Joint Committee Work Plan May 2023

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
	GVA Proposal	Awaiting formal response from UKG / WG	July 2023	SBCD PoMO / PB / JC
	Update Yr Egin Business Case / Change Request	Q4 2022/23 - Q2 2023/24	November 2023	PoMO / PB / JC / UKG & WG
	Joint Committee Forward Workplan	May 2023	May 2023	PoMO / JC
	Revised Risk Management Strategy	May 2023	July 2023	PoMO / PB / JC
	Private Sector Investment Report	April 2023	May 2023	PoMO / PB / JC
	Yr Egin Update to JC	July 2023	July 2023	PoMO/ PB / JC
	Skills & Talent Update to JC	July 2023	July 2023	PoMO /PB / JC
	SBCD Portfolio Gateway Review	July 2023	July / November 2023	PoMO / PB / JC
	Review PB Chair	July 2023	July 2023	PoMO / PB / JC
	Digital Infrastructure Update to JC	July 2023	July 2023	PoMO / PB / JC
	Review Joint Committee Terms of Reference	TBC	TBC	SBCD PoMO /JC
	Review ESB Chair (annual basis) (In line with arrangements for CJC advisory panel for 2023)	October 2023	November 2023	PoMO / ESB / JC
	Elect Joint Committee chair (annual basis)	November 2023	November 2023	PoMO / JC
	Declarations of interest - Status Update	November 2023	January 2024	PoMO / PB / ESB / JSC / JC
	Revised Waterfront Business Case	November 2023	Part of monthly update	PoMO / PB / JC
	Portfolio Business Case Update	March 2024	April 2024	PoMO / PB / JC / UKG&WG

	Digital Infrastructure Business Case Update	Q1 2023/24	Part of programme / project Update date TBC	PoMO/ PB / JC
	Skills & Talent Business Case Update	Q1 2023/24	Part of monthly update	PoMO/PB/JC
	PDM Business Case Update	August 2023	Part of monthly update	PoMO / PB / JC
	SILCG Business Case Update	August 2023	November 2023	PoMO / PB / JC
	HAPS Gateway Review	October 2023	November 2023	PoMO / PB / JC
	SBCD Quarterly Monitoring Report • Dashboard • Programme / Project activity planned / undertaken • Portfolio Risk Register (Red Risks) • Portfolio Issues Log (Red Issues) • Financial Monitoring / Private Sector Investment • Benefits Realisation Summary • Procurement Pipeline • Private sector investment report	Q1 (April – June), Q2 (July – September), Q3 (October – December), Q4 (January – March)		SBCD PoMO / JC
	Construction Impact Assessment (Including cost pressure info and mitigations)	Monthly	Bi Monthly	PoMO / PB / JC
	SBCD Ministerial Report	Bi Monthly	Bi Monthly	SBCD PoMO / UKG & WG
	Revised Monitoring & Evaluation Plan	July 2023	November 2023	SBCD PoMO / PB / JC
Comms & Engagement	SBCD Annual Report	January 2023 - May 2023	July 2023	SBCD PoMO / PB / JC
	Comms, Marketing & Engagement Plan review	November 2023	January 2024	PoMO / PB / JC
Legal	Joint Committee Agreement amendments	TBC by Monitoring Officer		JC
Finance	Quarterly Monitoring	Q1, Q2, Q3, Q4	Quarterly	SEC151 Officer / JC
	£5.3m City Deal Funds allocation in principle approved to NPTC for SILCG AMPF (below)	May 2023	May 2023	SEC151 Officer / PoMO / PB / JC

SILCG - Enhanced Advanced Manufacturing Production Facility BC submitted for approval	June 2023	July 2023	PoMO / Project Leads / PB / JC
Internal Audit Recommendation Report (2022/23)	April 2023	May 2023	PoMO / PB / JC
NNDR Process - Letter confirming approval when process agreed – subject to confirmation WG	November 2023	November 2023	SEC151 Officer / JC
Internal Audit Terms of Reference (2023/24)	November 2023	November 2023	SEC151 Officer / PoMO / PB / JC
Joint Committee Annual Budget	Q1 2023/24	July 2023	SEC151 Officer / JC
Audit Wales Detailed Audit Plan 2023	May 2023	July 2023	SEC151 Officer / Audit / JC
Audit Wales Audit of Financial Statements Report 2023	August – November 2023	November 2023	SEC151 Officer / JC