

# Greater Manchester's Outline Business Case to tackle Nitrogen Dioxide Exceedances at the Roadside

## E1 Organisation E1.3 – Steering Group Terms of Reference



Salford City Council



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# 1 Greater Manchester Clean Air Plan Steering Group – Terms of Reference

1.1.1 In July 2017, the Government set out the National Plan for tackling roadside nitrogen dioxide (NO<sub>2</sub>) concentrations. The Joint Air Quality Unit (JAQU), comprising teams from Defra and the Department for Transport (DfT), has been set up by the Government to deliver the National Plan to improve air quality and comply with the European Union (EU) Limit Value. The National Plan identified that twenty nine local authorities, including seven within Greater Manchester (GM), have areas that are likely to exceed the statutory NO<sub>2</sub> annual mean EU Limit Value of 40 µg/m<sup>3</sup> (the EU Limit Value) beyond 2020.

1.1.2 Those local authorities have been instructed by the Government to undertake detailed feasibility studies and develop plans for the implementation of appropriate measures to deliver compliance with the EU Limit Value in the 'shortest possible time'.

## 1.2 Purpose of the Group

1.2.1 To provide direction and guidance to deliver the GM Clean Air Plan for Outline Business Case (OBC) and Full Business Case (FBC) through to implementation.

1.2.2 The Steering Group (SG) has been established and includes Directors or Assistant Directors from each of the local authorities as well as representatives from Highways England, Public Health England (PHE) and Transport for Greater Manchester (TfGM). The Steering Group members are responsible for steering the direction of the feasibility study, briefing senior officers and elected members within their organisations and securing local approvals.

## 1.3 Membership:

- Bolton Council
- Bury Council
- Manchester City Council
- Oldham Council
- Rochdale Borough Council
- Salford City Council
- Stockport Metropolitan Borough Council
- Tameside Metropolitan Borough Council
- Trafford Council
- Wigan Metropolitan Borough Council
- Public Health England

- Highways England
- Joint Air Quality Unit
- TfGM
- Local Partnerships
- Association of Greater Manchester Authorities

#### 1.4 Transport for Greater Manchester (TfGM)

1.4.1 TfGM is acting on behalf of the Greater Manchester Combined Authority (GMCA) and the ten GM local authorities to undertake the feasibility study and develop a plan to meet the air quality challenge across the whole conurbation.

1.4.2 The role/responsibility of TfGM is:

- To develop the OBC for submission to JAQU by 31st December 2018;
- To develop the short list of measures to evaluate against the primary critical success factors and has been assessed against the secondary critical success factors;
- To develop a solution for the GM Clean Air Plan;
- To manage the overall project and interfaces between other relevant programmes and projects;
- To manage the interfaces for Communications and Stakeholder Engagement;
- To manage the associated risks and issues that arise on the project;
- To ensure the project is adequately resourced to achieve project deadlines; and
- To brief other Steering Group members as well as the Wider Leadership Team on progress, development of solutions and any risks/issues associated with the project.

#### 1.5 Local Authorities

1.5.1 The role/responsibility of the Local Authorities is:

- To provide appropriate steer for the direction of the project and development of measures/solutions;
- To receive and appropriately challenge information presented on the project;
- To provide input to general project related decisions;

- To brief senior officers and elected members within their organisations on the information presented and agreed at the Steering Group throughout the project and in particular prior to sign off of the proposed solution; and
- Drive approval and authorisation via Local Authorities of OBC/FBC submission to JAQU.

## 1.6 Joint Air Quality Unit (JAQU)

1.6.1 The Joint Air Quality Unit (JAQU) is the regulatory body that has been set up between Defra and DfT and is specifically tasked with delivering the government's national plans to improve air quality and meet EU limits.

1.6.2 The role/responsibility of JAQU is:

- To act as the primary two-way communication route between JAQU and TfGM (via the Account Manager);
- To act as a signpost to a range of other support including available guidance, tools, training and technical and economic experts – through both account management arrangements with local authorities and through the Huddle on-line sharing site;
- To ensure that local plans deliver the necessary air quality compliance, are cost effective and where possible deliver wider benefits;
- To provide appropriate implementation funding once local plans are approved;
- To oversee the delivery of competitive funding available to local authorities for mitigating negative impacts of local schemes through managing the Clean Air Fund; and
- To implement secondary legislation and other legal instruments to require feasibility studies and delivery of schemes.

## 1.7 Highways England

1.7.1 Highways England works with the DfT to operate, maintain and improve England's motorways and major A roads.

1.7.2 The role/responsibility of Highways England is:

- To identify any potential issues and impacts to the SRN network from our measures and preferred package proposed in the OBC
- To advise on the impact of Highways England plans to the SRN network to the measures options and preferred package detailed in the OBC
- To work together to tackle the impact of roadside vehicle emissions, particularly with the high volume of SRN within GM

## 1.8 Public Health England (PHE)

1.8.1 Public Health England (PHE) works to protect and improve the nation's health and wellbeing, and reduce health inequalities.

1.8.2 The role/responsibility of PHE is:

- To receive and appropriately challenge information presented on the project;
- To provide input to general project related decisions;
- To provide appropriate steer for the direction of the project and development of measures/solutions; and
- To ensure the project meets the required improvement in Air Quality across Greater Manchester.
- To challenge third party reports and marketing materials to ensure a consistent message for public health.

## 1.9 Local Partnerships

1.9.1 Local Partnerships has been commissioned by Defra, as part of JAQU's package of support to local authorities who are working toward reducing NO<sub>2</sub> concentrations to within statutory limits. Local Partnerships will provide end-to-end support and guidance to LAs, from the delivery of the Strategic Outline Case (SOC), Outline Business Case (OBC), Full Business Case (FBC) and through the procurement and implementation stages.

1.9.2 The role/responsibility of the Local Partnerships is:

- To help with business case planning and draft review;
- To provide process assurance with the aim that the key programme documents produced are right first time, so eliminating unnecessary delays or re-works;
- To complement and not conflict with the role/responsibility of the JAQU Account Manager who is the single point of contact with JAQU;
- To provide high-level support across the whole JAQU delivery process, providing early feedback on such things as project management systems, partnership arrangements (where relevant), governance and decision making; and
- To provide a greater level of input to the 'financial', 'commercial' and 'management' cases for the OBC.

- 1.9.3 Please note: It is not the Local Partnerships' responsibility to provide detailed technical or economic advice and will not major on the 'strategic' or 'economic' cases of the 5-case model.
- 1.10 Frequency of meetings
  - 1.10.1 Monthly (or more frequently if deemed necessary)
- 1.11 Terms of Reference review
  - 1.11.1 Following submission of OBC or in the event a significant change to the project.