

Terms of Reference – Capital Transport & Infrastructure (CTI) Programme Board

Purpose of the Sub Portfolio Programme Board

There are four Sub Portfolio Programme Boards (SPPB) that report into the Major Projects Portfolio Board (MPPB). The purpose of these SPPBs is to provide a forum to review the projects/workstreams within that programme and any associated matters arising, on an as required basis, with respect to:

- Issues arising that require discussion and direction
- Interdependencies
- Funding/financial status
- Risks
- Constraints

Some of the four SPPBs have their own Terms of Reference because of the size and nature of the programme of work being undertaken.

The **CTI Programme Board** consists of the following members:

Cllr John Rigg	Tom Horwood
Cllr Joss Bigmore	Dawn Hudd
Cllr Julia McShane	Claire Morris
Cllr Tim Anderson	Ian Doyle
Cllr Tom Hunt	Abi Lewis
Cllr Cait Taylor	Marieke van der Reijden
Cllr James Steel	Martin Knowles
Cllr John Redpath	Stephen Rix
Cllr Ramsey Nagaty	Claire Beesly
Cllr Chris Blow	

Where named meeting attendees cannot be present, they are able to nominate a deputy.

On occasion, invitations may be extended to other Councillors or external parties.

Board members will be expected to give their expert opinions to guide key decisions on the project, as well as conveying information back from meetings to relevant service areas and, in particular, comment on any key interfaces and dependencies that may exist between their service areas and each project/work stream.

Any key output from this meeting is then reported at the MPPB held three times a year. This reduces lengthy debate at the main Board meeting while focusing on the key issues for discussion and gives the Board the reassurance that each programme of work/projects is being continuously scrutinised.

Meeting frequency and distribution of papers

The Capital, Transport & Infrastructure Board will meet three times a year, preferably in person

at the Council offices at Millmead but via MS Teams as necessary. At points through the various projects, matters may arise requiring discussion within the intervening period. When an event such as this arises a special Board meeting may be called.

GBC Officers will provide the secretariat function for the meetings, with the meeting agenda and any papers to be distributed a few days before the Board meeting takes place. Where papers may require a significant review time, papers will be circulated a week in advance of the meeting.