

## SBCD AOR Update Report – March 2021

ID	Recommendation	Status	Owner	Progress update
AOR001	WCGIB share the AOR report with the North Wales Growth Deal and Mid Wales Growth Deal	Completed	WCGIB	Actioned by WG.
AOR002	Subsequent iterations of the PoBC present the current/latest position of the portfolio	Completed	SBCD	Update Portfolio Business Case to be submitted in March 2021. Updated version includes a history of change within Executive Summary and reflects the current status of programmes and projects.
AOR003	Release of annual C&GD funding is linked to an annual submission of an updated PoBC	Completed	SBCD	Updated Portfolio Business Case to be submitted in March 2021 together with financial / monitoring templates to trigger release of next tranche of CD funding. Annual target date for release of CD funding by Q2 each financial year.
AOR004		Completed	SBCD	

	PoBC be developed to include a section on strategic alignment of UKG & WG policy objectives, at a project level			Matrix summarising all portfolio and project policy and strategy alignment included in the updated Portfolio Business Case (Appendix 1.1).
AOR005	PoMO fully 'SMARTens' and clearly baselines PoBC Spending Objectives	Completed	SBCD	Investment Objectives have been further defined and 'SMARTened' in the latest version of the Portfolio Business Case (Section 1.6). Baseline confirmed as 2017. Investment Objectives linked to the SBCR strategy within the Business Case (Section 1.6).
AOR006	PoMO includes project-level Spending Objectives at portfolio level, and quantifies the contribution the portfolio will make to the SBCR strategy	Completed	SBCD	Programme and Project level Investment Objectives have been included in the updated Business Case (Appendix 1.2).
AOR007	PoMO ensures benefits are quantified wherever possible at project level, and presents the main quantified benefits in the PoBC	Completed	SBCD	All quantifiable programme/project benefits have been included within the updated Portfolio Business Case (Appendix 1.4). All project and programme, quantifiable benefits are also included and will be updated in future iterations of the PoBC as required.
AOR008	WG & UKG officials work with the PoMO to	In Progress	WCGIB	Awaiting guidance and template from WG. WG confirmed that SBCD will not be expected to apply the guidance/template to BCs that have already

	develop a standardised economic appraisal template for use by projects			undertaken an economic appraisal. The programme / project economic appraisals are being shared with WG economists and officials prior to submission.
AOR009	WCGIB to seek assurance from the PoMO that - going forward - appropriate business case documentation, and governance and assurance arrangements are developed and installed respectively, for the constituent parts of the portfolio	Completed	SBCD	<p>PoMO providing strategies, plans, templates, training, audits to standardise and enhance the governance, assurance and reporting arrangements of SBCD at portfolio and programme/project levels. This includes:</p> <ul style="list-style-type: none"> <li>• Risk management strategy and risk register and issues log</li> <li>• Integrated Assurance and Approval Plan (IAAP)</li> <li>• Covid impact assessments</li> <li>• Monthly highlight reports</li> <li>• Quarterly reporting, including financial monitoring</li> <li>• PoMO assurance on Gateway Assurance recommendation implementation</li> <li>• SBCD reporting schedule</li> <li>• Standardised template developed for Project/Programme Board Terms of Reference</li> <li>• SBCD governance arrangements review</li> <li>• SBCD Procurement principles</li> <li>• Completion of all SBCD regional audit actions</li> <li>• Programme / Project roadmaps</li> <li>• PoMO work plan</li> <li>• Change control process and templates</li> <li>• PM tooling</li> </ul> <p>Management Case of updated Business Case provides further detail on the above.</p>

AOR010	PoMO adopts standardised definitions for programmes and projects, as defined by the respective best practice methodologies	Completed	SBCD	<p>The PoMO have reviewed the portfolio with the individual leads to define all constituent parts as programmes or projects.</p> <ul style="list-style-type: none"> <li>• Programmes <ul style="list-style-type: none"> <li>○ Digital Infrastructure</li> <li>○ Swansea City &amp; Waterfront Digital District</li> <li>○ Pembroke Dock Marine</li> <li>○ Supporting Innovation &amp; Low Carbon Growth</li> <li>○ Skills and Talent</li> </ul> </li> <li>• Projects <ul style="list-style-type: none"> <li>○ Homes As Power Stations</li> <li>○ Pentre Awel</li> <li>○ Life Science &amp; Wellbeing Campuses</li> <li>○ Yr Egin</li> </ul> </li> </ul> <p>Glossary being prepared to standardise terminology - to be approved by JC/PB and cascaded to Project Leads to be used in future documentation.</p> <p>PoMO to conduct 6 monthly performance reviews with Programme and Project leads to assess the current status of the individual programme / project. This is currently in the process of being scheduled.</p>
AOR011	Next iteration of the PoBC is updated to include the identification of project level community benefits, and identified opportunities for collaborative project-level procurements	Completed	SBCD	<p>Procurement narrative and principles have been shared with all project/programme teams to incorporate into business cases.</p> <p>PoMO will maintain a register of Community Benefits that are agreed at programme/project level (Appendix 3.1). Projects will be required to report on their community benefits at the time of procurement and programme / project delivery.</p>

				Details on the procurement principles and community benefits are included in the updated Business Case (Appendix 3.1, 3.2, 3.3).
AOR012	Appropriate WG & UKG officials work with the PoMO to develop a standardised financial appraisal template	In Progress	WCGIB	<p>WG confirmed that SBCD will not be expected to apply the guidance/template to BCs that have already undertaken a financial appraisal. The project/programme financial appraisals are being shared with WG and officials prior and during the submission process.</p> <p>The PoMO have liaised with WG financial team to draft appropriate quarterly financial monitoring templates</p>
AOR013	PoMO sets out the relationship between portfolio investment funding and capital financing in more detail in the next iteration of the PoBC	Completed	SBCD	<p>Portfolio Business Case updated to include further information on investment funding and capital financing.</p> <p>Table 4.6 and Figure 4.5 added in Section 4.3.</p> <p>Additional narrative on Borrowing in Section 4.6. Additional narrative included on Investment Counterparty Selection Criteria in 4.8 Financial Instruments.</p> <p>Relationship clarified in Tables 4.3, 4.4, 4.5 and Figure 4.5 in Financial Case</p>
AOR014	Updated governance and assurance processes are	Completed	WCGIB	

	provided by WCGIB to the PoMO for incorporation into their assurance and approval process			<p>WG confirmed that there would be no change to the process already by SBCD whereby SBCD Programmes and Projects will require WG/UKG approval based on assurance.</p> <p>WG have forwarded PoMO flow diagrams to place in a PoBC as an Appendix whereby assurance requirements will be embedded in the SBCD governance arrangements.</p>
AOR015	WCGIB set out its expectations for monitoring progress, and confirms the reporting frequency it is seeking	Completed	WCGIB	SBCD undertaking monthly monitoring and will submit quarterly reports to WG together with annual performance report and updated PoBC.