

Terms of Reference for the Oxfordshire Active Travel Co-production Group

v. 17/09/2021

Agreed by the group on 02/07/2021.
Subsequent changes [marked in blue](#).

Scheduled for review in December 2021.

Context

1. Oxfordshire County Council (“OCC”) is committed to increasing walking, cycling and inclusive active travel across Oxfordshire to meet its climate action, transport, environmental, health and economic objectives. Clear and supportive governance arrangements (both within the council and with external stakeholders) are essential to drive forward and support the delivery of active and healthy travel policy and projects. OCC further recognises that transparency and co-production are key approaches to advancing the active travel agenda.

Purpose and remit

2. The Oxfordshire Active Travel Co-production Group (“the Group”) is a partnership for holding strategic discussions about walking and cycling. It is aimed at enabling ongoing communication between (a) community organisations focused on active travel and (b) senior officers at OCC responsible for active travel, in order to inform priorities and decision making.
3. The remit of the Group is:
 - active travel (walking and cycling) and aspects directly related to these transport modes (micromobility, public transport, healthy place-shaping, liveability...)
 - policy and implementation of infrastructure and community activation projects
 - Oxfordshire, with a focus on county-wide projects (as opposed to site-specific schemes), including the Oxfordshire Strategic Active Travel Network
 - projects led by OCC or where OCC plays a significant role
4. The main objective of the Group is to advance the development of walking, cycling and inclusive active travel in a swift and coherent way to help OCC meet its climate action, transport, environmental, health and economic objectives, by:

- reviewing engagement and co-production arrangements of projects
- providing early, strategic input into key workstreams
- informing a forward programme of priorities
- developing a partnership approach to identifying and supporting funding opportunities
- other co-operative activities

Membership and roles

5. Core membership of the Group is composed by one or more representatives from the following groups. Core members can send substitutes when needed.
 - Oxfordshire County Council:
 - Assistant Director for Growth and Place ([Owen Jenkins](#))
 - Assistant Director for Healthy Place Shaping (Rosie Rowe)
 - Assistant Director for Strategic Infrastructure and Planning (Rachel Wileman)
 - Infrastructure Strategy and Policy (John Disley, Melissa Goodacre)
 - Active Travel Hub (Patrick Lingwood, Joaquim Muntané)
 - [Infrastructure Delivery Manager \(Julia Hawkins\)](#)
 - [Maintenance \(TBC\)](#)
 - Active Oxfordshire (REDACTED)
 - Coalition for Healthy Streets and Active Travel (CoHSAT) (REDACTED, REDACTED)
 - Cycloxx (REDACTED)
 - Oxfordshire Cycle Network (OCN) (REDACTED)
 - Oxford Pedestrians Association (OxPA) (REDACTED)
 - Oxfordshire Liveable Streets (OLS) (REDACTED)
 - Wheels for Wellbeing (REDACTED)
 - Oxfordshire Ramblers (REDACTED)
6. Additional members can attend by invitation.

Governance and management

7. The Group is chaired by the Assistant Director for Growth and Place at OCC. Secretariat and administration responsibilities also rest with OCC officers, including the scheduling of meetings, drafting of agendas and circulation of notes and actions.
8. Meetings are normally held every other month, with the possibility of holding additional meetings as and when needed. Discussions can also be advanced via email between meetings.
9. By default, items discussed by the Group are not public, with meeting notes and actions circulated for attendees only. Group members are expected to cascade information in an appropriate way.

Review

10. These Terms of Reference will be initially reviewed six months after being agreed. The periodicity of further reviews will be decided then, with the initial intention of moving them to an annual basis. Amendments can be discussed more frequently as needed.
11. Additionally, the Group will regularly review whether the objectives set out in these Terms of Reference are being met and agree on changes as needed.