Joint Committee Work Plan February 2024   **Appendix A**

Category	Action	Development Timeframe	JC Board Date	Responsibility
Governance	SBCD Highlight Report	Monthly	All	PoMO / PB / JC
	Joint Committee Meetings	Bi Monthly	Bi Monthly	SBCD PoMO / Democratic Services
	Review PB Chair	TBC	TBC	PoMO / PB / JC
	Joint Committee Forward Work Plan	January 2024`	February 2024	PoMO / JC
	Review Joint Committee Terms of Reference	TBC	TBC	SBCD PoMO /JC
	Declarations of interest - Status Update	November 2023	February 2024	PoMO / PB / ESB / JSC / JC
	Innovation Matrix & Precinct Update	November 2023	February 2024	PoMO / PB / JC
	Revised Monitoring & Evaluation Plan	March 2023	April 2024	PoMO / PB / JC
	Risk Management Strategy	January 2023	April 2024	PoMO / PB / JC
	Evaluation Framework	December 2023	April 2024	PoMO / PB / JC
	Portfolio Business Case Updated	Jan-Mar 24	April 2024	PoMO / PB / JC / UKG&WG
	Campuses Update	February 2024	April 2024	PoMO / PB / JC
	PDM Update	February 2024	April 2024	PoMO / PB / JC
	HAPS Update	March 2024	April 2024	PoMO / PB / JC
	Elect Joint Committee Chair (Annual Basis)	July 2024	June 2024	PoMO / JC
	SBCD Portfolio Gateway Review Recommendation Report	July 2024	September 2024	PoMO / PB / JC
	HAPS Gateway Review	July 2024	September 2024	PoMO / PB / JC
	Review ESB Chair (Annual basis)	October2024	November 2024	PoMO / PB / JC
	SBCD Portfolio Gateway Review Action Plan	September 2024	Quarterly	PoMO / PB / JC
	SBCD Quarterly Monitoring Report	Q1 (April – June), Q2		SBCD PoMO / JC

	• Dashboard • Programme / Project activity planned / undertaken • Portfolio Risk Register (Red Risks) • Portfolio Issues Log (Red Issues) • Benefits Realisation Summary • Procurement Pipeline • Communications & Marketing update	(July – September), Q3 (October – December), Q4 (January – March)		
	Construction Impact Assessment	Monthly	Bi Monthly	PoMO / PB / JC
	SBCD Ministerial Report	Bi Monthly	Bi Monthly	SBCD PoMO / UKG & WG
Comms & Engagement	Comms & Marketing Plan	January 2024	February 2024	PoMO / PB / JC
	SBCD Annual Report	January 2024 - May 2024	July 2024	SBCD PoMO / PB / JC
	SBCD Primary Stakeholder Event / Local roadshows	Oct 2023 - March 2024	TBC	SBCD PoMO / JC
Legal	Joint Committee Agreement amendments	TBC by Monitoring Officer	TBC	PoMO / Legal / JC
Finance	Quarterly Monitoring	Q1, Q2, Q3, Q4	Quarterly	SEC151 Officer / JC
	NNDR Process - Letter confirming approval when process agreed	TBC	TBC	SEC151 Officer / JC
	Wales Audit Outline Plan	July 2024	July 2024	SEC151 Officer / PoMO / JC
	Wales Audit Detailed Plan	October 2024	October 2024	SEC151 Officer / Audit / JC
	Wales Audit Report	TBC	TBC	SEC 151 Officer / JC
	Internal Audit TOR	November 2024	November 2024	SEC151 Officer / PoMO / PB / JC
	Joint Committee Annual	September	November	PoMO / PB /

	Budget	2024	2024	SEC151 Officer / JC
	Financial Statements	April 2024	May 2024	SEC151 Officer / JC
	Operational Revenue Reporting	TBC	TBC	SEC151 Officer / JC