

# LEEDS LOCAL ACCESS FORUM

## Terms of Reference

### Title

The Forum shall be known as the **Leeds Local Access Forum** and will cover the whole of the Metropolitan District of Leeds

### Roles and Responsibilities

1. The Leeds Local Access Forum (LLAF) shall function under the provisions of the Countryside and Rights of Way Act 2000 and associated regulations. Principally to act as a statutory advisor to the City Council on:
  - (a) improvement of public access (whether on foot or by horse, cycle, canoe, mechanically propelled vehicle or any other lawful means) to land for the purpose of open-air recreation and enjoyment of the area.
  - (b) Public access to land in the area for any other lawful purpose (whether on foot, horse, cycle, canoe or by any means other than by mechanically propelled vehicle;
  - (c) Public access to land in the area by means of a mechanically propelled vehicle for any other lawful purpose, but only insofar as the access relates to byways open to all traffic (BOAT)
2. The Forum shall provide advice to the City Council, Natural England and other bodies as prescribed in section 94(4) on all relevant countryside access issues, in ways that address social, economic and environmental interests, bearing in mind the needs of land management, conservation and all other varying interests.
3. The Forum shall consider and provide advice on issues regarding the statutory right of access to the countryside and improvements to the rights of way network.
4. The Forum shall be aware of, and responsive to, any national and local guidance and "good practice" issues.
5. The Forum shall work to develop a constructive and inclusive approach to recreational access to the countryside.
6. The Forum shall seek to reach consensus wherever possible regarding their advice, where this is not possible, the differing views shall be made known.

### Membership

7. The LLAF shall consist of a minimum of 10 Members and not exceed 22 members. The Secretary of the Forum will notify Natural England of any changes in appointment of a new Secretary within 21 days of appointment in accordance with Regulation 19.
8. Two Members (3 Members if the number of Members of the Forum is 17 or

more) of the Forum shall be nominated by Leeds City Council and may be elected Members of Leeds City Council.

9. Members of the Forum shall represent either:
  - a. users of the local rights of way or open access land;
  - b. owners or occupiers of access land over which local rights of way subsist:  
or
  - c. any other interests especially relevant to the Leeds Metropolitan area;  
and provide a reasonably balanced representation of a and b above.
10. Members not experienced in the topics at paragraph 9a or 9b, or aligned with any particular interest group, but having a specific interest relevant to Leeds may be appointed.
11. Members of the Forum will be appointed by Leeds City Council following a fair and transparent process. The selection panel shall consist of the Secretary of the LLAF, Countryside and Access Manager and Chair of the LLAF.
12. Members of the Forum shall serve for a period of one, two or three years, based on their individual preferences. A Member replacing another member who has retired or otherwise vacated membership, may also choose their period of appointment between one to three years. There is no limit on the number of times a member may be re-appointed to the Forum.
13. The Chair and Vice-chair of the Forum shall be elected by the Forum Members at their first, and as necessary any subsequent, meetings, so as to provide a balance of interests.
14. The Chair and Vice-chair will hold office for a period determined by the Forum of not less than one year or more than three years, but will be constrained by the maximum term of their appointment as a Forum member.
15. The Chair may suspend any meeting if in his/her opinion the meeting does not accord with paragraph nine above, or if the meeting falls below a quorum of one third of members currently appointed.
16. Any member who has been absent from all the Forum meetings for one year without the consent of the City Council or failed to declare an interest may be removed from the Forum by the Forum or Leeds City Council.
17. Any member who is directly or indirectly interested in any matter brought up for consideration by the Forum, must disclose the nature of that interest to the meeting
18. Leeds City Council may on a change of Forum arrangements, terminate the appointment of Forum members in certain circumstances as set out in regulation 4 (4)(c)

### **Administration**

17. Meetings will be held at least twice a year and more frequently when necessary.
18. An Officer of Leeds City Council shall provide secretarial support to the Forum by:
  - a. Distribution of papers .
  - b. Arranging and publicising meetings.

c. Liaison between the Forum Members, City Council and Natural England

d. Taking minutes

19. Meeting agendas will be agreed between the Chairman and the Secretary and distributed ten days before any proposed meeting (except in the case of an emergency). Members may suggest items for inclusion on agendas, all papers for inclusion on an agenda will be submitted to the Secretary three weeks before any proposed meeting (except in the case of an emergency).
20. Meetings will be advertised in advance and held in public. Except with the permission of the Chair, they shall not be recorded or broadcast.
21. Agendas, papers and minutes of the meeting will be available to the public.
22. The Forum may invite observers to the meeting when appropriate. Leeds City Council and the Natural England shall be entitled to send observers to any meetings who may contribute to the meeting at the discretion of the Chair.
23. Members of the public may ask questions on the business of the meeting at the discretion of the Chair at the start or end of any meeting.
24. The Forum may decide to set up such committees, sub-committees and working parties as it considers necessary and they will be subject to the same rules (altered as necessary for the circumstances) as the Forum.
25. The Forum shall prepare an annual report that shall be available to the public, and send a copy to Natural England within 21 days of publication.
26. Members of the Forum are entitled to claim reasonable expenses (relating to travel and subsistence costs and the cost of arranging care of their children or dependants) incurred by them in connection with attending meetings of the Forum.