



WORK PROGRAMME FOR THE EAB

Category	Action	Timeframe (Quarters, calendar year)	Responsibility	Reporting		RAG Status	Identified Risk
				NWEAB	Councils		
Heads of Terms	<ul style="list-style-type: none"> Approve the Draft Implementation Plan for the Growth Deal. 	Q2 2019	Joint Committee			Submitted to WG/UKG on 24/03/2019	HT 05
	<ul style="list-style-type: none"> Finalise the Implementation Plan 	Q3 2019	Joint Committee	20/09/19			
	<ul style="list-style-type: none"> Agreement on appropriate and proportionate level of assessment and appraisal of business cases for growth deal projects. 	Q2 2019	Joint Committee / UKG / WG				HT 04
	<ul style="list-style-type: none"> Formal approval of the Heads of Terms for the Growth Deal. 	Q2 2019	Joint Committee / UKG / WG	26/07/19			HT 01
	<ul style="list-style-type: none"> Agreement on "side deals" with WG or MoUs (for example Transport, Property, Business Growth, Skills to deliver the Growth Vision). 	Q3 2019	Joint Committee / WG				HT 06
Governance	<ul style="list-style-type: none"> Identify initial terms of reference for the "informal" sub-committees (Skills and Employment, Sites and Premises, Business and Innovation, Tourism). 	Q3 2019	Joint Committee	✓			GO 08

	<ul style="list-style-type: none"> Agreement on Scrutiny Arrangements. 	Q2/Q3 2019	Joint Committee and Councils scrutiny arrangements	✓	✓		GO 09
	<ul style="list-style-type: none"> Undertake a public appointment process for the Business Leadership Group. 	Q3 2019	Joint Committee				GO 11
	<ul style="list-style-type: none"> Discuss and agree collaboration and governance with the Housing Accelerator Group 	Q2 2019	Joint Committee	26/07/19			
	<ul style="list-style-type: none"> Commercial Governance / Delivery Arrangements 	Q3 2019	Joint Committee	26/07/19			
	<ul style="list-style-type: none"> Approve the "Our Approach" document to set out the cultural arrangements for the NWEAB 	Q2 2019	Joint Committee	✓			
Finance	<ul style="list-style-type: none"> Identify, review and agree a 3 year budget and contributions from all partners. 	Q1 2020	Accountable Body / Joint Committee Increases in contributions will be matters reserved to Parties	Feb 2020		On track to report during Q1 2020	FIN 01
	<ul style="list-style-type: none"> Agree position on NNDR and capitalisation. 	Q4 2019	Section 151 Officers / Accountable Body / Joint Committee				FIN 02
	<ul style="list-style-type: none"> Identify and agree LA borrowing requirements. 	Q3 2019	Partners and the Accountable Body's Finance Officers				FIN 03
	<ul style="list-style-type: none"> Approve Financial Plan 	Q4 2019	Section 151 Officers / Accountable Body / Joint Committee	18/10/19	Oct/Nov 2019		

	<ul style="list-style-type: none"> Government funding released for projects 	Q2 2020	UKG / WG				
Programme Office	<ul style="list-style-type: none"> Appointment of Programme Director. 	Q3 2019	Joint Committee	31/10/19			PO 01
	<ul style="list-style-type: none"> Agree design, cost and structure of a Programme Office. 	Q2 2019	Joint Committee / Accountable Body	28/06/19			PO 02
	<ul style="list-style-type: none"> Agree on ESF Institutional Capacity Bid to support with the work of the Programme Office. 	Q3 2019	Joint Committee / Accountable Body	26/07/19			PO 03
	<ul style="list-style-type: none"> Appointment of Programme Managers within the Programme Office. 	Q3 2019	Joint Committee / Accountable Body				Generic JD drafted PO 04
	<ul style="list-style-type: none"> Agree Project Approval Process (and delegation process). 	Q2 2019	Joint Committee / UKG / WG				CSP 01
Commissioned Strategies and Projects	<ul style="list-style-type: none"> Agree the Business Network North Wales project and implementation Plan. 	Q2 2019	Joint Committee	20/09/19			CSP 02
	<ul style="list-style-type: none"> Approval of Memorandum of Understanding for Business Network 	Q1 2020	Joint Committee	March 2020			CSP 02
	<ul style="list-style-type: none"> Delivery of the LFFN project. 	Q2 2019 onwards	Joint Committee				
	<ul style="list-style-type: none"> Develop 5 Case Business Models for Growth Deal Projects. 	Q2/Q3 2019 onwards	Joint Committee				
	<ul style="list-style-type: none"> Complete full business case for first few project proposals signed off 	Q3 2020	Joint Committee / UKG / WG				
	<ul style="list-style-type: none"> Local project delivery underway 	2020/21	Joint Committee				
	<ul style="list-style-type: none"> Approval of the Skills and 	Q3 2019	Joint Committee	20/09/19			

	Employment Plan.						
Legal and Procurement	<ul style="list-style-type: none"> Develop Template Funding Agreement to allow the transfer of Growth Deal funding to the recipient Project Lead Authority. 	Q3 2019	Accountable Body / Section 151 / Monitoring Officers / Joint Committee				
	<ul style="list-style-type: none"> Agree project plan and timeline for the adoption of Government Agreement 2. 	Q2 2019	Joint Committee / Monitoring Officers				LP 01
	<ul style="list-style-type: none"> Prepare initial working draft Governance Agreement 2 	Q2 2019	Monitoring Officers	26/07/19			
	<ul style="list-style-type: none"> Prepare final draft Governance Agreement 2 for confirmation and approvals 	Q1 2020	Monitoring Officers				
	<ul style="list-style-type: none"> Adoption of Government Agreement 2. 	Q3 2020	Matter reserved to Parties	✓	✓		GO 07
	<ul style="list-style-type: none"> Sign Final Deal 	Q3 2020	Matter reserved to Parties	✓	✓		
	<ul style="list-style-type: none"> Agree Growth Deal Procurement Strategy. 	Q3 2019	Joint Committee / Accountable Body	✓			LP 02
Monitoring and Evaluation	<ul style="list-style-type: none"> Monitoring and Evaluation Plan agreed. 	Q3 2019	Joint Committee	✓			MP 02
	<ul style="list-style-type: none"> Local evaluation of project impact 	2020/21	Joint Committee				
Stakeholder Engagement and Communication	<ul style="list-style-type: none"> Quarterly update reports to partners 	Quarterly from Q2 2019	Programme Office				
Strategic Regional Function	<ul style="list-style-type: none"> Explore key strategic functions at a regional level that will support both the implementation of the deal and wider 	Ongoing	Joint Committee / UKG / WG				

	development activity.						
	<ul style="list-style-type: none"> Agreement of protocol with the Minister for North Wales and the new Regional Standing Committee. 	Q3 2019	Joint Committee / Minister for North Wales / Regional Standing Committee				
Delivery Management	<ul style="list-style-type: none"> All Project Boards in place to coordinate the delivery of commissioned projects. 	Ongoing	Project Sponsors				GO 08

COMPLETED TASKS

Category	Action	Timeframe (Quarters, calendar year)	Responsibility	Reporting		RAG Status	Identified Risk
				NWEAB	Councils		
Heads of Terms	Approval of “Programmes” for the North Wales Growth Deal. (3 Key Thematic Areas and 4 Key Enablers).	Q1 2019	Joint Committee			COMPLETE	
	Assessment of options and agree way forward on the £240 Million budget available from the UKG/WG to deliver the Growth Deal. (Draft Implementation Plan)	Q1 2019	Joint Committee			COMPLETE	HT 05
	Review of Outline Business Cases to match commitment within the Draft Implementation Plan.	Q1 2019	Executive Support Group			COMPLETE	HT 04
	Approve/Feedback on Outline Business Cases	Q2 2019	WKG / WG			COMPLETE	HT 04
	Challenge sessions with UKG / WG Ministers.	Q2 2019	Representative from Joint Committee with UKG and WG Ministers			COMPLETE	HT 04
Governance	Formal establishment of Joint Committee.	Q1 2019	Accountable Body	1/02/19		COMPLETE	GO 03
	Practical arrangements for the Joint Committee.	Q1 2019	Accountable Body / Joint Committee			COMPLETE	GO 03
	Agree Terms of Reference and engagement with Business Delivery Board (private sector advisory board).	Q2 2019	Joint Committee	17/05/19		COMPLETE	GO 10
	Identify and agree 6 month work programme for the Joint Committee.	Q1 2019	Joint Committee	1/02/19		COMPLETE	GO 05
	Identify initial terms of reference for sub-committees, in particular transport sub-committee and	Q2 2019	Joint Committee			COMPLETE	GO 08

	digital sub-committee.						
	Identification and final selection of Accountable Body for GA2.	Q3 2019	Joint Committee				GO 07
Finance	Identify, review and agree a budget for the transitional year 2019/20 and contributions from all partners.	Q1 2019	Accountable Body / Joint Committee	15/3/19		COMPLETE	FIN 01
	Agree budget for the Accountable Body.	Q1 2019	Joint Committee	15/3/19		COMPLETE	FIN 01
Programme Office	Agree on recruitment process for a Programme Director.	Q1 2019	Joint Committee / Accountable Body	1/02/19		COMPLETE	PO 01
Commissioned Strategies and Projects	5 Case Business Models Training for lead project officers	Q2 2019	Partners			COMPLETE	
Monitoring and Evaluation	Programme Risk Register developed.	Q1 2019	Joint Committee	12/04/19		COMPLETE	MP 01
Stakeholder Engagement and Communication	Development and agreement of business and stakeholder engagement plan agreed.	Q2 2019	Joint Committee	17/05/19		COMPLETE	SEC 01
	Communication Plan agreed and protocol	Q2 2019	Joint Committee	17/05/19		COMPLETE	SEC 01
	Development and agreement of political stakeholder engagement plan agreed	Q2 2019	Joint Committee	17/05/19		COMPLETE	SEC 01