

# Surface Transport Healthy Streets Portfolio Board Minutes

## - 5 October 2017

### Attendees

Attendees	Ben Plowden (Chair)	Patrick Doig	Justine Curry
	Lilli Matson	Claire Mann	Will Norman
	Ben Lyon (Secretariat)	Emma Osborne	Graham Nash
	Nigel Hardy	Julie Lewington	Thomas Layfield
	Subash Tavares	Andrew Summers (item 7)	Ed Preedy
	Stephen Hawkes		
Apologies	Gareth Powell	Nick Fairholme	Peter Blake
	Steve Burton	Michael Bridgeland	Helen Chapman
	Glynn Barton	David Wylie	Tim Steer

### Decisions and actions

No	Item	Decision	Action/Notes	To Action
<b>Standing Items</b>				
1	Agree Agenda	Agreed	The Chair confirmed the meeting was quorate, agreed the agenda and noted apologies.	
2	Actions Log and Minutes	Noted and Discussed	<p>The HSPB reviewed the:</p> <ul style="list-style-type: none"> <li>(a) Minutes recorded at the meeting on 7 September and confirmed they were an accurate reflection of the actions that arose following discussions; and</li> <li>(b) Actions list.</li> </ul> <p>The following updates were provided:</p> <p>HSPB-6-14 is now closed.</p> <p>HSPB-6-16. Nigel Hardy provided a verbal update and confirmed to HSPB that the revised authority was [REDACTED] (in addition to the existing breach amount and contractual commitments to the borough).</p>	
3	Forward Planner	Noted	HSPB reviewed the Forward Planner and noted the updated dates to the meeting dates for the Portfolio Boards and routing deadlines.	



			It was noted that the meeting scheduled for 26 October has been deferred to 1 November to ensure there is a quorum of the Board due to annual leave	
<b>Budget &amp; Business Plan</b>				
4	Finance Update	Noted and Discussed	<p>HSPB noted the finance update provided by Patrick Doig. It was noted that to date we still have [REDACTED] work of Value Engineering savings yet to be allocated out.</p> <p>Questions were raised about overprogramming and whether we are driving value as much as possible.</p> <p><b>ACTION:</b> need to monitor what happens and track periodically until the end of the 2017/18 financial year. This should have separate detailed HSPB budget views to help understand risk and where the loading of spend sits i.e. end of year spend.</p>	Patrick Doig
5	Business Planning	Noted and Discussed	<p>HSPB noted the Business Planning update provided by Patrick Doig.</p> <p>Patrick confirmed the timetable of the Business Planning work and that a meeting had taken place with the Mayor today with further meetings due to take place in the coming weeks between the Commissioner and Deputy Mayor for Transport. Patrick also confirmed that the TfL Board will be discussing as part of their away day on 18 October.</p> <p><b>ACTION:</b> Discussion to take place about the attendees for the Business Plan discussions. Currently, Simon Kilonback and Gareth Powell are due to attend – it would be very helpful to ensure Patrick is attending.</p>	Ben Plowden to raise with Leon
6	Value Engineering	Noted and Discussed	HSPB noted and discussed the update on the implementation of Value Engineering within Surface Transport given by Subash Tavares who	

		<p>highlighted the Value Engineering Guide that has been created. Subash highlighted the value engineering glossary included in appendix A of the guidance document and advised this should ensure terminology is uniformly used across the various business areas.</p> <p>HSPB noted that since the last period, [REDACTED] worth of savings have been identified and delivered. Subash confirmed that the top 10 projects by value will be revisited to see whether any further savings can be identified in this financial years spend, with some discussions centring on risk pots, in particular around allocations and utilisation of them.</p> <p><b>ACTION:</b> Information needs to be pulled together on the sign-off process of the movement of money e.g. and overview of the project controls on risk pots. This should be pulled together ahead of a meeting with Patrick Doig and other finance colleagues to discuss in further detail.</p> <p>Subash talked about the various methods of value engineering in terms of top slicing 10% of money from schemes automatically. This led to questions been raised as to the impact this could pose to benefits realisation – i.e. could there be some loss in this areas as a result? Subash advised that savings should not compromise the delivery of benefits as the sponsors are engaged very early on. <b>ACTION:</b> this should be looked at and considered over the future years / lifespan of the projects and programme.</p> <p><b>ACTION:</b> It was noted that the total EFC and Forecast are missing on the sheet provided at the meeting on the top 10 projects. Additional information is required for the next iteration of this document – it should include more information as well as life cycles.</p>	<p>Subash Tavares</p> <p>Subash Tavares</p> <p>Subash Tavares</p>
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			<p>should look at a forward programme of prioritised routes, both in terms of network impact and benefits, as soon as budgetary constraints allow.</p> <p><b>ACTION:</b> It was noticed there were areas of London in which cycling measures – be it physical or otherwise – are not as evident. We need to talk about the facilities available for cycling and behaviour change options e.g. cycle parking provision and cycle training.</p>	Andrew Summers
<b>Portfolio Management Update</b>				
8	Notifications and Escalations from Programme Boards	Noted	<p>HSPB noted the updates from the Programme Boards.</p> <p>It was noted that the Network Schemes Programme Board endorsed [REDACTED] additional financial and project authority to complete feasibility studies and to get a single option for the Direct Vision Standard (Ban or restrict) feasibility funding – ST-PJ52 I (SC.3369.008)</p> <p>No matters were escalated.</p>	
9	Portfolio Management Update	Noted	<p>HSPB noted the:</p> <ul style="list-style-type: none"> <li>(a) 2017/18 Budget Deliverable and PAM Milestones;</li> <li>(b) Public Consultation Activity;</li> <li>(c) Portfolio spend per borough analysis; and</li> <li>(d) Portfolio Risk Register</li> </ul> <p><b>ACTION:</b> Information to be provided on Fiveways – what is the situation on the planning application for the Westfield Development. Update to be provided to HSPB in November 2017.</p> <p><b>ACTION:</b> Patrick Doig noted we have completed 30km of Central London Grid with wayfinding. HSPB members agreed that we should offer an opportunity for a site visit by a guided cycle ride for members that wish to take part.</p> <p><b>ACTION:</b> DVS and Consultations –</p>	<p>Ed Preedy</p> <p>Graham Nash (Claudia Corrigan / James O’Keeffe)</p> <p>Ed Preedy</p>

			<p>ensure that all other major consultations (even if they lay outside of the Healthy Streets portfolio) in the consultation section so that the board has a full overview of the breadth of work going on.</p> <p><b>ACTION:</b> It was agreed that Chris Mather should be invited to attend the HSPB.</p> <p>The work on the portfolio spend per borough analysis was highly praised and thought very beneficial. <b>ACTION:</b> HSPB thought it would be very helpful to also do a forecast of spend by borough for future years in a similar format as this would help with decision making going forward.</p>	<p>Ben Lyon</p> <p>Ed Preedy</p>
10	Change Requests	Approved	<p>HSPB approved the change request for CS10 PAM Milestone (ST-PJ550-CRF3). It was noted this would allow the development of two further design options to explore bus mitigations opportunities at feasibility stage as the previous option showed significant bus delays.</p>	
11	Healthy Streets Shadow Board (HSSB) – Verbal Update	Noted	<p>Will Norman provided a verbal update and confirmed the nature and format of the meeting going forward. It was agreed at the meeting that took place that the name is the Healthy Streets Steering Group and would not be called a Shadow Board.</p> <p>Will confirmed this steering group will meet quarterly and will provide an opportunity to engage with the boroughs on the Healthy Streets portfolio and enable better collaboration and information sharing. It was also agreed that this steering group would be reviewed going forward to ensure that it remains beneficial and relevant for all participants.</p>	
<b>Delivery Assurance – Approvals</b>				
12	Cycle Superhighway	Endorsed	HSPB noted the paper and endorsed	



	10 (CS10) ST-PJ550C		<p>additional programme and project authority of [REDACTED] for design of CS10. This has taken existing programme and project authority of [REDACTED] to a new total authority of [REDACTED]</p> <p><b>ACTION:</b> Update to be provided directly to Patrick Doig on the risk provisioning for the project.</p> <p><b>ACTION:</b> It was considered helpful that benchmarking work is carried out on the costs for the Cycle Superhighways to enable like for like comparisons to be carried out e.g. cost per mile/metre. Findings should be presented in a paper to the HSPB once this work is completed.</p> <p><b>ACTION:</b> Questions were raised about the use of borough contractors and why we wouldn't be utilising our own teams to do all of the work – it was queried whether this meant there was an impact on efficiencies. Graham Nash, Nigel Hardy, Julie Lewington and Patrick Doig to discuss.</p>	<p>Nigel Hardy</p> <p>Nigel Hardy</p> <p>Nigel Hardy</p>
<b>Escalations</b>				
13	Escalations to the Surface Managing Director	Discussed	No issues were raised for escalation.	
<b>Meeting Review and Close</b>				
14	Review of Meeting and AOB	Reviewed	HSPB reviewed the running of the meeting, with Ben Lyon confirming that the next HSPB meeting will take place at a later date on 1 November 2017.	

Name of Chair

BEN PLOWDEN

Chair signature

[REDACTED]

Date

2/11/17

