

# London Disability Cycling Forum

## Terms of Reference

### **Mission Statement**

The Forum aims to be the point of contact for information, consultation and communication on all issues that are relevant and important to providers of cycling for disabled people and people with long health conditions in London.

The Forum will strive to:

- exchange information relating to cycling for disabled people and people with long term health conditions on a regular basis
- contribute to the wider disability cycling agenda, thus influencing policy at a local, regional and national level

### **Terms of Reference**

1. The Forum shall meet not less than quarterly. Meetings should include a presentation or training session on subject areas prioritised by the Forum members.
2. The Forum membership shall be open to all disability cycling providers in London. The Forum may invite other relevant participants to its meetings as and when appropriate.
3. The Forum may appoint individual working Forums at some stages; these Forums will set their own terms of reference around their working remit.
4. The Forum shall feed in policy issues to the relevant bodies as appropriate eg Transport for London, London Councils, the London Cycling Campaign, the Cyclists' Touring Club, ensuring that smaller Forums' concerns and other relevant issues about the sector are raised.
5. The Forum shall have a chair and minute taker. The chair will circulate the minutes and agenda to Forum members and other relevant parties as agreed by the Forum. The chair and minute taker will let the Forum know when they are unable to continue in that role. Another volunteer will then be needed. If a member of the Forum wants a different chair/minute taker or wants to volunteer themselves, they are to raise this in a Forum meeting.
6. The Forum will regularly review its role and its membership and will agree priorities for future meetings in consultation with Forum members.
7. The Forum may undertake other tasks that are consistent with the aims of the Forum, which may include, capacity building, awareness raising events, workshops, training and focus Forums.
9. The Forum shall in all of its activities, aim to keep the views of services users/ clients paramount, consistent with its mission statement.