

Assurance / approval / Reporting	Activity/Product	Primary client	2019/2020	2020/2021												2021/2022												2022/2023												Comments
			Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<b>Governance</b>																																								
<b>Portfolio Level</b>																																								
<b>Meetings</b>																																								
Joint Committee	Meetings	SRO, JC, PoMO	x			x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting, August recess.	
Programme Board	Meetings	SRO, PB, PoMO	x		x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting.		
Economic Strategy Board	Meetings	SRO, ESB, PoMO	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting		
Joint Scrutiny Committee	Meetings	SRO, JSC, PoMO	x			x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Meetings every two months.			
Regional S151 officers	Meetings	AB, PoMO			x					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Quarterly meeting			
WG/LKG/PMO briefing	Meetings	SRO, PoMO, WG, UKG		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings			
SBGD/WG PMO briefing	Meetings	SRO, PoMO, WG		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Weekly meeting			
PoMO Team	Meetings	SRO, PoMO		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Weekly meeting			
PoMO/Project Leads	Meetings	PoMO, Project Leads				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Fortnightly meetings			
Procurement Workshops with Prog / Proj Leads	Meetings	PoMO, Prog / Proj Leads																																			Meetings with all Prog / Proj Leads held			
WLG Regional City Deal Directors	Meetings	SRO, WLG, WG		x		x				x																											Meetings every two months			
<b>Key Documentation Review</b>																																								
Intregated Assurance & Approval Plan	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC				x				x																											June 2020 approval at JC / Approval every 6 months. Submitted as part of the Quarterly Monitoring Report to PB and JC			
Portfolio Business Case	Live document	SRO, PB, PoMO, JC				x	x			x	x																										AOR recommendations complete. Portfolio BC Approval gained from JC March 2021. Awaiting approval from UK / WG			
AOR Report	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC, WCGIB																																		Recommendations from Audit				
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC				x	x																													July 2020 approval at JC. Quarterly Monitoring Report replaces the Implementation Plan				
Portfolio Issues Log	Live document	SRO, PoMO, PB, JC, JSC	x			x	x			x																										Updated on a quarterly basis in line with Portfolio Risk Register and Covid Impact Assessment				
Portfolio Risk Register	Live document. Part of Quarterly Report	SRO, PoMO, PB, JC, JSC	x			x	x			x																										Quarterly to JC / PB JSC in line with Issues Log. Risk management strategy presented at PB November 2020 and signed off at JC November 2020.				
M & E plan	Live document	SRO, PoMO	####			x	x																													Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports in place from Nov 2020.				
Highlight Report	Live document	PoMO, JC, PB																																		Key prog / proj activity and risks presented monthly to JC and PB				
Quarterly Monitoring Report	Live document. Part of Quarterly Report	PoMO, JC, PB																																		Key achievements last 3 months, activity planned next 3 months, also includes appendices: IAAP, Portfolio Risk Register, Covid Impact Assessment, AOR progress, Financial Analysis, Community Benefits.				
Covid-19 Impact Assessment	Live document. Part of Quarterly Report	SRO, PoMO				x	x			x																										Updated assessments submitted to PB, JC and ESB quarterly.				
Construction Impact Assessment	Live document part of Quarterly Report	SRO, PoMO																																						
<b>Key Documentation Approvals</b>																																								
Intregated Assurance & Approval Plan	Live document	SRO, PB, PoMO, JC				x																															Submitted as part of the Quarterly Monitoring Report			
Portfolio Business Case	Live document	SRO, PB, PoMO, JC, WCGIB				x	x			x																											Annually reviewed			

