

Terms of Reference

Active Travel Working Group

1. Terms of Reference

- 1.1 The Working Group is advisory only and with the following functions:
- a) To review current progress on development of cycling and walking policy and strategy, in particular:
 - progress against West Yorkshire Transport Strategy targets relating to cycling and walking,
 - development of a West Yorkshire Local Cycling and Walking Infrastructure Plan (LCWIP), to identify future investment requirements for cycling and walking infrastructure,
 - development of more detailed policy on cycling and walking as part of the emerging West Yorkshire Local Transport Plan, and
 - facilitating members being champions and promoting all Combined Authority schemes within their Constituent Council in conjunction with the relevant Deputy Chair of Transport Committee.
 - b) To discuss emerging issues affecting cycling and walking policy and delivery at a local, regional and national level.
 - c) To advise and make recommendations to Transport Committee (and other relevant working groups where appropriate) on policy and delivery relating to cycling and walking.

2. Role

- 2.1 The Working Group is not intended to replace or conflict with oversight and review provided by any decision-making committee of the Combined Authority, including the Transport Committee, the Place, Regeneration and Housing Committee and the Climate, Energy and Environment Committee.
- 2.2 The Working Group is not intended to replace or conflict with the Combined Authority's overview and scrutiny arrangements, and any matter reviewed by the Working Group remains within the remit of those arrangements and the Scrutiny Standing Orders in Part 4 of the Constitution.
- 2.3 Oversight of cycling and walking delivery within individual projects and programmes across the Combined Authority's investment portfolio continues to be undertaken through established processes in accordance with the Combined Authority's Assurance Framework.

- 2.4 The Working Group is not intended to act replace or conflict with consultation processes on individual projects and programmes led by Constituent Councils responsible for delivery.

3. Membership

- 3.1 The Working Group comprises **any number of members of the Transport Committee from time to time** but with the intention that as far as possible, membership reflects all Constituent Councils and interest in both cycling and walking as individual modes of travel.
- 3.2 The **Chair** for the Working Group will be one of the Transport Committee members.

4. Meeting arrangements

- 4.1 The Working Group will meet quarterly or as otherwise determined by its Chair.
- 4.2 An **agenda** for business to be considered by a meeting of the Working Group will be provided in good time for any meeting.
- 4.3 At least **5 working days' notice** of meetings should be given and any members that wish to attend should notify the relevant officer.
- 4.4 There is no fixed **quorum** for meetings of the Working Group, but it is advisable that at least 3 members shall attend any meetings.
- 4.5 If fewer than 3 members indicate they will attend, then the meeting need not be held. If a meeting is not going to be held, then members may make written representations on the papers to the relevant Director if they wish.
- 4.6 The Working Group is **not a sub-committee**, to facilitate flexible business.
- 4.7 At any meeting, if the Chair is not present, the members attending may if they wish select one of their number to act as Chair for the purpose of conducting the business on the agenda. Where a decision is required, such as the terms of any recommendation, then the attendees may vote if there is not clear unanimity. Each attendee shall have one vote and the Chair shall not have a casting vote. The views of all members present should be recorded if there is any dispute.
- 4.8 **Officers** may attend meetings to provide information, documents and advice to the Working Group. Officers are not members of the Working Group.
- 4.9 Any **recommendations** of or updates from the Working Group will be brought before the Transport Committee or in the case of urgent

matters, be notified to the Chair of the Transport Committee and the relevant Director as soon as possible.

- 4.10 Any proceedings of the Working Group shall be kept private and confidential; meetings are not open to the public.

5. Conflicts of Interest

- 5.1 **The Members' Code of Conduct** of the Combined Authority applies to any Combined Authority Member, and to any voting Co-optee on Transport Committee attending this Working Group.
- 5.2 However, the Code does not explicitly extend its requirements in respect of declaring interests to meetings of any Working Group. The Head of Legal and Governance Services therefore advises that members of the Working Group should treat meetings of the Working Group as if they are a formal committee meeting for the purposes of disclosing interests and not participating in discussion where members have an interest in a matter. This will help members avoid breaching the principles of conduct set out in the Code relating to selflessness, and honesty and integrity.
- 5.3 Any declaration or non-participation by a member should be recorded in the minutes for the meeting of the Working Group.

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