

# Vision Zero Project Board

## Terms of Reference

### PURPOSE

A cross directorate monthly Project Board has been established to support the development of Vision Zero. The Project Board is responsible for:

- Delivery of this project as defined in the PID and to ensure that the pace and direction of change for Vision Zero is maintained.
- Focusing on delivering the project benefits and supporting the Workstreams to ensure the project deliverables and actions remain on track to allow these to be realised, adjusting the deliverables and actions if not.
- Be a point of escalation for the Workstream leads for any capacity and / or scheduling conflicts, by prioritising the project requirements that best fulfil strategic aims of OCC at that time.
- Support the Project Workstreams to manage the project's risks and issues and agree which need to be escalated to the Project Steering Group.
- Manage the project's actions and escalate changes to costs and timescales as reported by the Workstream leads if there are any dependencies between this project and others underway or planned. The impact of changes in this project needs to be assessed against other directorate or IT programme plans or projects.
- Producing all project documents including PID, Action and Risk logs, change requests, workstream reports, highlight reports, and the project close request and evaluation.
- Communicate the objectives and progress of the workstreams with relevant stakeholders and Project Steering Group.

### MEMBERSHIP

1. The Project Working Group will be chaired by the Project SRO (Paul Fermer) and administered by the Project Manager, and will include in its membership:
  - Andrew Ford, SM Community Safety Education
  - Anthony Kirkwood, Principle Officer - Road Safety
  - Amrik Manku, Growth Manager
  - Gavin Belcher, Principal Infrastructure Planner
  - John Disley (if required), Infrastructure Strategy & Policy Manager

- Joseph Kay, Strategic Transport Lead
- Mark Evans, Comms and Media Officer
- Melissa Goodacre, Infrastructure Strategy Team Leader
- Patrick Lingwood, Active Travel Lead
- Paul Fermer (if required) Director of Highways and Operations
- Tim Shickle, Group Manager (Traffic & Road Safety)
- Caroline Coyne, Project Manager

## **GOVERNANCE & MEETINGS**

2. The project has been sponsored by the Corporate Director for Environment & Place and has appointed Paul Fermer as SRO.
3. A project manager has been appointed and will meet monthly with the SRO to update on progress and agree the Project Board agenda.
4. The Project Board will meet every month with an agenda that will include monitoring progress against the workstream actions and objectives and provide workstream steer, direction and governance. They will review and sign off workstream highlight reports developed by the project manager.
5. The agenda will be produced and issued to Project Board members at least two working days before each meeting.
6. Project Board members will be invited to contribute items to the agenda, although the primary contents will feed from Workstream Reports and Action Log
7. Actions from each meeting, including action owners, will be circulated to all participants no later than one week after the meeting.
8. The Project Manager will be responsible for producing and circulating the agenda and actions.

## **REPORTING**

9. The Project Board are responsible for providing resolution to issues escalated by the workstream leads and project manager. Relevant Group members will keep the Steering Group updated as necessary.

## **APPROVALS**

<b>Version</b>	<b>Approver</b>	<b>Date</b>
V1	TBA – Paul Fermer	TBA