

Advisory Board for Active Travel (ABAT)

Draft Terms of Reference

This document is intended to lay out the way that the Advisory Board will function. It has been drafted by the Active Travel Project Director but will pass to the group itself and the chair. It will be reviewed annually and initially established to operate to March 2021. In the event of any dispute with the Active Travel Project Director, the matter will be passed to the Active Travel Commissioner and the SCR Director for Transport, Housing and Infrastructure.

Purpose of the Group

The purpose of ABAT is to advise and scrutinise the work of Sheffield City Region Active Travel Project and to hold it to account. It will do this by:

- Viewing and feeding back on plans and progress on the overall programme
- Requesting information from stakeholders
- Requesting reports from the programme director
- Supporting the work of the Active Travel Project Director through collaboration on funding proposals, projects and other activities

Membership

The advisory board will be contracted to Sheffield City Region and the permanent members will be:

- Chair
- Representative from Living Streets
- Representative from British Cycling
- Representative from Sustrans
- Representative from Cycling UK
- Representative from Yorkshire Sport
- Representative from Health Sector
- Representative from Youth Combined Authority
- Representative from Disabled groups, or disability expert

It will also be able to request attendance from experts although remuneration will have to be approved by the Deputy Chief Executive, Ruth Adams.

The Active Travel Project Director will be expected to attend meetings or deputise to a member of the project team. The Active Travel Commissioner will also attend ABAT meetings according to their availability. In general, the group will be expected to come to agreement by consensus but, should anything be put to a vote, project staff, attendees and co-opted members will not have voting rights. Voting by email will be included for offline issues and providing a majority of the total voting membership approve, the issue will be carried.

Frequency of meetings and remuneration

We would like to maintain the independence of the group from the project, but the frequency of meetings will be as often as agreed with the Active Travel Project Director, as there may be financial implications.

The group will be empowered to organise additional online or telephone meetings, or other meetings that have no financial implications.

Conflicts of interest

We will expect each member to fill out a declaration of interests form annually.

We will expect group members to declare any conflicts of interest at the start of any business item, and to complete an annual form declaring any conflicts of interest. The chair will be expected to maintain the neutrality of the group by managing the interests of any of the members. Some of the groups represented on SCRABAT may want to bid for contracts that the project offers or may deliver some of the works of the project either through contract, charitable work, or other funding. We will of course welcome this, although their input to items where there is any conflict of interest will be managed. Any undue influence of the group to award contracts may also result in them being ruled out of being awarded such contracts.

Confidentiality

Some papers for ABAT will be confidential or draft internal project documentation and some documents will be embargoed until a defined date. Members of the Board will be expected not to give any information of this sort to wider circulation, although there may be occasions where they seek the expertise within their organisation. We will seek assurances from group members that they will not disclose confidential information.

Should any member of the group disclose any confidential information they will be expected to notify the project staff immediately. Deliberate disclosure or serious breaches will result in that member being taken off any circulation lists and their access to information being removed until the matter is resolved. They will also be asked to surrender and delete any other confidential information that they hold.

Conduct in meetings

Although we expect challenge from ABAT group members we expect this to be within the boundaries of respect and good behaviour. Any breaches of this will result in suspension from the group and may lead to request for a different representative from the organisation, or ultimately the removal of representation. Any complaints from group members or others about the conduct of members of the advisory group will be dealt with in the first instance by the chair but should this not be resolved or appealed against then it will be dealt with by a committee of SCR officers. This will be the responsibility of the project director.