



Swansea Bay City Region Joint Committee - 10 March 2022

Joint Committee Agreement - Schedule 15

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| Purpose: | To approve JCA - Schedule 15 Roles and Responsibilities of the SBCD PoMO |
| Policy Framework: | Swansea Bay City Deal |
| Recommendation: | It is recommended that: |
| 1) | Joint Committee approve the JCA - Schedule 15 as detailed in Appendix A |
| Report Author: | Jon Burnes (SBCD Portfolio Director) |
| Finance Officer: | Chris Moore, Section 151 Officer, SBCD |
| Legal Officer: | Tracey Meredith, Monitoring Officer, SBCD |

1. Introduction

This report outlines the roles and responsibilities of the Swansea Bay City Deal Portfolio Management Office. These were a deed of variation requirement as requested by JC following the external Actica review.

An overview of the roles, responsibilities, along with the organisational structure are detailed within Appendix A.

2. Background

In January 2019, Actica Consulting Ltd was commissioned jointly by the Welsh and UK Governments to undertake a rapid, independently led Review of the arrangements for the delivery of the £1.3bn Swansea Bay City Deal (SBCD). The Review was to provide both the Welsh and UK Government Ministers with an assessment of the deliverability of the Deal. This report made a total of seven key recommendations in order to safeguard the viability and direction of travel of the SBCD. Two of the recommendations made within this report were to:

- Appoint a portfolio director as a matter of urgency
- And to redesignate the Regional Office as a Portfolio Management Office, leaving their skills with experienced Portfolio/Programme/Project Management (P3M) specialists.

These two recommendations resulted in Schedule 14 and Schedule 15 being added to the JCA by the JC when undertaking amendments in 2019.

Based on the request by the Swansea Bay City Deal Monitoring Officer to outline the roles and responsibilities of the SBCD Portfolio Management Office, the key functions are demonstrated below:

1. Supporting the delivery of the project portfolio, ensuring that it has the capability to meet the SBCD strategic objectives
2. Ensuring a balanced portfolio: in terms of purpose, deliverables, timeframes, and risk-based status
3. Tracking the project/programme plans, and implementation
4. Work with project leads to assess the performance of the portfolio and identify the means to improve it
5. Work with SBCD partners and other organisations, including businesses, government bodies and investors to consider and secure opportunities that align to the portfolio objectives
6. Giving information and recommendations to all involved in the decision-making processes
7. Communicating the progress, opportunities, and achievements to a broad range of audiences

3. Financial Implications

There are no financial implications associated with this report.

4. Legal implications

There are no legal implications associated in this report.

5. Alignment to the Well-being of Future Generations (Wales) Act 2015

The SBCD Portfolio and its constituent programmes / projects are closely aligned to the Well-being of Future Generations (Wales) Act 2015 and the seven well-being goals for Wales. These alignments are outlined in a Portfolio Business Case for the SBCD, as well as in individual programme / project business cases

Background Papers: None

Appendices: Appendix A - SBCD JCA - Schedule 15