

Clean Air Zone Project Board

Purpose

The purpose of this Board is to ensure there is a shared, continued and focused effort to Implement the chosen solution for a Clean Air Zone in Southampton. The work will continued to oversee realisation of project objectives for a period of 2 years post project completion after which the board the terms of reference will be reviewed.

Role

The Project Board will provide oversight and scrutiny for the Air Quality Implementation board to ensure that outcomes and benefits are realised within the agreed parameters.

The Board will receive regular reports and updates from lead officers including;

- Progress of key work areas against an agreed dashboard of indicators
- Progress of benefits and outcomes realisation against targets
- Issues and risks – ongoing review and analysis
- Changes and additions to the plan that are proposed - subject to a change control process being agreed
- Highlight reports on progress against the plan's key work areas on request.
- Progress against project timeline

Governance

The Board will feedback progress and escalate key issues as agreed at each board meeting to:

- Air Quality Implementation Board
- Cabinet and CMT
- Overview and Scrutiny
- Full Council
- Joint Air Quality Unit

Membership & Frequency

The board will meet monthly during the duration of the project, with the following individuals being the standing membership, others will be invited as and when they are required.

- Mitch Sanders – Service Director for Universal and Transactional Services
- Steve Guppy – Scientific Services – Service Manager
- TBC – Clean Air Team Lead
- Pete Boustred – Strategic Transport – Service Manager
- Neil Tuck – Sustainable City Programme Manager
- Tom Tyler – SCC Project Manger
- Sarita Riley – Service Lead, legal Services partnership
- Debbie Chase – Public Health
- Kevin Harlow – Finance
- TBC – Communications and Engagement Officer
- Phil Bates – Licensing Manager

Duration

The meeting will be an hour and a half, every two weeks until completion of the implementation works. Once implementation works are complete, the Air Quality Implementation board will take on oversight for the ongoing benefit realisation required.