

## Western Gateway Sub-National Body Programme Team

**Purpose of Meeting:** The purpose of this meeting is to manage the day to day running of the Western Gateways portfolio and to provide recommendations to Senior Officers on its effective management.

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

- Working under the direction of Senior Officers Group, accountable for managing the day to day delivery of the Portfolio.
- Managing supplier and provider inputs that contribute to the delivery of the portfolio, ensuring that suppliers & providers are effectively commissioned and can assess/discuss the impact of proposed changes
- Ensuring that the Senior Officers are kept informed on the status of the portfolio and escalating any issues or changes
- Providing expertise and recommendations on delivery
- Accountable for ensuring that all Programme/Project Sponsors are delivering projects to their agreed mandate and financial/programme timetable
- Oversight of projects and their working groups
- Setting up task and finish Technical Officers groups to assist delivery
- Setting out and ensuring the governance and controls are followed
- Production of regular reporting, financial updates, STB Business Plan
- Production of Funding Bids as required
- 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:

- Actions due for this meeting /approval of previous minutes
- 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
- Papers
- Communications plan and stakeholder management plans
- Change requests

### Input:

- Actions log
- Portfolio plan, Portfolio finance tracker, Portfolio workbook, status report
- Project deliverables & papers

### Outputs:

- Recommendations to Senior Officers
- Portfolio plan, Portfolio finance tracker, Portfolio workbook, status report
- Recommendation on next steps for Deliverables & papers
- Actions

### Meeting Governance:

- Meeting escalates to **Western Gateway Sub-National Senior Officers Group**

### Attendees:

Name	Role in Forum	Accountability description
Nuala Waters	Programme Mgr.	Facilitate meeting, ensure purpose is clearly articulated, ensures programme team continual monitors forward plan Production of plan, finances, status reports Oversight of governance and controls of the portfolio
Ben Watts Ewan Wilson	Technical Leads	Oversee delivery, provide technical recommendations and expertise Evaluate tenders and commercial value
Peter Mann Allan Creedy	Programme Lead	Represent Senior Officers and STB Liaison group interests in Programme team and ensure programme team is held to account for its role and communicates effectively with STB and SOG
Arina Salhotra	Comms Officer	Production and oversight of comms plan, consultation support, media support, liaison with other STB comms officers, liaison with Members comms officers
Sarah Beatrice	Programme Secretariat	Production of Actions log, STB minutes, circulation agenda, minutes, supporting projects and programme team as required

**Western Gateway STB – Governance Structure organogram**

