

# NOTE OF MEETING OF THE EXECUTIVE OF THE CYCLE TRAINING STANDARDS BOARD 8 OCTOBER 2007

## **1. Introductions and apologies**

1.1 Present from the Board :

Catherine Cornwell (deputising for Claire Spink, Temporary Chair, DfT)

John Mills (British Cycling)

Steve Garidis (Cycling England)

Rob Fuller, CTC

Kevin Clinton (RoSPA)

Steve Whitehouse (LARSOA)

Meryl James (Welsh Assembly Government)

Harry Green (DOE, Northern Ireland).

1.2 In attendance : Sara Basterfield, CTSB Officer

1.3 Apologies : Philip Darnton (Cycling England), Jim Riach/Marie Blair (Scotland) Claire Spink (DfT)

## **2. Minutes of Previous Meeting**

2.1 These were accepted following a number of minor corrections and a revised version will be posted on the CTSB Website.

## **3. CTSB Officer**

3.1 Sara Basterfield is acting as the temporary CTSB Officer until the end of the financial year. A description of the role and the likely time commitments will be devised by 15 January so a formal arrangement is in place from April 2008  
Action CTSB Officer and Cycling England

3.2 LARSOA, Cycling England, DfT and RoSPA agreed to send their suggestions of secretariat roles to the CTSB Officer.

## **4. Instructor Training Providers (ITP) Meeting on 5 October**

The CTSB officer reported back on the CTSB's ITP Working Group which had met in October. Action points from the Working Group were discussed. The group had discussed their terms of reference (ToR) and current work. The CTSB agreed the Working Group's proposal to produce a draft ToR for the ITP Working Group. This should be produced in time for the next CTSB meeting. The meeting also agreed to set out the work required from the ITP Working Group, falling from the full CTSB work programme – this would in the short term consist of continued work on the

assistant instructor and instructor tutor qualifications and courses. The CTSB agreed budgets and timescales should be clarified for this work.

## **5. Updates**

### 5.1 Department for Transport / Cycling England

a) The final budget for Cycling England will be agreed in light of the outcome of the Comprehensive Spending Review.

b) Bike for the Future – Cycling England's current remit is to March 2008 and DfT is currently reviewing the role of Cycling England. Cannot pre-empt the outcome of the review but in the interim work on cycling will continue. Children/young people will remain a major focus and funding for cycling training will continue. This would be complemented by cycle parking, relevant infrastructure and safe routes to schools.

Cycling England's other key proposal in its bidding document to the Department was further funding for "Cycling Towns and Cities" following on from the Cycling Demonstration Towns.

#### c) Bikeability

The launch in March had good coverage and the need to continue to support it and promote it was recognised. Cycling England (SG) expressed a wish to attend the next meeting of the ITP Working Group as part of this process.

ACTION: The CTSB Officer agreed to arrange this with the chair of the next ITP working group meeting.

The Department for Transport agreed to clarify with the relevant LTP team in the DfT whether local authorities can fund Level 2 training via the Local Transport Plan.

The first round of LA Cycle Training was very successful with 35 LAs being awarded around £1.17m. A further £100,000 was given to TfL for them to allocate to the London Boroughs. DfT and CE are currently considering the process for the second round funding with a view to informing LAs of the results of the bidding round before the start of the financial year.

### 5.2 Welsh Assembly Government

Are looking into funding options and mechanisms for delivering cycle training in Wales with the help of CTC.

### 5.3 Northern Ireland (Department of the Environment)

Have had help and advice from CTC and are looking into the optimum way forward, including the options for training instructors. Cycling England offered to help with relevant information.

## **6. Paper on Managing Accreditation / Awarding Bodies**

The proposals put forward were broadly agreed and a working group of Cycling England, CTC, British Cycling, LARSOA and RoSPA will meet in November to progress the paper. They will report back to the CTSB at the January meeting.

## **7. Provisional Accreditation of Schemes Update**

The approach will be simplified and made more form based. CTC agreed to provide a written report to summarise the findings by next meeting.

## **8. Assistant Training Instructors**

8.1 A pilot is planned for a local authority which currently has lots of volunteers. The possibility of up-skilling one county is being considered. RF will ensure one of the ITPs is included to advise on the process. Following the pilot, further advice from the ITP group will be considered.

8.2 It was noted that a training provider would need to have fully accredited instructors before they used Assistant Training Instructors

## **9 Any Other Business**

9.1 Research into the efficacy of cycle training was discussed. It was noted that such evidence would be highly desirable but research would likely have to be conducted over a number of years. A 5 year study was being considered in Merseyside, part funded by the Research Council, to evaluate the efficacy of cycle training.

ACTION – RoSPA to put together a paper considering what research may be of use to the group in time for the next meeting of the group.

9.2 Eyesight tests as part of cycle training

Action CTSB Officer to write to Dr Andrew Murrison MP to outline current arrangements in place and inform him that visual impairment will be part of the planned specialist module being developed.

9.3 Indemnity insurance – Cycling England to explore the position

### **Next Meeting Agenda Items**

- Monitoring and Annual Returns
- How do providers input into the CTSB? (Cycling England to circulate options / ideas in advance)
- Work Programme (Cycling England to circulate thoughts in advance)

- Department for Children, Schools and Families – new procedures on vetting and barring and the implications for cycle trainers (Representative from the DSCF to attend)  
Background information can be found at <http://www.everychildmatters.gov.uk/independentsafeguardingauthority/>
- Chair of next meeting = Claire Spink subject to her availability – DfT to check this

### **NEXT MEETINGS**

**Tuesday 15 January 2008** (Venue BVSC)

Business Meeting – 11.00 – 14.00

**Tuesday 1 April 2008** (Venue BVSC / Exact times to be confirmed)

Business Meeting (morning)

AGM (afternoon)

**SARA BASTERFIELD, CTSB OFFICER  
8 OCTOBER 2007**