

Active Travel Advisory Group

TERMS OF REFERENCE

Group	Active Travel Advisory Group (ATAG or 'the group')
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These Terms of Reference (ToR) for the Active Travel Advisory Group, set out the purpose, objectives and working arrangements for this group and list vital information, including its chair and membership, meeting schedule, level of administrative support, and dispute resolution processes.

The ToR need to be supported by all those who are members of the group, and those who wish to join the group. Those attending the group are consenting to be bound by these ToR.

1. Role/Purpose

The role of the Active Travel Advice Group (ATAG) is to increase the dialogue between GCC as the local Highway Authority and walking, wheeling and cycling representatives and interest groups in Gloucestershire. As such, it may provide strategic direction and support to GCC active travel schemes. The group should act as a Critical Friend, providing feedback and commentary on schemes as well as on GCC's active travel policies.

The ATAG sets out to support GCC's ambitions for greatly increased walking and cycling mode share across the county.

2. Conditions for success

Condition	Measured by
Increase in awareness of walking, wheeling and cycling as attractive modes of transport.	Participation and positive engagement in active travel related engagement processes.
Improved overall quality of cycle infrastructure and footways provided.	Post implementation feedback.

The voices of all residents and parts of society are being recognised.	Number of schemes complying to accessibility standards and feedback gathered about each scheme
Influencing spatial planning and supporting growth	Policies in emerging local plans

3. Term

These Terms of Reference are effective from October 2025 and continue until the group is terminated by the Chair or in agreement between the parties.

4. Membership

It is fundamental to any work the county council is involved in supporting, that there is a full representation of all residents across the county. However, membership is on an invite-only basis, in order to manage fair representation of all areas, groups and protected characteristics.

To this end, the membership will comprise of:

- a) Elected members
 - b) Administrative positions
 - c) District representatives
 - d) Up to 3 Stakeholder representatives of which at least one must be aligned with walking/wheeling and at least one with cycling. To be elected at an open forum which any group or member of the public may attend by prior booking.
- a) Gloucestershire County Council elected member representatives:
- Cabinet member for Sustainable Transport and Road Safety (Chair)
 - Cabinet Member for Highways
 - 1x Green Party Member
 - 1x Labour Party Member
 - 1x Conservative Party Member
 - 1x Reform Party Member
- b) Administrative positions
- Executive Director, Economy, Environment and Infrastructure
 - Secretary: Principal Planning Officer supported by PA to Executive Director
 - Officer representatives from the following areas
 - Transport Planning
 - Major Projects
 - Traffic Engineering
 - ThinkTravel
 - Public Health
 - Other officers by invitation as appropriate to the items under discussion
- c) Stakeholder representatives (by invitation)
- i. **Officer representation from all six areas of Gloucestershire:**
 - Cheltenham
 - Gloucester City
 - Cotswolds
 - Stroud
 - Forest of Dean
 - Tewkesbury
 - ii. **Partner organisations**

- Gloucestershire constabulary
- iii. **Cycling and walking groups**
GCC will inform walking/wheeling and cycling groups that they can apply in writing to represent active travel groups at the ATAG, up to 3 representatives will be voted in by the forum. Where there is a strong geographical overlap, we may ask people to get together to elect a representative with a mandate coordinated by all active travel groups in their area. This is to avoid over representation of any particular geographical area in Gloucestershire.
- iv. **Groups representing protected characteristics**
GCC feel it is important to give stronger representation to protected characteristics¹. While it may not be relevant or appropriate to engage with a separate representative from every protected characteristic, GCC seeks to reach out to all protected characteristic groups. We will therefore take regular advice from GCC equalities officers to help us promote as inclusive a group as possible.
Accessibility and safety need to be at the centre of all decisions, noting the needs for many protected characteristic groups, which overlap in the requirement for fully accessible, barrier free (where practical) and safe cycling, walking and wheeling infrastructure provision. Access for adapted bikes, wheelchairs, mobility scooters, as well as cargo and trailer cycles, and the carrying of children and other mobility aids all form part of this mix.
- v. **National representatives**
ATAG would benefit from support of both the relevant Government department as well as relevant charities, to ensure decision making is in line with latest Government guidance, research and best practice.
- vi. **Groups that can extend the benefit of active travel beyond transport**
The benefits of active travel reach far beyond transport connectivity. Walking, wheeling a cycling also have the potential to bring substantial economic benefits to an area, help people access services, employment and education and provide significant health benefits. It is therefore recommended to also invite representatives of groups that can extend the benefit of active travel beyond transport.

5. Roles and Responsibilities

The ATAG is accountable for:

- promoting the benefits of cycling and walking across the county
- fostering collaboration between GCC and all other interested parties
- identifying and promoting the active travel schemes supported by ATAG
- removing obstacles to the successful delivery, adoption and use of cycling and walking corridors
- maintaining at all times the focus of the Group on the agreed scope, outcomes and benefits
- ensuring cycling and walking infrastructure can be accessed by as many people as possible

¹ See appendix A

- developing cycling and walking as a means of mass transit, and cycling for realistic commuting mode and business efficient means of moving goods and people

Attendees of the advisory group will:

- commit to participation, collaboration and respectful behaviour
- respect the confidential nature of some of the information shared, as stated or as marked
- In participating in the group, members are agreeing to abide by these ToR at all times

6. Meetings

- A meeting quorum is not required, as this is not an official decision-making group
- Where possible any decisions for action by the group will be made by consensus (i.e. members will support the decision even though it may not be their first choice). If this is not possible, the advisory group chair makes final decision
- Meeting agendas, supporting papers, meeting notes and minutes will be provided by Gloucestershire County Council officers, this will be shared prior to the meetings.
- Meetings will be held 3 times a year either in person or online as suits the group.

7. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Advisory Group members.

APPENDIX A

The Equality Act 2010 created the Public Sector Equality Duty (PSED) and from April 2011, the general duty requires a public authority in the exercise of its functions (decision making) to have ‘due regard’* to the three key aims:

- **to eliminate discrimination, harassment and victimisation** and other conduct prohibited by or under the Equality Act 2010;
- **to advance equality of opportunity** between persons who share a relevant protected characteristic** and persons who do not share it; and
- **to foster good relations** between persons who share a relevant protected characteristic and persons who do not share it.

The Equality Act 2010 explains that the second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- Remove or minimise disadvantages suffered by people due to their protected characteristics
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low

The protected characteristics:

Age	Race
Disability	Religion or belief
Gender reassignment	Sex
Pregnancy and maternity	Sexual orientation

The duty to have due regard to the need to eliminate discrimination also covers marriage and civil partnerships.