

Meeting minutes

Programme Committee

Meeting date Monday, 30 July 2018
Meeting location Room 3.01 The Podium
Meeting time 10.15 -13.00

Members (those who make the quorum of the forum)	Attendees (presenters/additional attendees)	Apologies
Neil Masom (Acting Chair) Non-executive Director	FOIA s.40 FOIA s.40 Director	Mel Ewell (Committee Chair) Non-executive Director
	Caroline Botwood DfT Observer	
	FOIA s.40 (item 4) FOIA s.40	
	Jim Crawford Phase One Managing Director	
	FOIA s.40 (Item 3) FOIA s.40	
	FOIA s.40 (item 5) FOIA s.40	
	Paul Griffiths Phase 2 Managing Director	
	FOIA s.40 (item 5) FOIA s.40	
	Roger Mountford Non-executive Director	
	FOIA s.40 (minutes) FOIA s.40	
	Mark Thurston CEO	

Signed

Chair

[Click here to enter name](#)

Date

1 Declaration of Interests and Values Moment

- 1.1 There were no additional declarations to those noted.
 - 1.1.1 The Committee noted the values moment provided by the Phase 1 Managing Director regarding unintended consequences in the working environment, for example a late night email being misinterpreted as requiring an urgent response. Management should be mindful to set expectations.

2 Minutes of the previous meeting and matters arising (PC_18-08 and PC_18-09)

- 2.1 The Committee noted the minutes of the meeting of 3 April 2018 and agreed these as a true record.
- 2.2 The Committee noted the status of the actions.

3 Earned Value Reporting (PC_18-10)

- 3.1 The Committee received a presentation briefing with regard to earned value management following the introduction of this reporting approach to enabling works contracts, on Network Works and Utilities.
- 3.2 The following key points were raised and noted:
 - 3.2.1 The application of earned value requires a robust plan with the work split by the correct measurement;
 - 3.2.2 The Committee noted that the policy of how aggressively earned value will be set will be captured in the Baseline 7.0 work.
 - 3.2.3 The Committee noted the requirement for milestones due to some of the schedule being non critical meaning the RAG rating could be adjusted.
 - 3.2.4 The Committee noted the ongoing development of the tool and engagement of the supply chain and development of trending.
- 3.3 The Committee noted the presentation and will receive further information of the emerging “so what” as to how this information will be reported and used.

4 Review of Old Oak Common Interfaces (PC_18-11)

- 4.1 The Committee received a presentation on the interfaces and complexities at Old Oak Common.
- 4.2 The Committee noted the overview for the project including the management and integration for decommissioning and progress to date.
- 4.3 The Committee noted the successful delivery of stage 1 in March 2018 on time and discussed stage 2/ 3 risks and mitigations.

- 4.4 The Committee noted Enabling Works Contract progress to date on ground investigations and site clearance works.
- 4.5 The Committee discussed the value of early sharing of projected forecast of possessions and schedules. Management agreed that this would be prudent at the appropriate stage of development.
- 4.6 The Committee noted the update and suggested a potential for a site visit for Board Members.

5 Schedule 17 Applications (PC_18-12)

- 5.1 The Committee noted the update provided to give visibility of the overview of readiness for submission of the number of Schedule 17 planning applications currently planned by Main Works Civils Contracts (MWCC) and Station Design Services Contracts (SDSC).
- 5.2 The Committee discussed Undertakings and Assurances, a review of which will be taken to a future Audit and Risk Assurance Committee, commenting that there will be some cross over in this area when having conversations.
- 5.3 The Committee noted that the principles of Service Level Agreements (SLAs) are agreed and in stages of close out in order to recompense local authorities for the administrative work to deal with Schedule 17 submissions.
- 5.4 It was noted that this topic will continue to have Executive review at the Community and Stakeholder Engagement forum.

6 HS2 Ltd Monthly Report (PC_18-13)

- 6.1 The Committee noted the month end report.

7 Any Other Business

- 7.1 There were no additional items of business raised for discussion.