

TRANS-PENNINE TUNNEL STUDY

TERMS OF REFERENCE FOR STEERING GROUP, PROJECT BOARD & STAKEHOLDER REFERENCE GROUP

Steering Group

a) Scope

The Trans-Pennine Tunnel Study (TPTS) Steering Group will set the overall direction of the study at each of its stages and will review and approve the outputs of study work. Specifically, the TPTS Steering Group will:

- be satisfied that the scope and terms of reference for the study reflect the requirements and expectations of the Government, Highways England and the other principal stakeholders;
- provide the study team and its Senior Responsible Owner with guidance and direction on the specific issues which it is expected that the study will address and ensure that Ministerial directions are communicated to the team;
- be satisfied that there is an adequate level of engagement between the study team and the principal stakeholders and with those involved in the other trans-Pennine studies;
- review and approve the programme for study work, ensuring that the proposed milestones meet the requirements of Government and the principal stakeholders;
- review and approve the intermediate and final study outputs; including reports and recommendations for subsequent actions by Government, Highways England and the principal stakeholders; and
- review and approve statements made to the public and the press in relation to the study and/or authorise the SRO and study team to make statements on behalf of the steering group if appropriate

b) Membership

The TPTS Steering Group membership comprises:

Colin Matthews	Chairman, Highways England (Chair)
Paul O'Sullivan	Director of Strategic Roads, Department for Transport
Jon Lamonte	Transport for the North
Jo Kaye	Network Rail
Ian Parker	Project Director, Highways England

c) Timing and Location

The TPTS Steering Group will convene at milestone stages of the study project rather than on a regular cycle. Based on the current timetable it is anticipated that Steering Group meetings will be held as follows:

July 2015	Inaugural meeting to agree scope and terms of reference of study and to approve the appointment of a consultant
October 2015	Review and approval of the interim report to the Steering Group.
January 2016	Review and approval of shortlisted route options and corridors
June 2016	Interim review of study performance and progress towards publication of final study report
October 2016	Review and approval of final study report on Trans-Pennine Tunnel Study including assessment of transport and socio-economic benefits and impacts

It is anticipated that the majority of the TPTS Steering Group meetings will be held in Manchester or London.

Project Board

a) Scope

The Trans-Pennine Tunnel Study Project Board will provide strategic oversight to the study and will ensure that the scope and terms of reference agreed with the TPTS Steering Group are delivered to meet the requirements of Government, Highways England and other principal stakeholders. Specifically, the TPTS Project Board will:

- confirm that there are effective leadership and appropriate governance arrangements in place to deliver the study;
- confirm that there are adequate resources available, both within Highways England and from external consultancies, to deliver the study project to the requirements of the Steering Group;
- establish agreement to the scope of the study with the Steering Group and ensure that the ambitions of Government, Highways England and the principal stakeholders are reflected in the terms of reference;
- review and approve the programme for the study, ensuring that this reflects the principal milestones for the work, and continue to review progress against this programme;
- ensure that there is adequate funding for the study and be satisfied that there is good commercial management in place;
- consider key issues arising from the study; provide strategic advice and guidance to the project team in relation to the study; and make decisions required by the project team in order to progress the work;
- understand and review any significant risks to the project; and be satisfied that project risks are being controlled;
- review the recommendations of the project team in respect to the procurement and appointment of external consultancies or individual specialists to participate in the study;
- authorise changes to the scope, cost or programme for the study and delegate decision-making authority, as appropriate, to the Senior Responsible Officer and the Project Director;
- review and approve interim and final reports prior to these being submitted to the Steering Group

b) Membership

The TPTS Project Board will have the following membership:

Shona Johnstone	Department for Transport Study Sponsor (Chair)
Andrew Charlesworth-May	Department for Transport (Road Economics)
Nigel Edwards	Highways England Divisional Director
Ian Parker	Highways England Project Director
Mark Corbin	Highways England Project Manager
Vanessa Gibert	Highways England NDD Divisional Director
Mark Ollerton	Highways England Commercial Director
Mick Noone	Transport for the North
Julie Hurley	Transport for the North
Jim Seymour	Derbyshire County Council
Andrew Skidmore	Network Rail
Darren Oldham	Study Consultant – Director
Andy Cairns	Study Consultant - Manager

c) Timing and Location

The TPTS Project Board will meet on a monthly basis commencing in June 2015. Meetings will generally be held in London on the first Thursday of each month.

Stakeholder Reference Group

a) Scope

A Stakeholder Reference Group will be established for the Trans-Pennine Tunnel Study in order to ensure that stakeholder views are understood and properly considered during the study process. It will provide a forum for dialogue between Highways England and the principal stakeholders with interests in the project. Specifically the Stakeholder Reference Group will:

- consider the scope and terms of reference for the study and advise Highways England on the local and regional needs and priorities for this study;
- provide advice and opinion on the proposed objectives, impacts and benefits of a trans-Pennine tunnel, including transportation, environmental and socio-economic benefits;
- support the study team in identifying regional sources of information and analysis relating to trans-Pennine connectivity;
- facilitate wider representation from local and regional bodies in both the public and private sector (including local authorities, trade associations, user-groups and community groups) in discussions with the study team;
- support the study team and Highways England in communicating information about the study to interested parties within the study area;
- provide feedback on the interim and final study outputs on the extent to which local and regional needs are addressed;
- discuss and recommend changes in the membership of the Stakeholder Reference Group as the project proceeds; and
- ensure that there is a “regional voice” to the study and that there is engagement at appropriate levels within the organisations represented on the Stakeholder Reference Group

b) Membership

The Stakeholder Reference Group will be chaired by Transport for the North (TfN) and will include the following members (note that this is not the exhaustive list of stakeholders and a separate list will be maintained by the Stakeholder Manager):

Study Sponsors & Project Managers

- Transport for the North
- Department for Transport
- Highways England and Consultants

Local Authorities

- Sheffield City Region LEP
- Derby, Derbyshire, Nottingham and Nottinghamshire LEP
- Greater Manchester LEP
- Manchester Airport City
- Manchester City Council
- Sheffield City Council
- Barnsley MBC
- Derbyshire CC
- High Peak BC
- Rotherham MDC
- Stockport MBC
- Tameside MBC
- Hull City Council
- Greater Manchester Combined Authority
- Sheffield City Region Combined Authority

Transport Executives etc.

- Transport for Greater Manchester
- South Yorkshire Passenger Transport Executive
- Greater Manchester Passenger Transport Authority (GMPTE)

Local Enterprise Partnerships

- Greater Manchester LEP
- Sheffield City Region LEP
- Derby, Derbyshire, Nottingham and Nottinghamshire LEP

Statutory Bodies

- Environment Agency
- Natural England
- Peak District National Park
- National Trust, English Heritage, Historic England

Other Transport Operators

- Network Rail and Train Operating Companies (Northern Rail, East Midlands Trains)
- Manchester Airport Group

Road Users

- Freight Groups (Freight Transport Association, Road Haulage Association)
- Road Users (Confederation of Passenger Transport, Camping and Caravan Club, Caravan Club, National Express)
- Motoring Associations (British Motorcycle Federation, AA, RAC)

Trade and Industry

- Peel Ports
- Port of Hull
- CBI

Campaigning Groups

- Campaign to Protect Rural England
- Friends of the Earth
- Friends of the Peak District
- Campaign for Better Transport

c) Timing and Location

Meetings have taken place as follows:

July 2015	To review scope and terms of reference for Trans-Pennine Tunnel Study project and to consider membership
Oct-2015	To build on the outcomes of the first conference and to input to discussion groups considering technical considerations
December 2015	To use the findings of the interim report to consider potential corridors

The study stages will provide opportunities for stakeholder input into the study and plans are being developed to enable this to happen effectively at the appropriate time.

All meetings of the Stakeholder Reference Group will take place in the Manchester or Sheffield area at locations to be confirmed.