

Annex C: Terms of Reference: York Transport Expert Group

1. The objective of the group is that it should complement officer expertise and provide:
 - a. a sounding board for proposed CYC transport policy
 - b. specialist advice that may not be available within CYC (e.g. on scheme design, implementation and funding)
 - c. assistance with interpretation of public consultation data and information
 - d. the group will develop transport policy to reflect the unique nature of York's economy, transport infrastructure inheritance, carbon challenge, need to achieve the best balance between different modes as required in the proposed York "Movement and Place Plan".
2. It should meet on an as-and-when -required basis. The first group meeting will be to discuss a draft of the LTS document, with subsequent meetings to review the consultation strategy, then outputs, then feeding into the creation of finalised documents for Spring 2024. Generally the group will meet quarterly until submission of the LTP (expected to be in October 2024) and then will meet at least annually thereafter to monitor progress.
3. The group will have a Chair who will be appointed by the Council.
4. A key initial task for the group will be to assess targets and trajectories for York's new Local Transport Plan – particularly how to assess performance of the transport network against the carbon target.
5. Although the group can advise CYC on transport policy it will not have power of direction, which will remain with Council decision making processes.
6. The emphasis of the group is to add value to CYC capabilities – particularly horizon scanning, providing background on interventions followed elsewhere, insight into DfT and other funding processes and advanced advice on design for specific modes (e.g. bus/ cycle) and how to achieve the best balance between transport modes in York.
7. The emphasis of the group is on expert advice. It is assumed members will have significant and transport-specific professional experience in at least one of transport research, policy development/ consultation, scheme funding and business case development, scheme implementation/design, central government

transport policy definition, design for sensory/ mobility impairment, freight.

8. Membership of the group will be in a personal, not organisational capacity. Whilst members will be able to say that they, personally, are advising CYC, membership of the expert group does not imply that an organisation any member is employed by or a member of is represented on the group. This is to avoid conflicts of interest (e.g. if a group member works for a private-sector transport operator, then it must be clear that the group is not being advised by the transport operator, but by the individual who is representing that sector of the transport industry). The only exception to this will be the group members who are representing City of York Council.
9. Meetings will be held at West Offices on a face to face basis, although a hybrid option will be available.
10. There will be around 8-10 members of the group. It will be able to call other experts as and when required.
11. Reasonable expenses will be paid for attendance.
12. Members will not be expected to do any work, except reading, outside the meetings unless commissioned specifically to do so by the group. The agenda will be set by the council in advance of the meeting.
13. The council will act as Secretary to the group.