

Vision Zero

Project Steering Group

Terms of Reference

PURPOSE

A cross directorate bi-monthly Project Steering Group has been established to oversee the development of Vision Zero. The Project Steering Group is responsible for:

- Delivery of this project as defined in the PID and any change requests, providing leadership, decision making, constructive challenge and support to the Project Working Group ensure that the pace and direction of change for Vision is maintained.
- Focusing on the benefits and support the Project Board to ensure the project deliverables remain on track to allow these to be realised, adjusting the deliverables if not.
- Be a point of escalation for the project manager for any capacity and / or scheduling conflicts, by prioritising the projects that best fulfil strategic aims of OCC at that time.
- Supporting the Project Board to manage the project's risks and issues and agree which need to be escalated to other appropriate directorate or corporate governance boards.
- Oversee the project's scope and escalate changes to costs and timescales as reported by the Project Board 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.
- Approving all project documents including PID, change requests, highlight reports, and the project close request and evaluation.
- Communicate the objectives and progress of the programme with relevant stakeholders and/or Councillors.

MEMBERSHIP

1. The Steering Group will be chaired by the Project SRO (Paul Fermer) and administered by the Project Manager, and will include in its membership:

- Bill Cotton, Corporate Director for Environment and Place
- Paul Fermer, Asst Director Community Operations
- Cllr Andrew Gant, Councillor, Liberal Democrat Group Leader

- Cllr Dan Levy, Councillor, OCC Cycling Lead
- John Disley, Infrastructure Strategy & Policy Manager
- Marc Evans, Comms and engagement Manager
- Caroline Coyne, Assistant 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 bi-monthly with the SRO to update on progress and agree the Steering Group agenda.
4. The Steering Group will meet every two months with an agenda that will include monitoring progress against achievements of program objectives and provide steer, direction and governance. They will review and sign off highlight reports developed by the project manager.
5. Where required and endorsed by the Steering Group, a monthly Project Board will be established to deliver the project deliverables and actions via workstreams, to support both the Operational services delivering Vision Zero and directorate delivery outcomes for this project.
6. The agenda will be produced and issued to Steering Group members at least two working days before each meeting.
7. Steering Group members will be invited to contribute items to the agenda, though the primary contents will feed from the monthly Project Board meetings.
8. Actions of each meeting, including action points and owners, will be circulated to all participants no later than one week after the meeting.
9. The Project Manager will be responsible for producing and circulating the agenda and minutes.

REPORTING

10. The Steering Group are responsible for providing resolution to issues escalated by the working groups and project manager. Relevant Board members will keep DLT/SLT updated as necessary.

APPROVALS

Version	Approver	Date
V1	TBA – Paul Fermer	TBA

