

## **Bikeability Effectiveness Advisory Group formation process**

*Please see the accompanying application form. Completed applications should be emailed to [michael@bikeabilitytrust.org](mailto:michael@bikeabilitytrust.org) before midday on 3 December 2018.*

### **Introduction**

The Bikeability Trust aims to strengthen Bikeability, promote its benefits and maximise its impact for better transport, health and wellbeing. Maximising impact means increasing the effectiveness of the programme in getting more people cycling, more safely, more often. Greater effectiveness requires a sharper focus on delivering more cycling from training, moving from 'outputs' (training places delivered) to 'outcomes' (more trained people cycling) with greater economy and efficiency. Doing so will help demonstrate value for money and attract more diverse and sustainable programme funding.

Maximising the impact of Bikeability involves everyone who provides or benefits from Bikeability. It is for this reason the Bikeability Trust is inviting applications from people with the experience, commitment and capacity to make a positive contribution to the work of the Trust.

This document sets out the Effectiveness Advisory Group terms of reference and membership application process. We invite everyone with an interest in securing the future of Bikeability to consider applying **by 3 December 2018** by completing the accompanying application form.

### **Terms of reference and membership**

#### ***Purpose and role***

Advise the Trust on matters relating to the effectiveness of Bikeability, including (but not limited to) the following:

- The National Standard and associated delivery guidance
- Instructor qualifications, training and professional development
- Scheme and instructor registration and renewal
- Cycle training for children and adults
- Internal and external quality assurance and improvement
- Bikeability delivery monitoring and impact evaluation.

Provide an opportunity for the Trust to receive structured advice and feedback which reflects the diverse interests and concerns of the Bikeability provider and beneficiary communities.

Provide balanced and holistic representation for Bikeability provider and beneficiary communities, and a two-way communications channel with the Trust.

#### ***Structure and membership***

The Group will be convened and chaired by the Bikeability Trust Director of Development and Operations, reporting to the Chief Executive and the Board of Trustees.



The Group will comprise up to 10 members selected by application.

The Group's members will represent Bikeability provider and beneficiary communities:

- Bikeability providers – scheme managers, instructors, instructor trainers
- Bikeability beneficiaries – trainees, parents, schools, other road users.

The structure and membership of the Group will be reviewed annually to ensure it continues to reflect the Trust's remit and stakeholders. The maximum tenure for an individual member will be two years.

The Advisory Group may receive reports on development projects from the Trust or its associates and may appoint Task and Finish Groups to take forward time-limited projects. Task and Finish Groups will be chaired by a member of the Advisory group supported by the Director of Development and Operations, and will report to the Advisory Group.

Members will not disclose the work of the Advisory Group or the Trust to external parties without prior permission from the Trust.

### **Resources**

The Advisory Group will meet twice a year at the Cambridge office of the Bikeability Trust in March and September 2019 and 2020. The Director of Development and Operations will chair the meetings and circulate an agenda with papers in advance. Non-members of the Group (e.g. the Trust's associates) may be invited to speak to specific agenda items.

Members of the Advisory Group commit to providing up to five days to support the work of the Advisory Group per year, including two days for meetings.

The Trust commits to scheduling two-hour meetings around the middle of the day to facilitate travel, provide lunch, and reimburse reasonable receipted travel expenses for attendance at meetings.

### **Application process**

The Advisory Group application process is modelled on the 2012 Bikeability Support Team External Assurance Panel application process. Applicants with the requisite experience, commitment and capacity to make a positive contribution to the work of the Trust are invited to complete the accompanying application form.

Completed applications should be emailed to [michael@bikeabilitytrust.org](mailto:michael@bikeabilitytrust.org) before midday on **3 December 2018**. Applications will be reviewed by the Bikeability Trust in the week of 3 December. Feedback on applications will be provided on request.