

Healthy Streets Portfolio Board

Meeting Title	Healthy Streets Portfolio Board		
Date of Meeting	13 July 2017	Time of Meeting	13:00 – 16:30
Location of Meeting	230 BLACKFRIARS ROAD, SE1 9PJ – Pall Mall & Trafalgar Meeting Rooms (0M1&2)		

Attendees – HSPB Members			
Ben Plowden (Chair)	Gareth Powell	Patrick Doig	Nick Fairholme
Peter Blake	Steve Burton	Michael Bridgeland	Tim Steer
Justine Curry	Will Norman	Glynn Barton	Lilli Matson
Ben Lyon (Secretariat)			
Attendees – Presenters/Invited			
Emma Osborne	Ed Preedy	Tanya Durlen (item 15)	Graham Nash (item 12)
Jonathan Hanes (item 13)	Nigel Hardy (item 9)	Stephen Milford (item 14)	

Time	#	Item Name	Item Description	Purpose	Lead
Standing Items					
13:00	1	Agree Agenda	Confirm the chair of the meeting, that the meeting is quorate (one Surface Director and finance representative), note apologies and agree agenda.	Agree	Chair
13:05	2	Actions List and Minutes	HSPB to review the updated actions list and minutes recorded at the meeting in June.	Note and Discuss	Chair
13:15	3	Forward Planner	HSPB to review the Forward Planner	Note	Secretariat
Budget & Business Plan					
13:20	4	Finance Update	HSPB to note and discuss the finance update for the portfolio.	Note and Discuss	Patrick Doig
13:35	5	Guidance for Portfolio Boards	HSPB is asked to endorse the approach to investment programme governance, as set out in the guidance notes for Surface Transport managers attached to the paper.	Note	Patrick Doig
13:45	6	Draft Q1 Investment Programme Report	HSPB to note the draft Q1 Investment Programme Report and provide comments.	Note	Patrick Doig
Delivery Assurance – Approvals					
13:55	7	Consultation Tracker	HSPB is asked to note the consultation tracker.	Note	Chair
14:05	8	Milestone Tracker	HSPB is asked to note the milestone tracker	Note	Chair
14:15	9	Highbury Corner	HSPB is requested to endorse £0.70m further project authority for the Highbury Corner project to progress the scheme through Concept Design	Endorse	Nigel Hardy
14:25	10	Notifications and Escalations from Programme Boards	HSPB is asked to note any escalations and to note the minor approvals for: (1) Regional Improvement Programme (2) Road Safety Programme	Note	Chair

COMFORT BREAK – 15 MINS					
14:45	11	Comfort Break	HSPB will take a 15 minute comfort break and reconvene at 15:15	Take break	All

Strategy/Business Assurance					
15:00	12	Liveable Neighbourhoods Programme	HSPB is asked to note the LIP Liveable Neighbourhoods Update.		Graham Nash
15:15	13	Cycle Superhighway 4 (CS4) – Verbal Update	HSPB is asked to note the verbal update on journey time changes ahead of public consultation in September.	Note and Discuss	Carl Eddleston
15:30	14	Oxford Street Transformation	HSPB is asked to note: (a) Progress to date; (b) The selection of single design option to proceed to traffic modelling and design refinement; and (c) The Procurement approach and subsequent procurement paper.	Note	Stephen Milford
15:45	15	Update on benefits management/benefits report	HSPB is asked to note and discuss the update on the progress of portfolio benefits realisation work; and note and discuss the project level benefits reports.	Note and Discuss	Tanya Durlen
Escalations					
16:00	16	Escalations to the Surface Managing Director	HSPB is asked to determine any escalations to the Surface MD through BMR and Strategy Board	Discuss	Chair
Meeting Review and Close					
16:10	17	Review of meeting and AOB	HSPB to discuss AOB and to review how the meeting went.	Raise & Discuss	Chair

Next Healthy Streets Portfolio Board meeting

Thursday 10 August 09:00 – 11:00

230 BLACKFRIARS ROAD: Pall Mall and Trafalgar Square meeting rooms 0M1&2

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