

## Western Gateway Sub-National Body Strategic Partnership Transport Corridor Groups

**Purpose:** The purpose of this Group is to produce evidence for the Strategic Transport Corridor and the Long-Term Strategic Transport Plan 2025-2045. **As per Page 80 of STP**

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

- Working under the direction of Strategic Transport Corridor Lead, this is a task and finish group, which specifically focuses on delivering a Transport Corridor Strategy document. This group is not accountable for oversight of any subsequent delivery.
- **It will conduct this by:**
  - Identifying priorities which are capable of being delivered, economically and commercially viable and in keeping with the Western Gateway STB and Government policies on clean and sustainable development and growth
  - Providing technical expertise, local knowledge, insight into known issues
  - Representing their organisations views in the group
  - Ensuring that
- **Group members are accountable for ensuring that:**
  - They have sufficient knowledge on their organisation's priorities
  - Understand Local Issues
  - Have decision making ability on behalf of their organisation to recommend, approve, raise and resolve issues on behalf of their organisation
  - Ensuring that any communications are factual and authorised by the Programme Lead
  - Supporting communications, meetings and engagement as required with their organisations
- **This Group will:**
  - Adhere to the governance and controls as set out in the Western Gateway STB's constitution and the Programme Team.
  - Ensure it provides monthly updates on progress to the Western Gateway Programme Team, Senior Officers Group and Board
  - Ensure it is effectively resourced and resource has sufficient authority to act on their organisation's behalf
  - Develop and review programme plan
  - Support effective communications and risk management
  - Highlight any potential conflicts or dependencies
  - Ensure its works with other corridor groups, organisations that will be impacted by the transport corridor, government organisations such as the DfT, Highways England and Local Government organisations.
- **This Group is not:**
  - Accountable for non-transport related strategy
  - Oversight of Delivery

### Standard Meeting Agenda includes but is not limited to:

- Actions due for this meeting /approval of previous minutes
- Strategy for Corridor
- Spotlights – usually on key decisions or papers/deliverables or escalated issues/dependencies
- Communications plan and stakeholder management plans

### Input:

- Actions log
- Project deliverables & papers

### Outputs:

- Recommendations to Programme Team
- Deliverables & papers
- Communications
- Actions

### Meeting Governance:

- Meeting escalates to **Western Gateway Sub-National Programme Team**

### Attendees:

Name	Role in Forum	Accountability description
	Strategic Corridor Programme Lead	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
	Technical Leads	Oversee delivery, provide technical recommendations and expertise Evaluate tenders and commercial value

	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
	Comms Officer	Production and oversight of comms plan, consultation support, media support, liaison with other STB comms officers, liaison with Members comms officers
	Programme Secretariat	Production of Actions log, STB minutes, circulation agenda, minutes, supporting projects and programme team as required
	Organisational Representatives	Represent their organisations views in the group Provide communications to their organisation Raise and help to resolve any issues or blockers to delivery of the Groups objectives

**Western Gateway STB – Governance Structure organogram**

