

## **Council Governance Board (CGB) Meeting**

### **Comments/Decisions required by CGB**

**25 May 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 (22/03/21).
  - Action and decision pursuant to item 1: CGB agreed the final minutes and noted the progress and actions from the previous meeting. CRB acknowledged receipt of the response to his previous procurement option question.
2. Health and Safety moment.
  - Action and decision pursuant to item 2: CGB noted the additional 5-minute breaks between all Teams meeting as standard to ensure adequate breaks between back-to-back meetings.
3. COVID-19 update / impact to TCF.
  - a. Resources and materials
    - Action and decision pursuant to item 3: CGB noted that there are on-going issues around the supply of materials.
4. DfT: Documentation and Meetings.
  - a. Reporting
    - i. Q4 Proforma submitted on 30/04/21
    - ii. Year End Report
    - iii. Assurance Framework update
    - iv. Tranche 2 allocation 2021/22 award letter
  - b. Communities of Practice meetings on 23/03/21 and 24/05/21 – feedback
  - c. National Evaluation meeting 27/04/21 – feedback and actions; and
  - d. DfT quarterly meeting on 12/05/21 – feedback and actions
    - Action and decision pursuant to item 4: CGB noted the updates on the Q4 Proforma, Year End Report, Assurance Framework and Tranche 2 Allocation. MG to update the spend profile and report to CGB in July. AB advised a DfT Change Control system is in place for schemes that will run beyond the March 2023 deadline. CGB to advise MG if they wish to attend future Communities of Practice meetings. To note the remainder of 2021/22 Allocation will be received in July.

**5. Comms and Consultation.**

- a. Schemes update (incl. press releases)
  - i. Leigh Road
  - ii. Whitelegg Way/Upper Gardens/Kings Park
- b. Consultation Progress.
  - i. C Corridors 24/02 to 31/03/21 – feedback and reporting
  - ii. S Corridors consultation 10/05 to 14/06/21 – update
- 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
- e. Portfolio Holder sign off/approval process
  - o Action and decision pursuant to item 5: CMG requested that further early engagement be undertaken with Ward Members and to prioritise the next schemes for construction, with meetings to be put in place and further comms messaging around sustainable travel for some trips, but not all. In relation to the S Corridors, a meeting to be set up with CMG and the new Comms Ward Member to introduce TCF. Agreed that site meetings/walks along the routes can be arranged due to the easing of restrictions.

**6. Governance.**

- a. Forward Plan incl. Cabinet Report update
- b. Stakeholder – correspondence/log
- c. Programme Steering Group (PSG) meeting (11/05/21); and
- d. PMT progress – Delivery phase
- e. Portfolio Holder sign off/approvals process
  - o Action and decision pursuant to item 6: CGB noted the Forward Plan, Stakeholder Log, PSG update and PMT delivery progress. CRB and CMG agreed a preferred form of contact for urgent sign-off/approvals.

**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
  - i. Glenferness Bridge update
- e. Land ownership/negotiations
- f. Tree Removal (Kings Park) – if Planning Committee approval required

- Action and decision pursuant to item 7: CGB noted the programme for the next 3 months and approvals process. Agreed to share GIS mapping system with the Ward Members, Stakeholders and the public once completed to indicate the construction phases on the network. CGB agreed with PMB recommendation to progress Option 1 and Option 3 in parallel in relation to the land negotiation issues.
- 8. Risk Register: Top 10 Risks - mitigation and management.
  - Action and decision pursuant to item 8: CGB noted that the Risk Register will be updated for the next Board meeting in July. Supply of materials and increased costs was raised by CRB.
- 9. Finances - update at end of Q4 and looking to Q1.
  - Action and decision pursuant to item 9: CGB noted that a further financial update for Q1 2021/22 will be presented to the Board in July.
- 10. AOB.
  - a. National Bus Strategy and impact to TCF update
  - b. Summer leave – planning ahead

Action and decision pursuant to item 10: CGB noted that BCP and Dorset Councils are linking with the Bus Operators in relation to the Bus Improvement Plans. It was agreed there is an overlap with TCF. CGB noted that the summer leave chart will be circulated for information.
- 11. Date of Next Meeting.
  - Tuesday 20<sup>th</sup> July 2021 @2:05pm