

Appendix 3 – Remit of proposed governance structure

Business Gateway Tayside Board

- a Provide strategic oversight and direction taking cognisance of the priorities set out in the regional economic strategy.
- b Review and scrutinise overall contract performance.
- c Review and scrutinise overall expenditure with a view to ensuring best value.
- d Authorise any major fundamental changes to the service delivery approach and model.
- e Review the national context for service delivery and consider best practice from other parts of Scotland or elsewhere.
- f Review the wider service delivery landscape and provide strategic oversight and challenge to efforts to ensure that this is effective and aligned.

Business Gateway Steering Group

- a Ensure that the Business Gateway service is responsive to needs of business in the region and is aligned to supporting sectoral growth opportunities.
- b Monitor contribution and alignment of the Business Gateway service to the wider business support landscape.
- c Ensure that the Business Gateway service is aligned with the wider Economic Development services within councils.
- d Ensure that Business Gateway Tayside is designed and delivered in alignment with the national strategy and specification for Business Gateway in Scotland whilst ensuring responsiveness to local needs and priorities.
- e Oversee and inform development of the Business Gateway Service specification.
- f Review and scrutinise detailed contract performance information and expenditure.
- g Agree annual service target and priorities where contract terms enable / require this.
- h Inform decisions regarding marketing and promotion of the services.
- i Provide general oversight to any future changes in contract management arrangements whilst recognising that it is for the lead authority to manage the recruitment and appointment of contract management personnel.

Lead Authority

- a Receive, hold, distribute, and provide agreed stewardship of monies allocated for delivery and management of Business Gateway Services through the Scottish Government Local Government settlement.
- b Lead the design, specification, and procurement of Business Gateway Tayside Services in consultation with partner Councils.
- c Contract and performance manage the delivery of Business Gateway Services in Tayside including quality monitoring and ensuring compliance with the Business Gateway programme rules.
- d Approve elements of contract delivery including client progression to higher levels of support and access to expert support and other value-added services.
- e Facilitate the Business Gateway Tayside governance arrangements including arranging meetings, setting agendas, preparing papers, and taking minutes.
- f Chair Business Gateway Tayside Steering Group meetings.
- g Produce performance reports and budgetary information for Business Gateway Tayside Board, Steering Group, and partner Council Committees.
- h Make payments due to the Contractor in terms of the Contract including review and scrutiny of submitted invoices.
- i Represent Business Gateway on national groups including Business Gateway Operational Network and periodic working groups.
- j Engage with Business Gateway National Unit and ensure that Business Gateway Tayside benefits from access to national services.
- k Represent the region's interests in respect to any reviews of the national specification for Business Gateway.
- l Seek opportunities to bid for and align additional funding to the core budget.
- m Seek to ensure that Business Gateway Tayside is effectively embedded within the regional business support environment and encourage alignment with Council Economic Development Services and wider partner provision.
- n Procure, manage, and facilitate additional programmes that align with Business Gateway, e.g. Digital Boost.