

# Healthy Streets Portfolio Board 16/02/17

## Minutes

Attendees	Alan Bristow (Chair)	Gareth Powell	Patrick Doig
	Will Norman	Sam Monck	David Stacey
	Nigel Hardy	Lilli Matson	Tanya Durlen
	Julie Lewington	Zoe Vidion	Joy Wigg
	Will Bradley	Peter Blake	Edward Preedy
	Michael Bridgeland	Carl Eddleston	
Apologies	Dana Skelley	Alex Williams	Tim Steer
	Ben Plowden	Nick Fairholme	Siwan Hayward

## Decisions and actions:

No	Item Name	Note/Action	Lead	Due Date
1	Pre-meeting note	Action for attendees to distribute the Healthy Streets document to their teams	ALL	23/2/17
2	Outstanding Actions	Further discussion required on how external messaging is conveyed following decisions taken at this board	TD/EP	23/3/17
3	Governance	Projects will be submitted to the delivery assurance Healthy Streets portfolio board (HSPB) at stage gates for endorsement. Along with the assurance summary, a short paper template needs to be agreed.	TD/EP	10/03/17
4	Governance	The Integrated Assurance Plan (IAP) for the portfolio will be agreed with project Assurance in advance of the PIC meeting, and will be reviewed quarterly.		Ongoing
5	Governance	Sub portfolio board structure now agreed. Next step is to identify who will chair these and what authority will be delegated.	BP/AB	31/3/17

6	Portfolio Overview	Modal alignment charts are useful for assessing the balance of the portfolio, however clarity is needed on how to represent, track and report road safety spend given it is often intrinsically linked to other modal outcomes.	LM/DS/TD	31/3/17
7	Finance	Reconciliation is needed to compare the budget with the existing public commitments (e.g. spend on cycling and road safety).	DS	23/3/17
8	Finance	Clarity on the annual budget is important for external communications to avoid confusion among stakeholders. As such, reporting of budget numbers should be net of over-programming [REDACTED] and value engineering [REDACTED]. Total forecast spend therefore will be [REDACTED]		
9	Finance	A meeting to clarify the composition of the Healthy Streets portfolio (as opposed to the broader Healthy Streets approach) for the Cycle and Walking Commissioner will be arranged.	LM/DS/AB/WN	28/2/17
10	Finance	Each period, the HSPB will need to review the latest status of over-programming, cost pressures and potential new schemes.	DC	23/3/17
11	PIC Paper	Ensure reference is made to the LIP monies that are deducted from the total [REDACTED], and include lines for PIC to note the governance arrangements and strategic case.	LM/DS	17/2/17
12	PIC Paper	Ensure that the PIC paper refers to 'East/West Phase 2' to ensure consistency with previous communications.	LM	17/2/17
13	PIC Paper	Consider whether 'EFC' and 'Existing Financial Authority' figures should be consistent to ensure simple and consistent messaging.	LM	17/2/17
14	Bus Impacts	Potential bus benefits and impacts should be considered at the outset of projects, during construction (traffic management options etc.), and following completion (lessons learnt). However schemes that are further along the delivery lifecycle are included in the PIC authority request and have strong policy rationale and political/stakeholder support. It was agreed that all schemes reviewed should be included in the PIC paper, and CSI I and Highbury Corner should continue as planned.		

15	Bus Impacts	Need to develop an appraisal framework by which we assess new schemes to determine the balance of modal benefits versus relative impacts to inform future decisions.	LM/EP	23/3/17
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