

## Apply to become a member of the steering group

<b>*Name</b>	
<b>Email address</b>	
<b>Phone number</b>	
<b>Address</b>	
<b>Employment</b>	<i>Please list employment (employer, business sector, company activity and your roles) in the past five years:</i>
<b>Skills &amp; experience</b>	<i>Please list any skills or experience relevant to the tasks of the steering group:</i>

<p><b>Potential conflicts of interest</b></p>	<p><i>Please list any direct or indirect relationships you have had in the past five years with family, friends or colleagues who were connected with, or worked in or around, including in a voluntary capacity, any organisation involved in transport development and/or delivery, planning, housing, commercial development, consultancy and/or professional services related to these, which might in any way be relevant to the work and objectives of Smarter Cambridge Transport in greater Cambridge:</i></p>
<p><b>*Biography</b></p>	<p><i>Please state in no more than 60 words who you are, what you would bring to the steering group, and why your involvement is important to you:</i></p>
<p><b>Notes</b></p>	<p><i>Anything else that you think is relevant?</i></p>

*\* Please be aware that these may be published on Smarter Cambridge Transport's website (see below).*

## By submitting this application ...

I am applying to join the Smarter Cambridge Transport (SCT) Steering Group, which will be tasked with defining the future formal structure, objectives and policies of Smarter Cambridge Transport.

By submitting this application, I agree that my application form may be seen by existing SCT team members, who will decide whether I will be invited to join the Steering Group.

I further agree, if my application is accepted and I still wish to join the Steering Group, to:

1. Abide by the current [constitution of SCT](#).
2. Commit the required amount of time to attend meetings, conduct research, and contribute to the outputs (written documents, submitted forms, selection of trustees, etc) – estimated to be 2–3 hours/week over 2–3 months.
3. Treat all private conversations with other SCT Steering Group and team members as governed by the Chatham House Rule (confidentiality of sources), unless expressly agreed otherwise.
4. Respect the confidentiality of any information provided “in confidence.”
5. Participate respectfully in all discussions.
6. Refrain from speaking publicly about my work on the Steering Group or about SCT activities.
7. Refer any enquiries to the SCT team.
8. Keep confidential and secure my login details to SCT online tools (e.g. Slack).
9. Permit my contact details to be shared with other SCT team members.
10. Permit my name and biography, as written above, to be published on the website. (Any non-trivial edits will be confirmed with me first.)

Please email your application and any questions to Edward Leigh: [edward@smartertransport.uk](mailto:edward@smartertransport.uk)

## Notes

- Edward Leigh will remove contact details from your application before passing it to the SCT team. ***Your contact details will not be shared with any other team members.***
- Potential conflicts of interest will not rule you out of consideration, but will guide the SCT team in asking questions and seeking reassurances.
- If you are already an SCT team member, you will need to abstain from discussion of your application and from the vote on your appointment to the Steering Group.
- If the SCT team have any questions for you, they will be relayed to you via Edward Leigh.
- Appointments will be made by a simple majority of votes by members of the SCT team, with a minimum of 20 of the 38 members casting a vote.
- SCT is aiming to decide on Steering Group membership by early February 2019.
- SCT will not normally give feedback on applications. Reasons why SCT may not invite you to join the Steering Group include: a perceived conflict of interest; a duplication of interests or expertise; or incompatibility of personalities that might inhibit future discussion within the group.
- SCT’s decisions about membership of the Steering Group are final and may not be appealed.