

WARRINGTON CYCLING FORUM **OBJECTIVES and CONSTITUTION**

1.0 Objective of the Forum

To act as an independent forum to discuss, review and monitor cycling issues and make recommendations for action with the aim of increasing levels of cycling in Warrington and promoting its benefits to the community.

1.1 In meeting this objective the Forum will aim to:

- Review and contribute to the development of cycling policies and strategies formulated by the Borough Council.
- Review and contribute to the cycling perspective of other policies including those relating to Health, Planning, Road Safety, Highway Design and Maintenance.
- 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.
- Review and monitor cycling policies with an annual report developed and agreed by the Forum
- Discuss and recommend Promotional and Marketing activities, Cycle Training and Travel Planning for joint action by Forum members and the Borough Council, to include demonstrating the transport and health benefits of cycling.
- Consider the needs of all types of cyclists, utility, leisure, commuting and sports cyclists.

2.0 Membership

2.1 It is proposed that the Forum maintains a wide membership. The list below is not exhaustive or prescriptive but provides an illustration of the range of representation which would be appropriate:

- WBC Members and Officers
- Members of the public
- Cycle User / Campaign Groups / Cycling Organisations
- Pedestrian interest groups
- Disability groups
- Health Sector representatives
- Cycle-related businesses
- Business sector representatives
- Education and Training
- Voluntary sector groups
- Emergency services

2.2 The forum should be limited to 30 active members to maintain its effectiveness. From time to time additional attendees may be called upon to discuss specific agenda items e.g. representatives from wider Council departments or other bodies.

2.3 Members of professional or voluntary groups which relate to cycling issues must declare their interests to all members.

3.0 Forum Administration

3.1 WBC Transport Planning Unit will act as secretariat for the forum. This will include:

- organising venues
- distributing agendas, and
- providing minutes.

4.0 Meetings, Timetable and Contacts.

4.1 The Forum will have a full meeting four times per year. Dates to be set for the year in advance and all members notified.

4.2 In between these meetings, forum members will be able to make contact through a web based forum to discuss issues (To Be Confirmed).

4.3 Previous papers, agendas and minutes will be posted electronically on the council website. Hard copies of documents will be sent to members who require them.

5.0 Chair of the forum

5.1 The chair will be elected by the group and must demonstrate a genuine interest in cycling.

5.2 The Chair will stand for one year (4 meetings) before seeking re-election.

5.3 The role of the chair is to:

- To maintain the forum meetings in an orderly and professional manner.
- To remain objective in considering the range of views aired by members of the forum
- To represent the views of the Forum (where appropriate) rather than their own individual views
- To ensure a broad representation of views and interests are maintained within the forum and recommend action to recruit new membership when required.
- To consider all members of the forum equal and to ensure all views are heard and considered.
- To recommend or put forward statements and/or recommendations for action to the group and to seek a democratic decision or support from the Forum.
- Report directly to the Exec board member for Transport (Environment)
- Receive requests for and formulate the agenda for the next meetings with the assistance of the secretariat.