

Appendix 5.17 - Joint Committee Work Programme

The following Joint Committee (JC) work programme summarises the planned activity for the next 12 months and a summary of key achievements in the past 12 months. The work plan will be monitored by JC and updated by the PoMO to support the planning and communication of SBCD progress.

Work plan (Feb 2021 - Mar 2022)

Category	Action	Timeframe	Responsibility
Governance & Assurance	Wales Audit review of SBCD Portfolio	Feb-April 2021	PoMO/JC
	Benefits Realisation Profiles / Register Portfolio / Programme / Project level	July 2021	PoMO/JC
	Regional approval of the SBCD Portfolio Business Case and WCGIB submission	March 2021	PoMO/JC
	SBCD Welsh Language Policy	July 2021	PoMO/JC
	Revamp of Portfolio Risk Register	July 2021	PoMO/JC
	SBCD Portfolio Gateway Review	July 2021	PoMO/PB/JC/UKG & WG
	Implementation of Gateway Review recommendations	August onwards	PoMO/PB/JC/UKG/WG
	Internal Audit Report approved by JC	July 2021	PoMO/JC
	Business Engagement Framework	August 2021	PoMO/PB/JC
	Joint Committee meetings	Monthly	PoMO/Democratic Services
	Review Joint Committee Terms of Reference	Q1 2021/22	PoMO/Monitoring Officer/JC
Elect Joint Committee chair (annual basis)	Q2 2021	JC	
Monitoring and Evaluation	SBCD Annual Report (narrative) approved	June 2021	PoMO/JC/UKG & WG
	SBCD Quarterly Monitoring Report <ul style="list-style-type: none"> • Activity undertaken and planned • Integrated Assurance & Approval Plan • Covid-19 Impact Assessment • Portfolio Risk Register • Financials • Outputs and outcomes (Q2 onwards) 	Q1, Q2, Q3 and Q4 2021/22	Project Leads/PoMO/PB/JC

	<ul style="list-style-type: none"> Portfolio Roadmap (Q2 onwards) 		
	Monthly highlight report	Monthly	Project Leads/PoMO/PB/JC
	Revised SBCD Portfolio Roadmap developed	Q2 2021/22	PoMO/PB/JC
	SBCD external evaluation	Q4 2021/22	PoMO/PB/JC
Finance	Quarterly JC budget monitoring	March 21	PoMO/Sec151/JC
	City Deal funding award letter	Q2 2021/22	LA Section 151s/JC
SBCD Project development /approval	Submit Business Case changes for Supporting Innovation & Low Carbon Growth	March 2021	Project Lead/PoMO/PB/JC
	Ministerial approval of Pentre Awel BC	Q4 2020/21	PoMO/JC/UKG & WG
	Ministerial approval of Digital Infrastructure Business Case	Q4 2020/21	PoMO/JC/UKG & WG
	Ministerial approval of Homes as Power Stations Business Case	July 2021	PoMO/JC/UKG & WG
	Ministerial approval of Supporting Innovation & Low Carbon Growth Business Case	July 2021	PoMO/JC/UKG & WG
	Regional approval of Skills & Talent Business Case	July 2021	PoMO/JC
	Regional approval of Life Science & Wellbeing Campuses Business Case	July 2021	PoMO/JC
	Ministerial Approval of Skills & Talent Business Case	Aug/Sept 2021	PoMO/JC/UKG&WG
	Ministerial Approval of Life Science & Well-being Business Case	Sept/Oct 2021	PoMO/JC/UKG&WG
Legal and Procurement	Joint Collaborative Agreement revisions and JC approval	August 2021	Accountable Body/ LAs Section 151 Officers and Legal Officers
Stakeholder Engagement	Bi-annual governance boards seminar on achievements and forward work plans	Q2 2021/22 Q4 2021/22	PoMO/JC/PB/ESB/JSC
	Details and impact of all communications and stakeholder engagement activities	Q2 2021 Q4 2021	PoMO/JC/PB/ESB/JSC
Strategic Regional Functions	Explore key strategic functions at a regional level that will support both the implementation of this Deal and wider development activity	Ongoing	Programme Board/JC/UKG & WG

Previous Work Activities completed (Feb 2020 - Feb 2021)

Category	Action	Timeframe	Responsibility
Governance	SBCD Portfolio Director appointment	March 2020	Accountable Body
	Regional approval of Homes As Power Stations Business Case	June 2020	PoMO/JC
	SRO appointment for SBCD Portfolio	June 2020	PoMO/JC
	PoMO Structure approved	June 2020	PoMO/JC
	Approval of SBCD Implementation Plan	July 2020	PoMO/JC
	Approval of Monitoring & Evaluation Plan	July 2020	PoMO/JC
	SBCD Portfolio Gateway Review 0	July 2020	PoMO/JC/UKG & WG
	Revised SBCD Portfolio Risk Register	Oct 2020	PoMO/JC
	Revised SBCD Portfolio Issues Log	Nov 2020	PoMO/JC
	Approval of SBCD Procurement principles	Nov 2020	PoMO/JC
	Approval of SBCD Risk Management Strategy	Nov 2020	PoMO/JC
	SBCD Reporting Schedule developed	Nov 2020	PoMO
	SBCD Community Benefits procedure and register developed	Jan 2021	PoMO/PB
	SBCD Change Control Procedure approved	Feb 2021	PoMO/JC
Finance	Joint Committee 2020/21 budget, including the treatment of Benefit in Kind	June 2020	Accountable Body/LAs Section 151 Officers/ PoMO/JC
	Identify and agree LA borrowing requirements for regional programmes / projects	Nov 2020	LAs Section 151 Officers and Legal Officers/Accountable Body/JC
	Agree plan and scope for External Audit	June 2020	SEC151 Officer, JC
	SBCD Funding Award letter agreed by JC	Jan 2021	JC
SBCD Project development /approval	Regional Approval of Swansea City & Waterfront Digital District	Nov 2018	PoMO/JC
	Regional Approval of Yr Egin Phase 1 Business Case	Nov 2018	PoMO/JC
	Regional Approval of Pembroke Dock Marine Business Case	Nov 2019	PoMO/JC
	Ministerial Approval of Swansea City & Waterfront Digital District	Oct 2019	PoMO, PoMO/JC, UKG & WG
	Ministerial Approval of Yr Egin Phase 1 Business Case	July 2019	PoMO, PoMO/JC, UKG & WG
	Ministerial Approval of Pembroke Dock Marine Business Case	June 2020	PoMO, PoMO/JC, UKG & WG
	Regional Approval of Homes as Power Stations Business Case	June 2020	PoMO/JC
	Homes as Power Stations Project Assessment Review (PAR)	June 2020	PoMO, PoMO/JC, UKG & WG

	Supporting Innovation & Low Carbon Growth Programme Assessment Review (PAR)	June 2020	PoMO, PoMO/JC, UKG & WG
	Pentre Awel Gateway Review 2	Sept 2020	PoMO, PoMO/JC, UKG & WG
	Supporting Innovation & Low Carbon Growth Critical Friend Review	Oct 2020	PoMO, PoMO/JC, UKG & WG
	Digital Infrastructure Gateway 0 Review	Oct 2020	PoMO, PoMO/JC, UKG & WG
	Regional approval of Pentre Awel Business Case	Nov 2020	PoMO/JC
	Regional Approval of Digital Infrastructure Business Case	Dec 2020	PoMO/JC
Legal and Procurement	Contracts Register established to identify and report on community benefits	Oct 2020	PoMO/JC
	SBCD Procurement Principles	Jan 2021	PoMO/JC
	Funding Agreement between the Project Authority Lead and the Project Lead to allow the transfer of City Deal Funding	Complete	Accountable Body/ LAs Section 151 Officers and Legal Officers/ JC
	Funding agreement revisions (minor amendments with delegated authority)	Jan 2021	Monitoring Officer/Sec151/PB
Monitoring & Evaluation	SBCD Integrated Assurance & Approval Plan developed	June 2020	PoMO/JC
	SBCD monthly Highlight Report developed	Oct 2020	PoMO/JC
	SBCD Quarterly Monitoring Report developed	Nov 2020	PoMO/JC
	SBCD Portfolio Action Plan approved (AOR rec, Gateway 0 Review)	Nov 2020	PoMO/JC
	SBCD Covid-19 Impact Assessment updated	Feb 2021	PoMO/JC
	SBCD Portfolio Risk Register revised	Feb 2021	PoMO/JC
	Joint Committee Work Programme developed	Feb 2021	PoMO/JC
Stakeholder Engagement	SBCD Communications & Marketing Plan revised	Jan 2021	PoMO/JC
	SBCD Stakeholder Power & Influence Matrix developed	Nov 2020	PoMO/JC
	SBCD Communications, Marketing & Stakeholder schedule developed	Feb 2021	PoMO/JC