Programme / Project Name	SBCD Portfolio Management Office
Director / Programme / Project Lead Name	Jonathan Burnes
Last Updated	Oct-22

ID	Risk ID (if applicable)	Date Identified	Status	Priority	Issue Description	Owner	Escalation Needed (Y/N)?	Impact	Original Action	Follow-on actions & Final Resolution
SBCD003		19/11/20	Work in progress	Amber ↔	Attendance of Governance Board members and sending representations from their organisations that may not be as familiar with the SBCD.	Governance Boards	Y	Contributions maybe limited from all key stakeholders and representatives from their organisations which may lead to less informed decisions and discussion. Ability to make a decision maybe impacted if the correct level of representation is not in place.	19/11/20 - PoMO will work with Board / Committee members to produce a delegate list where only authorised personnel can attend meetings and have the same level of authority. PoMO will share an annual meeting schedule and work with key stakeholder organisations to identify clashes in advance.	31/03/22 On-going monitoring of attendees and PoMO support outside of the board meetings. 29/06/22 All meetings have been quorate, representation has been maintained by the 8 partners. PoMO to confirm with all partners who the delegated representative is for their areas. 30/09/22 PoMO awaiting confirmation from members on who their delegated representative is. Awaiting confirmation of Swansea University representative at Joint Committee due to a member retiring. Ensure suitable delegates represent when members are unavailable that have a clear understanding of City Deal. Continue to monitor.
SBCD017		14/02/22	Open	Red ↔	Approval of Governance Board documentation outside the timescales set out in the Meeting Protocol approved by JC	PoMO	N	PoMO spending unnecessary time chasing approval of documentation. Governance Board members receive papers later than anticipated allowing less time to digest. Also a chance of not being able to publish papers meaning they will slip to the following month due to the legal amount of time set to releasee documents	Request approvers set aside time in their diaries each month to review documentation Raise with Portfolio SRO PoMO to tweak Guidance document PoMO to meet with S151 and Monitoring Officer during the review period to discuss process for signing off documentation.	31/03/22 Board documents are shared asap with Monitoring and Section 151 Officers. Meeting with Monitoring Officer with suggested improvements which have been subsequently implemented by PoMO. 29/06/22 To be monitored going forward. 30/09/22 The PoMO continue to send documentation for Programme Board later than agreed due to late sign off of documents. JSC papers coordinated by NPT sent to members outside of set timescales even though received on time. PoMO to set deadline for Agenda's to be agreed and shared.
SBCD022		16/02/22	Open	Red ↔	Measuring of GVA at a programme and Project level - The PoMO has confirmed that currently GVA cannot be measured as an indicator. This is due to the nature of GVA and it being a Macro measure i.e. regional, an accurate measure at a micro level e.g. proj. or prog. is not achievable	W/UKG & PoMO	N	One if the HoT requirements is GVA contribution, whilst the Portfolio will deliver uplifts in GVA it's quantification method is still unknown	UKG/WG have been tasked with confirming with their economists how this can be calculated. If this is not an achievable metric, they are tasked with determining a suitable metric (if required)	31/03/22 The appropriateness of using GVA , which is a Macro economic indicator as a measure of success at Portfolio, Programme and Project level are on-going with WG and UKG. 29/06/22 Proposal submitted to Programme (Portfolio) Board 31st May and WCGIB 13th June for consideration. Awaiting feedback from UKG &WG ahead of resubmission to Programme (Portfolio) Board to consider. 30/09/22 Paper submitted to the WCGIB on 13th June and accepted in principle. Further consultation required and currently with DLUC for decision. In the interim, UK / WG City Deal contacts have accepted that we will not report quarterly on GVA.
SBCD025		14/02/22	Open	Red ↑	Delay in funding agreements being approved	Finance	N	Impacts on disbursement of grant. Delay to delivery of projects. Knock on effect with ability to recruit. Potentially impacting on benefits realisation.	Ongoing liaison with legal officers and programmes/projects	31/03/22 Funding and collaborative agreements for HAPS and Digital Infrastructure are still ongoing and could cause a delay to delivery if not resolved soon. 29/06/22 7 out of the 9 programmes / projects have been approved. 2 in the final stage of approval. 30/09/22 8 out of 9 programmes / projects have now committed to the primary funding agreements Campuses currently being worked on with legal officers / partners with a view of being entered imminently. Secondary agreements currently being developed for Campuses, HAPS, Skills & Talent and Digital Infrastructure between Lead Authority and Lead Deliverer.