

## Joint Committee Work Plan December 2024 – Appendix A

Category	Action	Development Timeframe	JC Board Date	Responsibility
	Joint Committee Forward Work Plan	November 2024	December 2024	PoMO / JC
	Portfolio Objectives Definitions	November 2024	December 2024	PoMO / PB / JC
	Review Joint Committee Terms of Reference	TBC	TBC	PoMO / JC
	Declarations of interest - Status Update	November 2024	December 2024	PoMO / PB / ESB / JSC / JC
	Skills & Talent Progress Update	November 2024	December 2024	PoMO / PB / JC
	Internal Audit TOR	September 2024	December 2024	PoMO / PB / JC
	Yr Egin Economic Impact Main Findings	July 2024	December 2024	PoMO / PB / JC
	Review ESB Chair	January 2025	February 2025	PoMO / JC / ESB
	Private Sector Investment Report Review	December 2024	February 2025	PoMO / PB / JC
	Review PB SRO / Chair	January 2025	February 2025	PoMO / PB / JC
	Construction Impact Assessment Summary Report Review	January 2025	February 2025	PoMO / PB / JC
	Digital Infrastructure Programme Update	January 2025	February 2025	PoMO / PB / JC
	Revised Monitoring & Evaluation Plan	March 2025	May 2025	PoMO / PB / JC
	Evaluation Profiles Review	January 2025	TBC 2025	PoMO / PB / JC
	Pentre Awel BC Revision & Progress Update	January 2025	May 2025	PoMO / PB / JC
	Portfolio Business Case Updated	Jan-Mar 2025	May 2025	PoMO / PB / JC / UKG&WG
	Risk Management Strategy	April 2025	May 2025	PoMO / PB / JC
	Elect Joint Committee Chair (Annual Basis)	July 2025	July 2025	PoMO / JC
	SBCD Portfolio Gateway Review Report	June 2025	July 2025	PoMO / PB / JC
	Joint Committee Meetings	Quarterly	Quarterly	PoMO / Dem

				Services
	Internal Audit Action Plan	Quarterly	Quarterly	PoMO / PB / JC
	Audit Wales Risk & Assurance Action Plan	Quarterly	Quarterly	PoMO / PB / JC
	SBCD Portfolio Gateway Review Action Plan	Quarterly	Quarterly	PoMO / PB / JC
	SBCD Quarterly Monitoring Report <ul style="list-style-type: none"> <li>• Dashboard</li> <li>• Programme / Project activity planned / undertaken</li> <li>• Portfolio Risk Register (Red Risks)</li> <li>• Portfolio Issues Log (Red Issues)</li> <li>• Benefits Realisation Summary</li> <li>• Procurement Pipeline</li> <li>• Construction Impact Assessment</li> <li>• Communications &amp; Marketing update</li> </ul>	Q1 (April - June), Q2 (July – September), Q3 (October – December), Q4 (January – March)	Quarterly	PoMO / PB / JC
	SBCD Ministerial Report	Quarterly	Quarterly	PoMO / UKG & WG
<b>Comms &amp; Engagement</b>	Comms & Marketing Plan	January 2025	February 2025	PoMO / PB / JC
	SBCD Annual Report	January 2025 - May 2025	July 2025	PoMO / PB / JC
<b>Legal</b>	Joint Committee Agreement amendments	TBC by Monitoring Officer	TBC	PoMO / Legal / JC
<b>Finance</b>	Quarterly Monitoring	Q1, Q2, Q3, Q4	Quarterly	SEC151 Officer / PB / JC
	Internal Audit Proposed Work Programme (TOR)	October 2024	December 2024	PoMO / SEC151 Officer/ PB / JC
	Audit Wales Outline Plan	June 2025	July 2025	SEC151 Officer / PoMO / JC
	Audit Wales - Risk & Assurance Assessment	TBC	TBC	SEC151 Officer / PoMO / PB / JC
	SBCD JC Statement of	September	October	SEC151 Officer

	Accounts	2025	2025	/ JC
	Letter of Representation to Audit Wales 2024/25	September 2025	October 2025	SEC151 Officer / JC
	Audit Wales Detailed Plan	September 2025	October 2025	SEC151 Officer / Audit / JC
	SBCD Audit of Accounts Report	September 2025	October 2025	SEC 151 Officer / JC
	Joint Committee Annual Budget	September 2025	October 2025	PoMO / PB / SEC151 Officer / JC