

Western Gateway Sub-National Body Senior Officers Group

Purpose of Meeting: The purpose of this meeting is to – to provide expertise, local representation and recommendations to the Board and oversee delivery of the agreed programme.

The objectives of this forum include but are not limited to:

- Working under the direction of WG STB Board, accountable for oversight of delivery to ensure it meets the strategic outcomes agreed at Board level
- Ensuring that delivery is effectively commissioned to the most appropriate route including making recommendations to Board
- Managing supplier and provider inputs that contribute to the delivery of the strategy, ensuring that suppliers & providers are effectively commissioned and can assess/discuss the impact of proposed changes
- Ensuring that the WGSTB partners and stakeholder Groups are kept informed and consulted as per their agreed accountabilities in the constitution
- Providing expertise and local knowledge and recommendations on strategy, delivery to the Board
- Accountable for ensuring that all Programme/Project Sponsors are delivering the agreed strategy under the WGSTB Strategy and remit as set out by the Board and constitution
- As instructed/delegated on a needs basis by Board – develop policy, programmes/projects
- Approving programme and project set up & closure
- Holding post implementation reviews and ensuring lessons learnt are communicated
- Monitoring progress throughout the delivery lifecycle
- Acting as a point of escalation for programme level risks/issues/dependencies including – resolutions of items in combination with the programmes and Authorities
- Co-ordination of and facilitating the agreement of programme dependencies with other UA projects and managing resourcing at a strategic level

Standard Meeting Agenda includes but is not limited to:

- Confirmation of Quorate required for today's meetings
- Overview Agenda/Purpose of today's meeting
- Actions due for this meeting /approval of previous minutes
- Quorate approval of key decisions
- Portfolio overview – including RAG status, programme level: risks, issues, assumptions, dependencies, change requests -
- Finance update – once a month discuss programme spend, benefits v budget
- Spotlights – *usually on key decisions or papers/deliverables or escalated issues/dependencies*
- Change requests
- Agree RAG status for today's meeting

Input:

- Actions log
- Dashboards
- Reports
- Spotlights & other key deliverables
- Change requests
- Plan
- RAID + lessons learnt items
- Financial spend – forecast, actuals v budget reports

Outputs:

- Approvals for key escalations, decisions, including the commissioning of new projects, gateway/Go No go decisions, change requests
- Update on escalated risks, issues, dependencies back to project managers and risk/issue owners
- Approval of RAG status
- Escalations upwards of key decisions outside of forum tolerance levels to Directors/Joint Committee or another forum as required

Meeting Governance:

- Meeting escalates to **Western Gateway Sub-National Body Board.**

SLA's:

- Inputs required 4 days prior to the Group
- Meeting agenda & report is circulated 48 hours before meeting
- Outputs to be published 2 days after meeting

Attendees:

Name	Role in Forum	Accountability description	Quorate/ Deputy Quorate
Parvis Khansari	Chair	Facilitate meeting, ensure purpose is clearly articulated, holds attendees to account for their role and delivery against time, cost & quality	Q
Mandy Bishop Chris Major Julian McLaughlin Nuala Gallagher Andrew Davies Jack Wiltshire Colin Chick Colin Medus Nigel Riglar Emma Blackham Andy Whitehead David Carter	Senior Officers – rep for local UA & area SME	Represent their own UA's position Resource supply manager for delivering WGSTB projects SME expertise Approval of key decisions Single source of the truth communication with their respective UA's	
Ewan Wilson – BCP Ben Watts Peter Mann – WECA Allan Creedy – Wilts Nuala Waters – WECA Arina Salhotra		Programme team produce SOG agenda, meeting packs and take actions. Programme team present forward plan and project deliverables, requests for approvals and escalations.	

Western Gateway STB – Governance Structure

