



Reference

Programme/project:	“Cycling Starts Here” Partnership Board
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Document Version and Status:	CSH v1
Date:	16/01/15
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Purpose: This document confirms Cycling Starts Here Partnership Board terms of reference and membership providing clarity on members’ roles and responsibilities.

Overall Objective / Overview	To provide overall direction to the Tour De France Legacy programme and ensure that appropriate governance is in place.
Key Responsibilities and Specific Aims	<ul style="list-style-type: none"> • Overall responsibility for the delivery of a City cycling legacy, strategy and delivery plan • To advise and approve the development of the Legacy strategy and contribute to key stakeholder plans • To oversee / endorse major plans and initiatives, proposing key decisions where appropriate and / or responsibility for negotiating with the delivery partners. • To co-ordinate and support partner and stakeholder activity • To monitor the overall progress and performance of the programme/project delivery and its associated work streams. • To ensure the momentum of the Legacy is maintained and reported • To engender and support political interest in the Legacy • To champion and communicate key messages to internal and external stakeholders • To ensure that the Legacy programme/project constantly promotes ethos and purpose of behavioural change to deliver long term health, travel and environmental benefits

	<ul style="list-style-type: none"> Deal with issues escalated from work stream groups / boards (Local Authority Delivery, Safety and Security, Highways and Transport, Communications, Finance and Procurement, Operational Delivery). To manage the LCC budget and additional funding streams and add value and direction to stakeholder plans and investments To support the programme/project in ensuring that appropriate resources are made available to ensure successful delivery. To identify gaps and ownership, agreeing the lead to get the work done. To take ownership of the strategic risk register and resolve areas of conflict. To support the Programme/Project Managers in their roles.
Governance	<ul style="list-style-type: none"> Partnership Board Steering Group/sub groups
Decision Making	<ul style="list-style-type: none"> Commissioning of work programmes <ul style="list-style-type: none"> Cycling delivery plan 2015-18 Our vision for 2040 Governance and Coordination arrangements for Cycling and associated work
Meeting Frequency	<ul style="list-style-type: none"> TBC Initial meeting to be LCC only

Membership			
Name	Title	Organisation	Role
Martin Farrington	Director City Development	City Development	Board Member
Cluny Macpherson	Chief Officer Culture and Sport	Culture and Sport	Board Member
Gary Bartlett	Chief Officer Highways and Transportation	Highways and Transportation	Board Member
Paul Brennan	Deputy Director	Children's Services	Board Member
Anna Frearson	Consultant	Public Health	Board Member

CLlr Harington	Deputy Exec Member for Children's Services and Lead member for cycling		Chair
Mark Allman	Cycling Starts Here Lead	City Development	Board Member
Andrew Hall	Head of Service: Highways and Transportation	City Development	Board Member
Chair Leeds Cycling Campaign	TBC		Board Member
John Henkel	Director	WYCA	Board Member
British Cycling Sustrans and / or CTC			
In Attendance			
Name	Title	Organisation	Role
Other stakeholders invited as required			

Note: Each member to nominate a sole delegate to attend in their absence.