

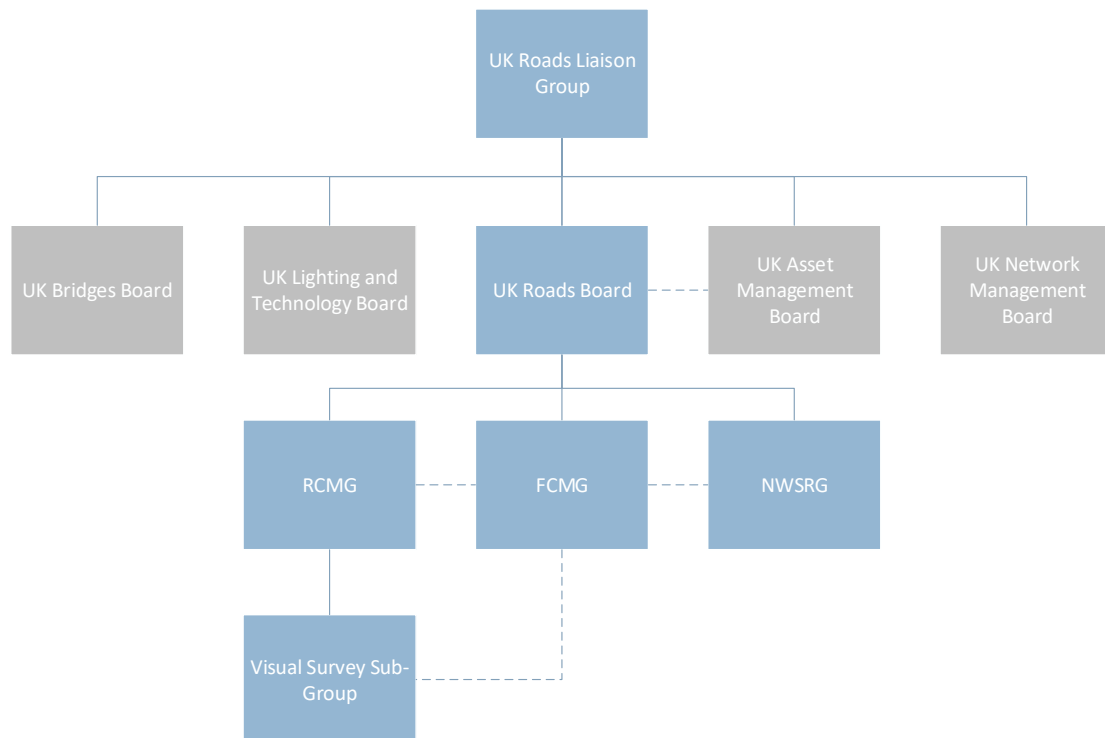
Footways and Cycletrack Management Group

Terms of Reference

Background

The Footway Maintenance Working Group was formed in 1993 as a working group of the County Surveyors Society to steer practical research on footway construction and maintenance. In 2001 the group was incorporated as a technical group of the UK Roads Board with a wider remit to consider all issues related to the management of cycletracks as well as footways, and it was renamed the **Footway and Cycletrack Management Group (FCMG)**. It is one of the sub-groups that reports directly to the UK Roads Board on which its Chairperson has a seat.

The relationship of these groups is shown below:-





The group is made up of representatives from Local and Regional Highway Authorities, National Governments, other interested Groups (such as Sustrans) and Consultants, all experts in the field of Footway and/or Cycletrack Management or representing groups who promote increased levels of walking or cycling.

Aims and Objectives

- To champion the role of good maintenance and asset management practices in realising the benefits associated with increased levels walking and cycling
- To promote good practice relating to pedestrian and cyclist use of the highway network and collaborate in the work of other groups to offer specialist advice relating to these users' needs and aspirations
- To provide useful guidance to allow better, systematic data-driven, risk-based asset management practices for pedestrian and cyclist use of the highway network
- To support the application of a risk-based approach to asset management for footway and cycle infrastructure, taking into account the needs of pedestrians, cyclists and other users
- Monitor information needs for asset management of pedestrian and cycle infrastructure, evaluating and advising on surveys and other data sources to meet those needs
- Provide the governance and develop the future strategic direction of the group
- Ensure that the work of the Group is properly communicated and coordinated with other interested parties and encourage an open sharing community thus spreading good practice
- Produce outputs that are suitable for application to the wider range of users and types of network that exist across the UK
- To identify, evaluate and promote innovative approaches to the management of walking and cycling infrastructure



- To identify, evaluate and promote sustainable methods of working in the management of walking and cycling infrastructure that contribute to carbon reduction

Overall Functions

- Identify, develop and disseminate best practice in the field of footway and cycletrack design, construction, maintenance and management, including asset and risk management.
- Develop and periodically update and prioritise the FCMG Business Plan, which includes a programme of potential research and development tasks. To explore opportunities for delivery of those tasks through funded research or collaborative work by members of the group
- Drive and steer research into footway and cycletrack related matters
- Drive and steer ongoing development of footway and cycleway condition and serviceability assessment and surveys, , in conjunction with the Road Condition Management Group
- Periodically review and update or replace the guidance produced by the group
- Engage in collaborative work with other UKRB sub-groups and other groups such as the DfT Cycling and Walking Infrastructure Group to offer specialist advice on maintenance and asset management of footways and cycleways.
- Seek stakeholders views, with the aim of ensuring that asset management of footway and cycle infrastructure reflects the needs and aspirations of pedestrians, cyclists and other stakeholders
- Provide and review content for the FCMG area of the UKRLG website (<https://ukrlg.ciht.org.uk/ukrlg-home/ukrlg-boards-governance/footways-cycletrack-management-group-fcmg/>)

Membership

The Management group is compiled from Local and Regional Highway Authorities, National Governments, Highways England, Consultants and representatives of Stakeholder Groups.

All members of the Group will have voting rights and will declare any vested interests on particular matters and will abstain from any votes where they have a vested interest.

It specifically comprises of:-

Management Group Composition		
Organisation	Minimum Number of Members	Comment
National Government Representatives (Transport for Wales, Transport Scotland, DfT, Northern Ireland DfI Active Travel Branch)	4	
Local Highway Authorities and Regional Transport bodies from throughout the United Kingdom	8	Representing a range of different types of authority. County Councils, Unitary Authorities, Metropolitan and London Boroughs should be represented. .
Regional and National Transport bodies.	2	Including Highways England and Transport for London.
Research, Support and Consultancy	None	By invitation and agreement of the group where specialist support is required. Consultant members do not have voting rights, and may be asked to not participate in agenda items where there may be commercial conflicts.
Other Interest Groups	None	For example, Sustrans and Living streets are currently represented.

Notes:

- Other specialists and user representatives are invited on an ad-hoc basis as required.
- Industry/user groups are consulted on specific tasks as required.
- In addition to the standing members above, other representatives can participate as corresponding members

- The group liaises closely with other groups in the UKRLG/Roads Board structure on matters of shared interest
- Requests to join the FCMG will be decided by the group at the next available meeting
- A list of members will be published on the FCMG pages of the UKRLG area of the CIHT website

Position of Chairperson

Members of the Group shall appoint a Chairperson. This person will be an existing member of the Group and be a Local Government employee. The position means that they will also represent the Group at the UK Roads Board. The usual term of office for the Chairperson of the Group will be 3 years and can be renewed by the agreement of the group.

Meetings

From 2021, meetings will take place on-line using MS Teams or similar. 2 meetings per year will be full agenda meetings of 2 hours duration. Between those meeting shorter meetings of around 1 hour will focus on particular topics, typically 6 meetings per year. Meetings can be called by the Chairperson if or when items require a group decision. Members of the group may be asked to prepare information for these meetings to facilitate an informed discussion.

In addition “task-and-finish” sub-groups may be convened on an ad-hoc basis to progress specific tasks.

Action notes will be produced and circulated to the group following meetings and published on the FCMG pages of the UKRLG area of the CIHT web site.

Communications

The group will provide information for the FCMG pages of the UKRLG area of the CIHT web site on a regular basis, including publication of these Terms of Reference and the outputs of the research tasks carried out by the group,

[\(https://ukrlg.ciht.org.uk/ukrlg-home/ukrlg-boards-governance/footways-cycletrack-management-group-fcmg/\)](https://ukrlg.ciht.org.uk/ukrlg-home/ukrlg-boards-governance/footways-cycletrack-management-group-fcmg/)

The group will publicise the work of the group through a range of channels including:

- LinkedIn

- Opportunities to speak at conferences and seminars
- Articles in the technical press