necessary.