

## Council Governance Board (CGB) Meeting

### Comments/Decisions required by CGB

**23 September 2021 – ‘Teams’ Call @10:00am**

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 (20/07/21).
  - Action and decision pursuant to item 1: NV from the DfT was welcomed to the meeting. CGB agreed the final minutes and noted the progress and actions from the previous meetings.
2. Health and Safety moment.
  - Action and decision pursuant to item 2: CGB noted the '11 Steps to returning to work' introduced by MG. JM to share the BCP Council Board meeting stats and details relating to identified issues with MG for info.
3. COVID-19 update / impact to TCF.
  - a. Resources and materials
  - b. Staff morale/fatigue
  - c. Face to face meetings
  - Action and decision pursuant to item 3: MG gave an update from the issues discussed at the Upton House meeting on 15/09 in relation to the above. MENTI slides, outputs, and actions to be shared with CGB.
4. DfT: Documentation and Meetings.
  - a. Q1 2021/22 Proforma and Quarterly Meeting on 08/09/21
  - b. Communities of Practice meeting on 20/09/21 – feedback
  - c. National Evaluation
  - Action and decision pursuant to item 4: MG informed CGB of the on-going challenges around the supply chain and cost increases; some but not all can be mitigated. Also challenges around delivery by March 2023 and noted will inform DfT when this spend has been re-profiled.
5. Comms and Consultation.
  - a. Schemes update (incl. press releases)
  - b. Evidence to support messaging and follow on from Upton House discussion
  - c. Consultation Progress.
    - i. C Corridors
    - ii. S Corridors – Insight Report publication and further engagement
    - iii. Ward Member site visits

- d. Briefing Sessions update; and
    - i. Portfolio Holders/Ward Members/Town and Parish Councils
    - ii. Bus Operators meetings 21/09 & 29/09/21
    - iii. Key Stakeholders
  - e. Upcoming activities – the next 6 months, incl.
    - i. Facebook 'live' event - 3 Nov or 1 Dec
  - Action and decision pursuant to item 5: CGB agreed messaging around congestion as discussed at Upton House on 15/09. CGB agreed that carriageway widths should be maximised, and cycle lanes minimised whilst not compromising the LTN 1/20 guidance and for MG to feed this back to the design leads. CGB agreed for the S Corridor Insight report to be published. CGB requested that details relating to Ward Member site visits to be approved by CGB prior to the invites going out. CGB agreed the schedule of meetings to progress, noting that some recent changes have been made due to the postponement of one or two meetings. MG to send out Briefing Notes in advance of PH meetings. CGB agreed that a further meeting with the Bus Operators to be arranged at Board level for a more strategic discussion to take place. CGB requested that Ward Members be notified in advance of the Facebook live event going ahead. CRB suggested that arranging MP visits is beneficial.
6. Governance.
- a. PMB meeting feedback (05/08/21)
  - b. PSG meeting feedback (14/09/21) and Focus Groups
  - c. Q3 Forward Plan incl. Schedule of Meetings
  - d. Stakeholders – correspondence/log
  - Action and decision pursuant to item 6: No points raised on item 6 during the meeting.
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/Schedule
  - d. Early Warnings Log; and
  - e. Land ownership negotiations position
  - Action and decision pursuant to item 7: MG will circulate the response to the legal brief on the land recommendations to CGB for approval. MG will present the Implementation Plans at the next CGB meeting. CGB informed that several FBC's will be issued for approval over the next few months, including those for DC.
8. Risk Register: Top 10 Risks - mitigation and management.
- Action and decision pursuant to item 8: CGB to note this has been updated since the last meeting.

**9. Finances – look ahead to Q2**

- Action and decision pursuant to item 9: No further points raised on item 9.

**10. AOB**

- Action and decision pursuant to item 10: JM said it was important to celebrate schemes upon completion. CRB noted that working on adjacent schemes at the same time will have an unacceptable impact on the highway. CCL to circulate the slide presentation post meeting.

**11. Date of Next Meeting.**

- Tuesday 30<sup>th</sup> November 2021 @09:00