

Joint Committee Work Plan October 2021

Category	Action	Timeframe	Responsibility
Governance & Assurance	Benefits Realisation - Profiles populated at Portfolio	November 2021	SBCD PoMO / JC
	Benefits Realisation - Profiles populated at Portfolio / Programme / Project	January 2022	SBCD PoMO / JC
	Benefits Register	November 2021	SBCD PoMO / JC
	Update of Portfolio Business Case and submission to Welsh and UK Gov	March 2022	SBCD PoMO
	Implementation of Portfolio Gateway Review recommendations	November 2021	SBCD PoMO
	Software agreed for Portfolio / Programme / Project Plans	December 2021	SBCD PoMO PB / JC
	Review SBCD Change Control Procedure	May 2022	SBCD PoMO / PB / JC
	Programme / Project Dashboard and Roadmaps created utilising software	January 2021	SBCD PoMO / PB / JC
	Role of Programme / Project SRO	November	SBCD PoMO / PB
	Review Joint Committee Terms of Reference	TBC (post CJC Implementation)	SBCD PoMO / JC
	Review Joint Committee Work Plan	November 2021	SBCD PoMO / JC
	Joint Committee meetings	Monthly	SBCD PoMO / Democratic Services
	Elect Joint Committee chair (annual basis)	Oct 2022	PoMO / JC
	Review Programme (Portfolio) Board Chair	November 2021	PoMO / PB / JC
	Review ESB Chair	Oct 2022	SBCD PoMO / ESB / JC
	Develop ESB forward work plan	Oct 2021	SBCD PoMO / ESB
	Establishment of Portfolio Gateway Assurance Framework	Nov 2021	SBCD PoMO / JC
SBCD Portfolio Gateway Review	July 2022	SCD PoMO / JC / UKG & WG	
SBCD Programme / Project Development & Procurement	Ministerial approval of Skills & Talent Business Case	October 2021	SBCD PoMO / JC / UKG & WG
	Ministerial approval of Campuses Business Case	December 2021	SBCD PoMO / JC / UKG & WG
	Update Swansea Waterfront & Digital District Business Case	February 2022	SBCD PoMO / PB / JC / UK & WG
	Update Pentre Awel Business Case	December 2021	PoMO / PB / JC / UKG & WG

	Update Yr Egin Business Case	February 2022	PoMO / PB / JC / UKG & WG
	Campuses - Start procurement following Ministerial approval with design team appointments	January 2022	PoMO / PM / PB/ JC
	Campuses - Morriston site, main contractor appointment	May 2022	PoMO / PM / PB/ JC
	Campuses - Finalise Sketty site cost estimate (prior to procurement start for main contractor)	December 2022	PoMO / PM / PB/ JC
	Digital Infrastructure - Procure Gigabit fibre infrastructure to public sector hub sites across Swansea, Neath and Port Talbot	April 2022	PoMO / PM / PB / JC
	Digital Infrastructure - Procure Gigabit fibre infrastructure to public sector hub sites across Swansea, Neath and Port Talbot	April 2022	PoMO / PM / PB / JC
	Digital Infrastructure - Procure Gigabit fibre infrastructure to public sector hub sites across Swansea, Neath and Port Talbot	2022/23	PoMO / PM / PB / JC
	HAPS - Regional supply chain fund procurement	Q2 2022	PoMO / PM / PB / JC
	HAPS - Financial incentives fund procurement	Q2 2022	PoMO / PM / PB / JC
	HAPS - Monitoring & Evaluation Services procurement	Q1 2022	PoMO / PM / PB / JC
	SILCG - Low emission vehicle charging infrastructure procurement	Q4 2021	PoMO / PM / PB / JC
	SILCG - Hydrogen stimulus project procurement	Q4 2021	PoMO / PM / PB / JC
	SILCG - SWITCH, specialist facility (construction) procurement	Q1 2022	PoMO / PM / PB / JC
	SILCG - SWITCH, specialist equipment procurement	Q1 2022	PoMO / PM / PB / JC
	SILCG - Advanced manufacturing production facility (construction) procurement	Q2 2022	PoMO / PM / PB / JC
	SILCG - Advanced manufacturing production facility (specialist equipment) procurement	Q2 2022	PoMO / PM / PB / JC
	SILCG – Advanced manufacturing production facility (End Operator) procurement	Q2 2022	PoMO / PM / PB / JC
Monitoring & Evaluation	Updated SBCD Procurement Pipeline	December 2021	PoMO / PB / JC
	SBCD Highlight Report	Monthly	SBCD PoMO / JC
	SBCD Quarterly Monitoring Report <ul style="list-style-type: none"> • Programme / Project activity planned / undertaken • Integrated Assurance & Approval Plan • Covid-19 Impact Assessment • Construction Impact Assessment • Portfolio Risk Register 	Q1, Q2, Q3, Q4	SBCD PoMO / JC

	<ul style="list-style-type: none"> • Financial Monitoring • Benefits Realisation • Communications & Marketing 		
	SBCD Ministerial Report	Monthly	SBCD PoMO / UKG & WG
	SBCD Annual Report approved	July 2022	SBCD PoMO / JC
	Annual SBCD Benefits Realisation Report	July 2022	SBCD PoMO / JC
	Revised Monitoring & Evaluation Plan	March 2022	SBCD PoMO / JC
Communications & Marketing	Updated Communications & Marketing Plan	January 2022	SBCD PoMO / JC
	Updated Communications & Engagement Schedule	December 2021	SBCD PoMO / JC
	Suite of Infographics	December 2021	SBCD PoMO / PB / JC
	SBCD Bi-Annual Event	January 2022	PoMO / PB / JC / ESB
	SBCD Programme / Project Communications Plans	March 2022	SBCD PoMO / JC
Legal	Joint Collaborative Agreement	TBC	JC
	Implementation of CJC's	April 2022	SBCD PoMO / PB / JC
Finance	Quarterly Monitoring	Q1, Q2, Q3, Q4`	SEC 151 Officer / JC
	Internal Audit	Q4	SEC 151 Officer / PoMO/ JC
	External Wales Audit Plan	April 2022	SEC 151 Officer / JC
	Revised SBCD Portfolio Budget	Q3, Q4	SEC 151 Officer / JC
	Year 4 - Grant Award Drawdown	Q3, Q4	SEC 151 Officer / JC
	Portfolio Business Case – Finance Case Update	Q4	SBCD PoMO / JC
Business & Engagement	Business Engagement & Investment Framework	TBC	SBCD PoMO / JC
	Declarations of Interest	October 2021	SBCD PoMO / JC
	New Portfolio Brochure / Prospectus	Q1 2022	SBCD PoMO
	Programme / Project Engagement Plan	November 2021	SBCD PoMO / JC
	SBCD Primary Stakeholder Engagement Event	2022	SBCD PoMO
	Community Benefits	On going	SBCD PoMO / JC