

Joint Committee Work Plan October 2021

Category	Action	Timeframe	Responsibility
Governance & Assurance	Benefits Realisation - Profiles populated at Portfolio	November 2021	SBCD PoMO / JC
	Benefits Realisation - Profiles populated at Portfolio / Programme / Project	January 2022	SBCD PoMO / JC
	Benefits Register	November 2021	SBCD PoMO / JC
	Update of Portfolio Business Case and submission to Welsh and UK Gov	March 2022	SBCD PoMO
	Implementation of Portfolio Gateway Review recommendations	November 2021	SBCD PoMO
	Software agreed for Portfolio / Programme / Project Plans	December 2021	SBCD PoMO PB / JC
	Review SBCD Change Control Procedure	May 2022	SBCD PoMO / PB / JC
	Programme / Project Dashboard and Roadmaps created utilising software	January 2021	SBCD PoMO / PB / JC
	Role of Programme / Project SRO	November	SBCD PoMO / PB
	Review Joint Committee Terms of Reference	TBC (post CJC Implementation)	SBCD PoMO / JC
	Review Joint Committee Work Plan	November 2021	SBCD PoMO / JC
	Joint Committee meetings	Monthly	SBCD PoMO / Democratic Services
	Elect Joint Committee chair (annual basis)	Oct 2022	PoMO / JC
	Review Programme (Portfolio) Board Chair	November 2021	PoMO / PB / JC
	Review ESB Chair	Oct 2022	SBCD PoMO / ESB / JC
	Develop ESB forward work plan	Oct 2021	SBCD PoMO / ESB
	Establishment of Portfolio Gateway Assurance Framework	Nov 2021	SBCD PoMO / JC
SBCD Portfolio Gateway Review	July 2022	SCD PoMO / JC / UKG & WG	
SBCD Programme / Project Development	Ministerial approval of Skills & Talent Business Case	October 2021	SBCD PoMO / JC / UKG & WG
	Ministerial approval of Campuses Business Case	December 2021	SBCD PoMO / JC / UKG & WG

	Update Swansea Waterfront & Digital District Business Case	February 2022	SBCD PoMO / PB / JC / UK & WG
	Update Pentre Awel Business Case	December 2021	PoMO / PB / JC / UKG & WG
	Update Yr Egin Business Case	February 2022	PoMO / PB / JC / UKG & WG
	Updated SBCD Procurement Pipeline	December 2021	PoMO / PB / JC
Monitoring & Evaluation	SBCD Highlight Report	Monthly	SBCD PoMO / JC
	SBCD Quarterly Monitoring Report <ul style="list-style-type: none"> • Programme / Project activity planned / undertaken • Integrated Assurance & Approval Plan • Covid-19 Impact Assessment • Construction Impact Assessment • Portfolio Risk Register • Financial Monitoring • Benefits Realisation • Communications & Marketing 	Q1, Q2, Q3, Q4	SBCD PoMO / JC
	SBCD Ministerial Report	Monthly	SBCD PoMO / UKG & WG
	SBCD Annual Report approved	July 2022	SBCD PoMO / JC
	Annual SBCD Benefits Realisation Report	July 2022	SBCD PoMO / JC
	Revised Monitoring & Evaluation Plan	March 2022	SBCD PoMO / JC
Communications & Marketing	Updated Communications & Marketing Plan	January 2022	SBCD PoMO / JC
	Updated Communications & Engagement Schedule	December 2021	SBCD PoMO / JC
	Suite of Infographics	December 2021	SBCD PoMO / PB / JC
	SBCD Bi-Annual Event	January 2022	PoMO / PB / JC / ESB
	SBCD Programme / Project Communications Plans	March 2022	SBCD PoMO / JC
Legal	Joint Collaborative Agreement revised	TBC	JC
	Implementation of CJC's	April 2022	SBCD PoMO / PB / JC
Finance	Quarterly Monitoring	Q1, Q2, Q3, Q4`	SEC 151 Officer / JC

	Declarations of Interest	October 2021	Sec 151 Officer
	External Wales Audit Plan	April 2022	SEC 151 Officer / JC
	Business Engagement & Investment Framework	TBC	SBCD PoMO / JC
	New Portfolio Brochure / Prospectus	Q1 2022	SBCD PoMO
	Programme / Project Engagement Plan	November 2021	SBCD PoMO / JC
	SBCD Primary Stakeholder Engagement Event	2022	SBCD PoMO
	Community Benefits	On going	SBCD PoMO / JC