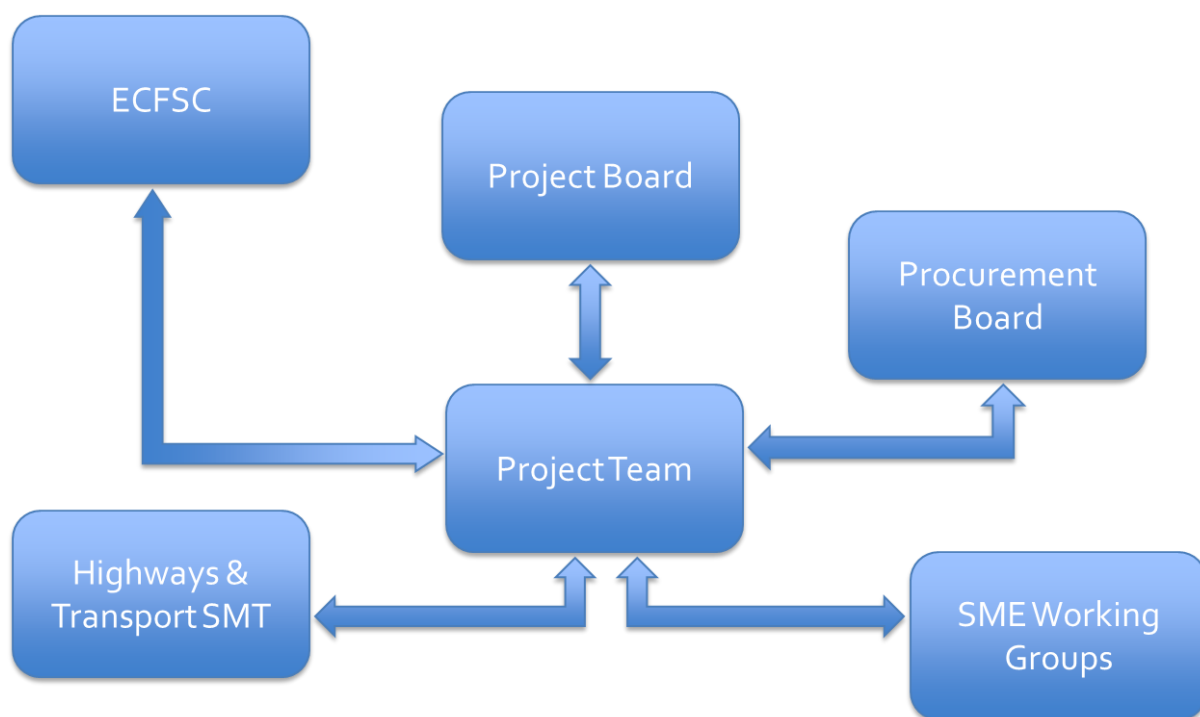


Appendix D – Governance Arrangements



Group	Members	Description	Meeting interval
Project Board	Cabinet Member (H&I) Executive Director (EIE) Director Highways & Transport Section 151 Officer	Corporate Leadership Team level board responsible for ensuring the procurement is aligned with corporate objectives.	Quarterly
Project Team	Director of Highways & Transport, Contract Lead Commercial Lead. Input from Legal, Procurement, Finance, Audit and Highways and Transport SMT.	Responsible for the co-ordination and delivery of the project. The Project Manager role in this group will manage the working groups and be the link to the Project Board.	Monthly
Subject Matter Expert Working Groups	Subject matter experts (SME) will be drawn into the project as the project progresses.	It's envisaged that there will be several working groups established to develop identified areas of the project.	Monthly
Highways and Transport SMT	Director of Highways & Transport Service Managers/Group Managers	SMT will act as the project sponsors and the Project Manager will keep SMT updated with progress, issues and risks.	Fortnightly
ECFSC	The procurement will be regularly scrutinised by Environment, Communities and Fire Select Committee	To provide scrutiny of the procurement as the project progresses.	As and when required
Procurement Board	Procurement Board Members	The Procurement Board will be regularly updated with progress on this procurement.	As and when required.