

Western Gateway Sub-National Body Transport Officers Group

Purpose of Meeting: The purpose of this meeting is to provide technical insight expertise and local representation to support the development and delivery of the Western Gateways STB Strategy.

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

- Working under the direction of the Programme Team and ultimately WGSTB Board as a task and finish group of SMEs' providing technical input and local knowledge to support work the development and delivery of the Transport Strategy
- Ensuring that project/programme teams work effectively on assigned activities towards the common goal of delivering the Strategy to time, cost, quality
- Production and peer review of evidence base for Strategy
- Providing resources to delivery programmes and projects as directed
- Holding the project team members to account for delivering the agreed business case
- Identifying and mitigating or escalating risks, issues, assumptions, dependencies and lessons learnt
- Ensuring that local priorities and project work planning constraints and dependencies with WGSTB projects are identified and mitigated
- Identifying, assessing potential change requests and escalation to correct forum as per tolerance
- Producing deliverables as set out in the business case including stage gates

Standard Meeting Agenda includes but is not limited to:

- Overview Agenda/Purpose of today's meeting
- Actions due for this meeting /approval of previous minutes
- Project Updates on activities against plan
- Project Risk/Dependencies/Change Requests/Issues
- Resource assignments & requests
- Finance update – once a month discuss project spend, benefits v budget
- Agree RAG status of projects/programmes

Input:

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

Outputs:

- Approval of RAG status for upwards reporting
- Agreement on readiness to take deliverables for approval to SOB & Board
- Agreement on escalations – RAID items of Change Requests
- Agreement to proceed with reports for upwards approvals
- Agreement/Understanding of activities/plan for next period + resources owning these

Meeting Governance:

- Meeting escalates to **Programme Team** in the first instance and as determined under the Constitution the **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
	Chair	Facilitate meeting, ensure purpose is clearly articulated, holds attendees to account for their role and delivery against time, cost & quality	Q
	Transport Officers	Represent their own UA's SME expertise Production of deliverables Lead projects/programmes as assigned Provide peer review of deliverables	

Western Gateway STB – Governance Structure

