



Report to Economic and Environmental Wellbeing Scrutiny & Policy Development Committee

Report of: Policy and Improvement Officer

Subject: Cycling in Sheffield Inquiry

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Summary:

The Committee agreed at its last meeting in July to set up an Inquiry on Cycling in Sheffield. A Task and Finish Group has been set up to guide the work in between full meetings of the Committee. This report presents an update and proposals for the Committee.

Type of item: The report author should tick the appropriate box

| | |
|---|----------|
| Reviewing of existing policy | |
| Informing the development of new policy | X |
| Statutory consultation | |
| Performance / budget monitoring report | |
| Cabinet request for scrutiny | |
| Full Council request for scrutiny | |
| Community Assembly request for scrutiny | |
| Call-in of Cabinet decision | |
| Briefing paper for the Scrutiny Committee | |
| Other | |

The Scrutiny Committee is being asked to:

1. Discuss and agree Terms of Reference
2. Discus and agree the list of questions for the Call for Evidence
3. Suggest any additional stakeholders
4. Agree to delegate to the Chair of the Committee decisions on who to invite to the give oral evidence on 11th December.

Background Papers: None

Category of Report: OPEN

Cycling Inquiry Update and Proposals

1. Introduction

- 1.1. The Committee agreed at its last meeting in July to set up an Inquiry on Cycling in Sheffield.
- 1.2. A Task and Finish Group has been set up to guide the work in between full meetings of the Committee. The following councillors are members of this group Cllr Cate McDonald (Chair); Cllr Ian Auckland; and Cllr Tim Rippon. Mick Nott from Cycle Sheffield is acting as a voluntary adviser to the Inquiry. Matthew Borland, Policy and Improvement Officer for Scrutiny and a specialist from the City Council's Transport Planning team will provide support to the Inquiry.
- 1.3. The Task and Finish group has undertaken some initial work and this report presents draft documents for comment on:
 - Terms of Reference
 - Questions for the Call for Evidence
 - Indicative Stakeholder list

2. Terms of Reference

A draft Terms of Reference is included as Appendix A. The Committee is asked to discuss and agree a Terms of Reference for the work.

3. Questions for the 'Call for Evidence'

- 3.1. The Task Group have agreed that part of the Inquiry will include an open Call for Evidence from anyone or any organisation with an interest in cycling in Sheffield. The Call for Evidence will run for 3 weeks and close on Friday 4th October. Attached as Appendix B is a draft of the questions for the Call for Evidence.
- 3.2. The Committee is asked to discuss and agree the questions for the Call for Evidence.

4. Indicative Stakeholder list

- 4.1. The Call for Evidence will be open to any individual or organisation in Sheffield to respond to. There are some stakeholders where it will be important to make sure they are aware of the Inquiry and have an opportunity to contribute evidence. Attached as Appendix C is an indicative list of stakeholders who will receive a direct email or letter. This is an indicative list and further people and organisations will need to be added to it. The Committee is therefore asked to suggest any additional stakeholders who could be added to this indicative list of stakeholders.

5. Outline timescale and process

- 5.1. The Task and Finish Group will meet in between meetings of the full Committee to progress the work. Following today's discussion the Call for Evidence will be sent out and publicised. The Task and Finish Group will review the evidence that is received and also identify any gaps in the evidence. Oral evidence from a cross-section of people and organisations will be heard at the Committee meeting on 11th December 2013. The Task and Finish Group will then work on the report and recommendations, sharing drafts with the full Committee. It is planned to bring a final report to the Committee meeting on 12th February 2014 for sign-off.
- 5.2. The Council's Cabinet Member for Business, Skills and Development will be asked to respond to the report, setting out which parts of the report the Council will implement and over what timescale.
- 5.3. The Committee is asked to delegate to the Chair of the Committee decisions on who to invite to the give oral evidence on 11th December.

6. Recommendations

- 6.1. The Committee is asked to:
 1. Discuss and agree Terms of Reference
 2. Discuss and agree the list of questions for the Call for Evidence
 3. Suggest any additional stakeholders
 4. Agree to delegate to the Chair of the Committee decisions on who to invite to the give oral evidence on 11th December.

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