

# *Proposed Terms of Reference for Southampton Accessibility Forum*

## *1. Background*

*Funding from the Integrated Transport budget has been secured to develop and enhance the travel and transportation needs of the city of Southampton, with impacts on those travelling in the city for work or other everyday journeys.*

*An Accessibility Forum, consisting of representatives of the key stakeholder groups, will work together to consult on proposed schemes under secured funding to ensure that all user groups are properly consulted on designs at an early stage in design process and to embed inclusive design principles in the creation of schemes. The Forum will suggest measures that will balance the needs of businesses, users, residents, and other stakeholders, particularly those with additional mobility needs or disabilities that affect their movement through the city.*

## *2. Purpose of the Accessibility Forum*

*The overall purpose of the Forum is:*

- to evaluate proposed transport schemes in terms of accessibility, identify any mobility barriers to specific user groups, which will then be consulted on with the wider community for feedback and approval;*
- to test proposed schemes against the lived experience of user groups that utilise various methods of active travel and sustainable transport alongside those with specific mobility barriers and disability;*
- for each of the members to represent the interests of the stakeholder group they are part of in discussions, as well as listening to and allowing for the views of other stakeholder groups to be taken into account; and*
- To identify gaps in the existing built environment and prioritise improvements to these to improve accessibility when making everyday journeys.*
- To put forward suggestions and prioritise smaller scale improvements to existing built environment, public highways and other transport infrastructure using a dedicated integrated transport budget.*

## *3. Forum Scope*

*The working group meetings will be facilitated by the Cabinet Member for Transport & District Regeneration or their nominated representative and structured as follows:*

- 1. Review of previous minutes and actions*
- 2. Presentation from Southampton City Council's Green City and Infrastructure Team*
- 3. Discussion and feedback*
- 4. Presentation of accessibility improvements and requests from Forum representatives*
- 5. Reporting of progress made on previously raised issues by GCI team.*
- 6. Agreeing next steps and actions*

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## *4. Membership of the Working Group*

*The working group will include representatives of each of the following stakeholder groups:*

- Cycling representative groups*
- Walking representative groups*
- Local Councillors*
- SCC Officers*
- Advocacy groups for people with disabilities*
- GO! Southampton and BID area representatives.*
- Community Interest Groups*

## *6. Meeting Location and Frequency*

*Meetings will be held every three months from autumn 2022. Meetings will be held online, for review by Forum members to raise accessibility issues within an online format and what adjustments can be made for attendees.*

## *7. Minutes of Meetings*

*The minutes of the meeting shall include the following, as a minimum:*

- 1. The list of attendees, location of the meeting, meeting date and next meeting date*
- 2. List of actions, status of previous actions required towards achieving the objectives of the working group.*
- 3. Risks, Actions, Issues, Decisions (RAID), highlighting any risks, actions, issues & decisions, affecting the schemes with proposed resolution and mitigation activities.*
- 4. Minutes of the meeting and follow up actions will be circulated within one week of the meeting.*
- 5. The agenda for the next meeting will be circulated at least 2 days prior to it*
- 6. The minutes of the Forum will be circulated publicly and will be clearly signposted so members of the public can easily access the consultation decisions of the Forum.*