

## SWANSEA BAY CITY REGION JOINT SCRUTINY COMMITTEE

DATE 16<sup>th</sup> April 2024

### SBCD Change Control & Thresholds

#### RECOMMENDATIONS/KEY DECISIONS

To inform Joint Scrutiny Committee of the proposed Change Control Thresholds subject to JC approval on 11<sup>th</sup> April for the reporting and approval of Change requirements of the associated programmes and projects within the SBCD and share revised Change Control procedure as at Appendix A.

#### REASONS

##### 1. Background

- 1.1 The SBCD Change Management Procedure is part of the SBCD Portfolio Business Case. Version 1 of the process was endorsed by Programme (Portfolio) Board in January 2021 and approved by Joint Committee in February 2021.
- 1.2 The Change Control Procedure details the potential impacts and benefits for stakeholders, how stakeholders will be engaged to understand the impact (positive or negative) of the change and how the changes will be communicated, implemented and managed.
- 1.3 The Change Control procedure is owned by the Programme (Portfolio) Board and highlights the changes that result from projects and programmes at project, programme and portfolio level.
- 1.4 The process for change management covers all aspects of change that will have an impact to any deliverables, objectives and benefits agreed as part of the approval process undertaken for all aspects of the Projects, Programmes or the Portfolio.

##### 2. Change Thresholds

- 2.1 As a result of the Internal Audit conducted in 2022/23, one of the recommendations was to introduce baseline thresholds for change notifications / requests which would enable a consistent approach across all Programmes/Projects and support the PoMO in gathering the necessary Programme/Project intelligence data.

- 2.2 The PoMO have carried out a review of the Change Control process attached at Appendix A and have in consultation with the SBCD Sec151 Officer defined thresholds for change notifications and requests. Programme (Portfolio) Board have endorsed the proposed thresholds and the PoMO now seek approval from Joint Committee to implement. These thresholds have been endorsed by SBCD Programme (Portfolio) Board on 26<sup>th</sup> March 2024.
- 2.3 Change is likely to affect at least one of the following categories as aligned in the Impact Table below:
- **Cost:** Impact the total cost or finance;
  - **Time:** Impact the completion of delivery of output(s)/ key milestones;
  - **Quality:** Impact the quality outlined within the business case for the specified Project/Programme;
  - **Benefits:** Impact the benefits outlined within the business case for the specified Project/Programme;
  - **Portfolio objectives:** Impact the Portfolio objectives including GVA, jobs created or inward investment.
- 2.4 Any changes resulting in a variance in these areas must follow the change control process, it is important to note that changes can be both positive and negative.
- 2.5 Variation to project delivery could include introduction of a new or termination of existing project, or enhancement/reduction to existing project defined in the business case

**Table 1: SBCD Change Thresholds**

1.	Financial/Cost	<ul style="list-style-type: none"> <li>• Variation* in cost by +- £1m; or</li> <li>• 10% variation* to project element cost</li> </ul>
2.	Time	<ul style="list-style-type: none"> <li>• +/- 3 months variation* to the completion of a key output or milestone of a project</li> </ul>
3.	Quality	<ul style="list-style-type: none"> <li>• Change to scope that affect 1+ of the other thresholds e.g. fabrication, location, purpose of delivery, sustainability (BREAAAM status), etc</li> <li>• Variation to defined project constraints*</li> </ul>
4.	Benefits	<ul style="list-style-type: none"> <li>• Removal or additional of a planned benefit</li> <li>• +/- 10% variation of defined quantifiable benefits*</li> </ul>
5.	Portfolio objectives	<ul style="list-style-type: none"> <li>• +/- 10% variation in the contribution to Portfolio level jobs created, investment or economic impact*</li> </ul>

\*Variation should incorporate changes that are either absolute at a point in time or incremental over time

**Appendices:**

A: Change Control Procedure v2

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