

WEST OF ENGLAND PARTNERSHIP

8th DECEMBER 2006

Report by Chief Executive

GOVERNANCE ARRANGEMENTS FOR MAJOR TRANSPORT SCHEMES

Purpose of Report

- 1 To outline the governance arrangements established to progress major transport schemes and to seek the views of the Partnership.

Introduction

- 2 As identified in the Joint Local Transport Plan, 5 major transport schemes plus a Transport Innovation Fund (TIF) bid will be progressed within the sub-region over the period to 2011. Of these the Greater Bristol Bus Network (GBBN) has achieved Programme Entry (July 2006), the Bath Package Major Scheme Bid has been submitted to DfT (July 2006) whilst Bids for the other schemes (the South Bristol Ring Road, Bus Rapid Transit, the Weston Package and TIF) are being developed.
- 3 The governance arrangements for these schemes comprise a Project Board who are responsible for the delivery of the project, a Programme Steering Group who provide strategic co-ordination, liaison and monitoring of the programme, with overview and scrutiny being provided by the West of England Partnership and Joint Scrutiny arrangements.

Project Board

- 4 The Project Board is the group who guide and steer the direction of the project and will ultimately be responsible for its delivery. The Project Boards comprise the main delivery agencies for the particular project (for example for GBBN the four Unitary Authorities and First). The membership of the respective major scheme Project Board is shown in Appendix A.
- 5 To assist in continuing liaison and dialogue, key stakeholders such as the Government Office for the South West are represented on the Project Boards in the role of observer. As the West of England Partnership Office (WEPO) has the responsibility for managing the Joint Local Transport Plan (JLTP) process and is the conduit to the Department for Transport for progress on the JLTP, it is also represented on the Project Board as an observer and undertakes a coordination role.
- 6 It is essential that membership of the Project Board is at sufficiently senior level that representatives have the authority to act on behalf of their organisation, without referring every matter back for further consideration. To secure this, the membership would be Heads of Transport within the Unitary Authorities.

- 7 With the exception of Bus Rapid Transit (planned for December 2006), Project Boards for all the major schemes have been convened and Terms of Reference and a Project Initiation Document produced.

Steering Arrangements

- 8 The role of the Programme Steering Group is of strategic co-ordination, liaison and monitoring of the programme, on at least a quarterly basis. This Group consists of the four Executive Members, the four Directors and the Chief Executive of the West of England Partnership (as an observer). At each meeting the Programme Steering Group will receive a Highlight Report produced by WEPO. The Highlight Report will summarise progress of the individual major scheme programme/project (project plan, budget, scope) supported by the minutes of the individual Boards. If required an Exception Report will be considered by the Programme Steering Group and appropriate action taken. The inaugural meeting of the Programme Steering Group took place on 3 November 2006.
- 9 Given that the role of the Project Board is to guide, steer and take responsibility for delivery for the individual Projects, then the role of Executive Members, the West of England Partnership and the Joint Scrutiny members is at a more strategic level relating to the overall programme of major schemes (see Appendix B).
- 10 It has also been recognised that none of the local authorities has yet decided to transfer its responsibilities for key decisions to a formally constituted Joint Committee. Key decisions will, therefore, remain with the individual local authorities.

Project Management

- 11 For each major scheme a Project Manager/Programme Director will be appointed who will be given the authority and responsibility to manage the project to deliver the required products within the constraints agreed with the Project Board.
- 12 The primary focus of the Project Manager/Programme Director relates to development, monitoring, progress chasing and co-ordination of the project as a whole to ensure that all elements of the project are delivered with the appropriate technical competency. The Project Manager/Programme Director will work with individual Project Managers within the respective organisations who will be responsible for the delivery of their project elements.

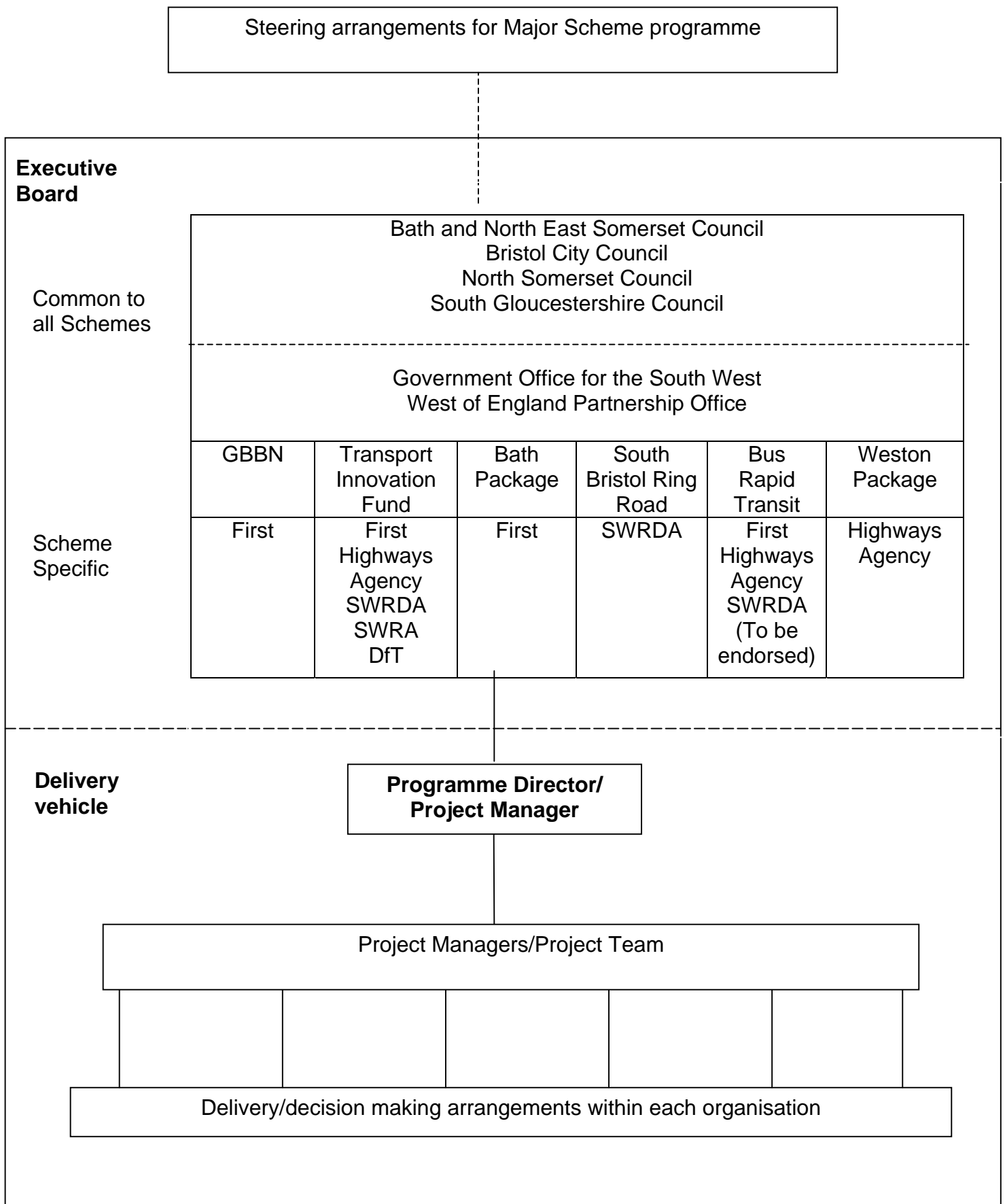
Recommendation

That the Partnership endorses the governance arrangements for transport major schemes.

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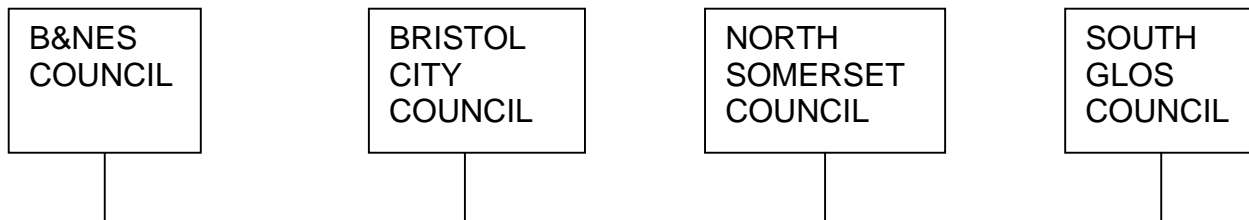
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PROJECT MANAGEMENT STRUCTURE FOR MAJOR SCHEMES



STEERING ARRANGEMENTS FOR MAJOR SCHEME PROGRAMME

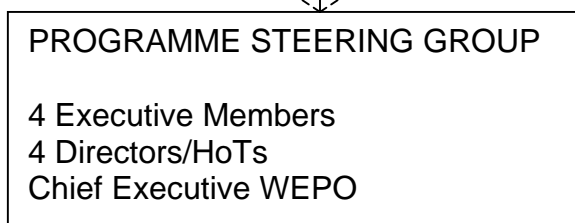
Strategic decision making



Overview and scrutiny



Strategic co-ordination and monitoring



Executive and delivery

