

## Joint Committee Work Plan October 2022

## Appendix A

Category	Action	Development Timeframe	JC Board Date	Responsibility
<b>Governance</b>	SBCD Highlight Report	Monthly	All	PoMO / PB / JC
	Joint Committee Meetings	Bi Monthly	Bi Monthly	SBCD PoMO / Democratic Services
	GVA Proposal	TBC with UKG	TBC	SBCD PoMO / PB / JC
	SBCD Portfolio Gateway Review	July 2022	10 <sup>th</sup> November 2022	PoMO, PB, JC
	Update Yr Egin Business Case / Change Request	Q4 2022/23	TBC	PoMO / PB / JC / UKG & WG
	Joint Committee Forward Workplan	October 2022	10 <sup>th</sup> November 2022	PoMO / JC
	HAPS Update to JC	November 2022	10 <sup>th</sup> November 2022	PoMO/ PB / JC
	Review ESB Forward Work Plan	November 2022	2 <sup>ND</sup> February 2023	PoMO / ESB
	SBCD Business Case Development Process	September 2022	10 <sup>th</sup> November 2022	PoMO / PB / JC,
	SBCD Assurance Framework	September 2022	10 <sup>th</sup> November 2022	PoMO / PB / JC / WG
	Review Joint Committee Terms of Reference	TBC (post CJC Implementation)		SBCD PoMO /JC
	Portfolio Gateway Assurance Framework to JC	September 2022	10 <sup>th</sup> November 2022	SBCD PoMo / PB / JC / WG
	Elect Joint Committee chair (annual basis)	November 2022	10 <sup>th</sup> November 2022	PoMO / JC
	SBCD Portfolio Gateway Review signed off	November 2022	10 <sup>th</sup> November 2022	PoMO / PB / JC
	Co-opted Governance Board Membership updated	November 2022	10 <sup>th</sup> November 2022	PoMO, JC
	Declarations of interest - Status Update	November 2022	2 <sup>nd</sup> February 2023	PoMO / PB / ESB / JSC / JC
	Review ESB Chair	October 2022	2 <sup>nd</sup> February 2023	PoMO / ESB / JC
	Review / Inform of Programme Board Chair	January 2023	2 <sup>nd</sup> February 2023	SBCD PoMO / PB / JC
	Inform of Roll out Celoxis to Programme / Project Leads	January 2023	2 <sup>nd</sup> February 2023	PoMO / PB / JC
	SILCG Update to JC	January 2023	2 <sup>nd</sup> February 2023	PL / PoMO / PB / JC
Revised Waterfront Business Case	January 2023	2 <sup>nd</sup> February 2023	PoMO / PB / JC	

	Portfolio Business Case Update	Jan-Mar 23	6 <sup>th</sup> April 2023	PoMO / PB / JC / UKG&WG
	Homes As Power Stations Business Case Update	Q1 2023	TBC	PoMO / PB / JC
	Digital Infrastructure Business Case Update	Q1 2023	TBC	PoMO/ PB / JC
	Skills & Talent Business Case Update	Q1 2023	PoMO/PB/JC	
	SBCD Quarterly Monitoring Report <ul style="list-style-type: none"> <li>• Dashboard</li> <li>• Programme / Project activity planned / undertaken</li> <li>• Integrated Assurance &amp; Approval Plan</li> <li>• Portfolio Risk Register</li> <li>• Portfolio Issues Log</li> <li>• Financial Monitoring</li> <li>• Benefits Realisation</li> <li>• Procurement Pipeline</li> <li>• Communications &amp; Marketing</li> <li>• Community Benefits</li> </ul>	Q1 (April – June), Q2 (July – September), Q3 (October – December), Q4 (January – March)		SBCD PoMO / JC
	Construction Impact Assessment	Monthly	Bi Monthly	PoMO / PB / JC
	SBCD Ministerial Report	Bi Monthly	Bi Monthly	SBCD PoMO / UKG & WG
	Revised Monitoring & Evaluation Plan	November 2022	2 <sup>nd</sup> February 2023	SBCD PoMO / JC
<b>Comms &amp; Engagement</b>	SBCD Annual Report	January 2023 - May 2023	TBC	SBCD PoMO / PB / JC
	SBCD Primary Stakeholder Event / Local roadshows	Oct 2022 - March 2023	TBC	SBCD PoMO / JC
	Comms & Marketing Plan revised	January 2023	2 <sup>nd</sup> February 2023	PoMO / PB / JC
	Business Engagement & Investment Framework	TBC by LA's	TBC	SBCD PoMO / JC
<b>Legal</b>	Joint Committee Agreement amendments	TBC by Monitoring Officer		JC
<b>Finance</b>	Quarterly Monitoring	Q1, Q2, Q3, Q4	Quarterly	SEC151 Officer / JC
	NNDR Process - Letter confirming approval when process agreed	November 2023	TBC	SEC151 Officer / JC

	Internal Audit Terms of Reference	November 2022	10 <sup>th</sup> November 2022	SEC151 Officer / PoMO / PB / JC
	Wales Audit - Performance Audit	Q4 2022/23	2 <sup>nd</sup> February 2023	SEC151 Officer / Audit / JC
	Joint Committee Annual Budget	Q1 2023/24	2 <sup>nd</sup> February 2023	SEC151 Officer / JC
	Wales Audit Plan	April 2023	6 <sup>th</sup> April 2023	SEC151 Officer / Audit / JC
	External Wales Audit Plan/Audit	April 2023	6 <sup>th</sup> April 2023	SEC 151 Officer / JC
	Financial Statements	April 2023	31 <sup>st</sup> July* (Extraordinary Meeting Required)	SEC151 Officer / JC
	Operational Revenue Reporting	Q1 2023/24	TBC	SEC151 Officer / JC
	Wales Audit	June	TBC	SEC151 Officer / JC