

## **SWANSEA BAY CITY REGION JOINT SCRUTINY COMMITTEE**

**DATE 5<sup>th</sup> July 2022**

### **Joint Committee Proviion of Documentation**

#### **RECOMMENDATIONS/KEY DECISIONS**

To inform Joint Scrutiny Committee of the future provision of documentation to the Joint Committee and Joint Scrutiny Committee

#### **REASONS**

##### **1. Introduction**

1.1 During the last two years the SBCD has received positive feedback and recommendations for external assurance (gateway reviews) and internal audits at a Portfolio level. These include a Green (Substantial) internal audit rating and a Green/Amber Gateway 0 review rating.

1.2 It has however been noted that the Portfolio Management Office (PoMO) should provide key information in a concise and clear format to ensure that key stakeholders can clearly understand the status and progress of the Portfolio and its constituent Programmes and Projects. This will also support the SBCD governance boards to make timely and informed decisions.

1.3 To support the solution to provide robust and timely information, the PoMO will be implementing a Project Management software solution to assist with consistency, continuity and time saving across the portfolio. All stakeholders are in agreement that this software will be highly beneficial for all partners, and it is anticipated this can be implemented shortly.

1.4 An interim dashboard has been developed, in consultation with project/programme leads and Programme (Portfolio) Board. The Project Management software will further enhance the information shared with stakeholders to rationalisation of lengthy documentation from the current reporting suite.

1.5 All projects and programmes will continue to provide the information required on a monthly and quarterly basis and will be readily available to relevant stakeholders on request.

## 2. Background

It is proposed that the monitoring documentation below is provided to all governance boards of the SBCD, including Joint Committee and Joint Scrutiny Committee.

- Monthly highlight report
- Quarterly monitoring report
  - Dashboard
  - Summary of Key points from Quarterly Monitoring (in similar format to Monitoring Report)
  - Risk Register - Only Red and New risks
  - Issues Log - Only Red issues or issues where intervention is required.
  - Financial Monitoring
  - IAAP summary
  - COVID 19 Impact Assessment Summary
  - Construction Impact Assessment Summary
- Annual performance and monitoring report

Endorsed by Programme (Portfolio) Board on 31<sup>st</sup> May 2022

Endorsed by Joint Committee 23<sup>rd</sup> June 2022

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