

Council Governance Board (CGB) Meeting

Comments/Decisions required by CGB

20 July 2021 – ‘Teams’ Call @2:05pm

The TCF Programme Management Board (PMB) and Programme Management Team (PMT) seek comment/approval on the following items relating to TCF Delivery:

Agenda Item No.

1. Welcome, apologies and minutes of previous meeting (25/05/21).
 - Action and decision pursuant to item 1: CGB agreed the final minutes and noted the progress and actions from the previous meeting.
2. Health and Safety moment.
 - Action and decision pursuant to item 2: No specific items raised by CGB.
3. COVID-19 update / impact to TCF.
 - a. Resources and materials
 - b. Meetings incl. 15/09/21 at Upton House
 - Action and decision pursuant to item 3: MG gave an update relating to the challenges of materials and their lead in times. CGB were notified that some materials are being ordered in advance and stored. Dialogue is ongoing with GEN4 contractors and suppliers. DfT are aware of these issues and were discussed at the Communities of Practice meeting on 05/07.
4. DfT: Documentation and Meetings.
 - a. Reporting
 - i. Q1 2021/22 Proforma update (due 30/07/21) and Year End Report
 - ii. Assurance Framework update
 - iii. S151 Officer assurance letter (2021/22)
 - b. Communities of Practice meeting on 05/07/21 – feedback
 - c. National Evaluation – feedback; and
 - d. Monitoring and Evaluation Report
 - Action and decision pursuant to item 4: CGB noted the update from the Communities of Practice meeting and the challenges with procurement and materials. This is considered a programme risk. CGB agreed the Monitoring and Evaluation Report subject to CPB comments upon further receipt of the document post meeting.
5. Comms and Consultation.
 - a. Schemes update (incl. press releases)
 - i. Leigh Road, Whitelegg Way and Upper Gardens
 - ii. Kings Park
 - iii. Magna Road

- b. Consultation Progress.
 - i. C Corridors – Insight Reports and further engagement
 - ii. S Corridors – feedback and further engagement
- c. Briefing Sessions update; and
 - i. Portfolio Holders/Ward Members/Town and Parish Councils
 - ii. Bus Operators incl. request to engage with Ward Members
 - iii. Key Stakeholders
- d. Upcoming activities – the next 6 months, incl.
 - i. Facebook ‘live’ event in October
- Action and decision pursuant to item 5: CGB *made aware* that the FBC for Kings Park is due for CGB approval by COP on Friday 23rd July. CGB informed and agreed that the Magna Road press release and Insight Report released due for 23/07 will now be w/c 26/07. CGB noted the C Corridor Engagement schedule and CGB confirmed arrangements. CGB agreed that further Ward Member dialogue and site visits to be arranged where appropriate for the S Corridors. CGB approved the Facebook Live event to go ahead in October.
- 6. Governance.
 - a. PMB meeting feedback (01/07/21)
 - b. PSG meeting feedback (13/07/21)
 - c. Forward Plan incl. Schedule of Meetings
 - d. Stakeholders – correspondence/log; and
 - e. PMT progress – delivery phase
 - f. Summer Leave Chart
 - Action and decision pursuant to item 6: CGB noted that the PSG Focus Groups will commence, notably for Accessibility and Monitoring and Evaluation in the first instance. CGB noted the other Governance points raised.
- 7. Programme Delivery.
 - a. 3-year programme overview incl.
 - i. Programme vs actuals
 - ii. Critical path items
 - iii. Detailed 3 months ahead (incl. CGB input)
 - b. Task Briefings/Leads Update/Function Support (proforma)
 - c. Outline Business Case / Final Business Case Approvals
 - d. Early Warnings Log; and
 - e. Land ownership negotiations update
 - Action and decision pursuant to item 7: CGB noted that MG will update the programme timeline with green/amber/red to indicate scheme completion against the timeline to March 2023. CGB noted and agreed the current status on Early Warnings. CGB agreed the way forward for delivery around the land negotiations and acknowledged that design is currently being progressed at risk. There will be a further update at the next CGB meeting in September.

8. Risk Register: Top 10 Risks - mitigation and management.
 - Action and decision pursuant to item 8: The Top Ten Risks were noted and agreed and CGB informed that the next PMT Risk Register Workshop will be held shortly to review and update the risks.
9. Finances - update at end of Q1
 - Action and decision pursuant to item 9: No further updates on finances outside of item 4.
10. AOB
 - Action and decision pursuant to item 10: CRB mentioned SharePoint issues and opening the links. The M+E Report will be sent directly post meeting. AB said the DfT were now in a position to assist with quotes for press releases and MG confirmed that CCO has emailed in this regard.
11. Date of Next Meeting.
 - Thursday 23rd September 2021 @10:05am