

Surface Transport Healthy Streets Portfolio Board Minutes

- 13 July 2017

Attendees

Attendees	Ben Plowden (Chair)	David Stacey	Nick Fairholme
	Steve Burton	Will Hardwick	Tim Steer (until 15:00)
	Justine Curry	Will Norman	Glynn Barton
	Lilli Matson	Ben Lyon (Secretariat)	John Barry
	Ed Preedy	Tanya Durlen (item 15)	Graham Nash
	Nigel Hardy	Stephen Milford (item 14)	Will Bradley (from 15:00)
Apologies	Peter Blake	Patrick Doig	David Wylie
	Michael Bridgeland	Gareth Powell	Claire Mann

Decisions and actions

No	Item	Decision	Action/Notes	To Action
Standing Items				
1	Agree Agenda	Agreed	<p>The Chair confirmed there was a quorum, noted apologies and agreed the agenda.</p> <p>The Chair also use the opportunity to confirm that he'd be sending an email providing some guidance on how the meetings and governance surrounding these meetings will be applied going forward, and confirm it would be sent out at the end of this week/early next week.</p>	
2	Actions Log and Minutes	Noted and Discussed	<p>The HSPB reviewed the actions log and approved the minutes from the 15 June meeting.</p> <p>Some verbal updates were provided with the following actions confirmed as closed:</p> <p><i>HSPB-3-14– a separate piece of work needs to take place on what other options could be available for the bus network when developing cycling schemes. This work should look at what further mitigations can be put in place to address the negative impact on buses – a harder measures/restrictions on other types of traffic in the area needed</i></p>	





			<p>– Lilli confirmed this work has been undertaken. Bus/Cycle shared use work. Proceed with consultation but look at alternative approaches. ACTION: Lilli to circulate papers ahead of the meeting to interested parties – e.g. John Barry.</p> <p>ACTION: Secretariat to add Bus and</p>	<p>Lilli Matson</p> <p>Ben Lyon</p>
			<p>Cycling Priority update paper to the Forward Planner for the next meeting – Lilli will be presenting the paper.</p> <p>ACTION: HSPB Secretariat to obtain the signature of the Chair for the minutes so they can be recorded and the relevant authorities uploaded to SAP.</p>	<p>Ben Lyon</p>
3	Forward Planner	Noted	<p>The Secretariat provided an overview of the Forward Planner.</p> <p>Steve Burton advised that his team are looking at Hostile Vehicle Mitigations (HVM) and confirmed that a paper would be brought first to Strategy Board before information is cascaded down through the various portfolio boards.</p> <p>ACTION: Steve Burton to bring an update to the HSPB at the relevant time so discussions can take place to look at mitigations and implications on design/cost estimates of schemes.</p> <p>ACTION: All to note for the interim that for any HVM schemes please raise these with Steve Burton in the first instance to take a view until there has been an agreed process</p>	<p>Steve Burton</p> <p>All</p>
Budget & Business Plan				
4	Finance Update	Noted and Discussed	<p>David Stacey took the HSPB through the finance update and explained how expenditure has fallen and that in period four value engineering will become more evident as spend in the initial periods of the current financial year hasn't been much to date.</p> <p>ACTION: Red budget line. Include an</p>	<p>David Stacey</p>

			<p>over-programming / Value Engineering run rate in the table provided on the 'Healthy Streets Portfolio 2017/18: Overview' to enable us to judge the situation.</p> <p>ACTION: Accumulative spend chart to be considered in place of the NET YTD Expenditure graph included in the pack. This is to be considered as part of a review of the information provided in the Healthy Streets Portfolio 2017/18 – Overview of finances page.</p>	David Stacey
			<p>ACTION: Boroughs – value of work done needs to be focussed on, as it accounts for approximately two-thirds of the work/programme.</p> <p>ACTION: Archway – [REDACTED] needs to be incorporated into the finances</p> <p>Update provided on Value Engineering guidance – this is being jointly drafted by Nick Fairholme and Patrick Doig and will be circulated next period – good practice 10% saving delivered in year.</p> <p>ACTION: Secretariat to add onto the Forward Planner. Look at these numbers and this papers as a proposal and debate as a round and included as part of the discussions in the Finance Update section.</p> <p>ACTION: A view to be taken by Surface Board on whether these new saving targets are applied retrospectively to 2017/18 budget or from 2018/19 budget going forward. There are implications for the boroughs.</p> <p>ACTION: Third Party income – needs to put more emphasis on – and needs to be tracked as part of the Healthy Streets 2017/18: Portfolio Summary. David Stacey to look at how this information can be presented and simplified.</p>	<p>David Stacey</p> <p>David Stacey</p> <p>Ben Lyon</p> <p>Surface Directors</p> <p>David Stacey</p>

5	Guidance for Portfolio Boards	Endorsed	<p>David Stacey took the HSPB through the paper and highlighted the changes that have been implemented to governance, including the tables contained in the appendices.</p> <p>ACTION: Every quarter a review to be carried out to see how these governance changes are being dealt with in practice, so that any issues can be flagged.</p> <p>ACTION: Update the names on page 41 – Programme boards needs to be Transformational</p> <p>ACTION: Virement – movement of moneys from component parts of the programme – guidance required on this so that the portfolio board understand. Justine Curry to chase up.</p> <p>ACTION: Amendments required:</p> <ul style="list-style-type: none"> (a) paragraph 4.8 bullet point 3 on page 43 of the pack. Add in to say ‘Sponsor and Delivery Team...’ (b) Paragraph 4.8 bullet point 4 – not sure what IAR reviews are being carried out. Include update in each pack, so that it provides early sight of what’s coming. ACTION: Will Hardwick to discuss with Nick Fairholme who is on the distribution list for the Weekly Assurance Updates to ensure the relevant teams are on it. (c) Once updated – circulate to directors/exec officers so that it can be sent and cascaded to their teams. 	<p>David Stacey</p> <p>David Stacey</p> <p>David Stacey</p> <p>David Stacey</p> <p>Will Hardwick</p>
6	Draft Q1 Investment Programme Report	Noted and Discussed	<p>HSPB noted the draft Q1 Investment Programme Report and provided comments.</p> <p>ACTION: review the milestone forecast dates – needs updating as some of</p>	<p>David Stacey (Davina Mac)</p>

			these are incorrect. David noted these, will make the changes to the draft IPR and then circulate for sense checking before giving to Davina Mac to incorporate.	
			ACTION: Ensure that a director review is carried out and avoid these coming to Portfolio Boards – need to avoid making changes by Committee.	Surface Directors / Davina Mac

Delivery Assurance

7	Consultation Tracker	Noted	HSPB noted the Consultation tracker and verbal updates.	
8	Milestone Tracker		<p>HSPB noted the Milestone tracker and verbal updates provided on:</p> <ul style="list-style-type: none"> (a) CS4 (b) Vauxhall Cross – likely that Nigel Hardy will bring a PAM request to change the PAM at the next meeting to shift it from August to September, due to the Planning Application which was originally due to go in June which has been delayed due to Borough taking a view. <p>ACTION: For those that are Amber or Red – please include some text on this in the pack to provide clarification ahead of the HSPB meetings. (Secretariat to apply this action across the Portfolio Boards as a lesson learnt that can be applied to them all.)</p>	
9	Highbury Corner BR-PJ45	Endorsed increase in PA of 	<p>HSPB endorsed the increase in Project Authority from  to enable the completion of concept design and early contractor involvement during concept design to meet the delivery timescale aspiration for the scheme to be implemented following the completion of the STIP 1 Highbury Corner Bridge works.</p> <p>Discussion took place around keeping the arboretum closed – this is related to</p>	

			there are concerns over the shallow ground and shallow tree roots and to prevent damage to them if the area is used. ACTION: revisit this view and discuss with the LB Islington and further discussion/testing and consultation on keeping this area closed off, given the feedback initially received during an earlier consultation. This should include looking at the implications of costs and potential for increases if changes are desired and taken forward.	Nigel Hardy
			ACTION: written summary note on the arboretum and implications on route 277 for visibility in City Hall.	Nigel Hardy
			ACTION: The BCR needs to be revisited in the next iteration of the paper with additional information on the dis-benefits and the benefits provided.	Nigel Hardy
			ACTION: (page 78 of the board pack) 'Appendix C: Assurance review management response' – further information to be reflected in the management response to IAR v01 ref 3 'Procurement Strategy should include cost comparison of using LoHAC against CPF' – needs to be made explicit that LoHAC is the best value option and considerably less for this particular project than CPF.	Nigel Hardy
			ACTION: Introduce a PAM for this scheme.	Nigel Hardy
10	Notifications and Escalations from Programme Board	Noted & Discussed	HSPB noted and discussed to notifications and escalations from Programme Board. ACTIONS: It was agreed that Graham Nash and Patrick to discuss RIP and Road Safety Programme and a verbal update provided at the next HSPB in August in this section	Graham Nash / Patrick Doig
Break				
11	Break	Actioned	HSPB took a 10 minute break	

Business Assurance

12	Liveable Neighbourhoods Programme	Noted	<p>Graham Nash provided an overview of the paper looking at the roll out.</p> <p>Ben Plowden emphasised that we need to make clear to the boroughs that the procedural change is broadly similar to the past but the focus now has shifted to the Healthy Streets outcomes and criteria, and therefore they may need to make tweaks to their schemes. Needs to be made very explicit to the boroughs. Graham Nash confirmed this is the case and is contained in para 6.4 contained on page 90 of the board pack.</p> <p>Graham confirmed that the guidance will be kept under review to ensure that it is fully aligned with the final/agreed MTS and LIP3 framework.</p> <p>Delivery by boroughs will be kept under close review.</p> <p>Behaviour Change – a large aspect to these projects and may need additional resource.</p>	
13	Cycle Superhighway 4 (CS4) – Verbal Update	Noted and Discussed	<p>Glynn provided a verbal update and highlighted that the scheme is in its second iteration to bring improvements for buses – bus lanes/bus gates maintained in certain sections. A brief overview was provided.</p> <p>ACTION: Update on the work that has and continues to be carried out to look at impacts on traffic, cycling, pedestrians and buses will be discussed and raised as RSPG.</p>	Glynn Barton
14	Oxford Street Transformation	Noted	<p>Stephen Milford presented the paper to HSPB – a general update to them on the development/progression around the transformation of Oxford Street.</p> <p>HSPB noted the paper, and in particular:</p>	

			<p>(a) Section 6.1 – noting that a single option to be progressed to modelling will be selected by Project Board on 12 July 2017, before being agreed by the Project's Joint and Strategic Boards on 18 July and 20 July respectively;</p>	
			<p>(b) Section 9.2 – Noting the initial outcomes of the first public consultation</p> <p>(c) Section 12.4 – noting that a Contract Award Recommendation will be prepared ahead of appointing a preferred supplier to work on behalf of TfL and Westminster City Council.</p> <p>The December 2018 deadline is to coincide with the delivery/full launch of the Elizabeth Line.</p> <p>West or East – larger interventions may have to wait until East. Will see some work delivered for west.</p> <p>ACTION: Business Planning round consideration – cycling provision in Westminster. Westminster needs to be made and encouraged to take this area forward and to get behind.</p> <p>ACTION: Cycling provision by 2018 needs to be given further discussion and consideration, including implications around budgets and Westminster. Central London Grid as well. Lilli Matson, Graham Nash and Will Norman to meet to discuss. Acceptance people will go along Wigmore Street and Cavendish Street alignment needs to be looked at.</p> <p>ACTION: (Will Norman/Tim Steer) around Tier One / Quietways pressure to focus Westminster on cycling</p>	<p>David Stacey</p> <p>Lilli Matson / Stephen Milford</p> <p>Stephen Milford, Nick Fairholme and</p>

			<p>provision – discussion to take place with Val. Provide her with an update. (Stephen Milford, Nick Fairholme and Ben Plowden to provide some information to assist with this meeting).</p> <p>ACTION: consultation in November</p>	Ben Plowden
			<p>needs to make mention to what it will cover, including cycling, noting that consultations will be coming in different stages looking at different areas.</p> <p>ACTION: Consideration to be given to when communication about impacts of Oxford Street Transformation (OST) in the wider context of other works that will be taking place in the West End, of which OST will be a marginal impact/contributor. What is the plan for traffic mitigations? Discussions to take place – Glynn Barton, Ben Plowden, Stephen Milford and Will Norman.</p> <p>ACTION: Ben Plowden to follow up discussions around impacts of Oxford Streets are likely to be made public with Sam Monck/David McNeill.</p>	<p>Stephen Milford</p> <p>Glynn Barton, Ben Plowden, Stephen Milford and Will Norman</p> <p>Ben Plowden</p>
15	Update on benefits management / benefits report	Noted and Discussed	<p>Tanya Durlen provide an update to HSPB which noted:</p> <ul style="list-style-type: none"> (a) The 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. <p>The work in this area was highly praised.</p> <p>ACTION: How can we present this information on benefits realisation to the public? Can we transfer slide 8 into an info-graphic for each individual schemes which we can then Tweet/make available to social media and/or publish on the TfL website. What commentary can we also provide.</p>	Tanya Durlen

			How we report internally and communicate externally.	
Escalations				
16	Matters for escalation to Surface Board / Surface Managing Director	Discussed	HSPB considered it important that a verbal update about Oxford Street Transformation is provided to Leon. ACTION: Ben to provide update to Leon.	Ben Plowden
Meeting Review and Close				
17	Review of Meeting and AOB	Reviewed	Attendees provided feedback to the Chair on the running of the meeting. No AOB matters were raised.	

Name of Chair


BEN PLOWDEN

Chair signature



Date

12/8/17

If you have questions or would like further information about the minutes please contact:
Benjamin Lyon, Healthy Streets Portfolio Board Secretariat. Telephone: 
Email: 