



Swansea Bay City Deal Portfolio Level  
Integrated Assurance and Approval Plan v14.0

Assurance / approval / Reporting	Activity/Product	Primary client	2019	2020/2021												2021/2022												Comments	
			2020	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar
<b>Governance</b>																													
<b>Portfolio Level</b>																													
<b>Meetings</b>																													
Joint Committee	Meetings	SRO, JC, PoMO	x			x	x			x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting. August recess.
Programme Board	Meetings	SRO, PB, PoMO	x		x	x	x			x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting.
Economic Strategy Board	Meetings	SRO, ESB, PoMO	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting
Joint Scrutiny Committee	Meetings	SRO, JSC, PoMO	x				x			x				x						x								Meetings every two months. December 2020 meeting cancelled.	
Regional S151 officers	Meetings	AB, PoMO				x				x		x	x							x								Quarterly meeting	
WG/UKG/PMO briefing	Meetings	SRO, PoMO, WG, UKG		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings
SBCD/WG PMO briefing	Meetings	SRO, PoMO, WG		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Weekly meeting
PoMO Team	Meetings	SRO, PoMO		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Weekly meeting
PoMO/Project Leads	Meetings	PoMO, Project Leads				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Fortnightly meetings
Procurement Workshops with Prog / Proj Leads	Meetings	PoMO, Prog / Proj Leads																										Meetings with all Prog / Proj Leads held	
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG		x		x				x																		Meetings every two months	
<b>Key Documentation Review</b>																													
Integrated Assurance & Approval Plan	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC				x				x										x									June 2020 approval at JC / Approval every 6 months. Submitted as part of the Quarterly Monitoring Report to PB and JC
Portfolio Business Case	Live document	SRO, PB, PoMO, JC				x	x			x	x									x									AOR recommendations complete. Portfolio BC Approval gained from JC March 2021. Awaiting approval from UK / WG
AOR Report	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC, WCGIB																		x	x	x	x						Recommendations progressed and implemented in March 2021 version of Portfolio BC
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC				x	x																						July 2020 approval at JC. Quarterly Monitoring Report replaces the Implementation Plan
Portfolio Issues Log	Live document	SRO, PoMO, PB, JC, JSC	x			x	x			x										x									Updated on a quarterly basis in line with Portfolio Risk Register and Covid Impact Assessment
Portfolio Risk Register	Live document. Part of Quarterly Report	SRO, PoMO, PB, JC, JSC	x			x	x			x										x									Quarterly to JC / PB JSC in line with Issues Log. Risk management strategy presented at PB November 2020 and signed off at JC November 2020.
M & E plan	Live document	SRO, PoMO	####			x	x																						Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports in place from Nov 2020. Annual performance report 2021 in draft.
Highlight Report	Live document	PoMO, JC, PB								x	x									x	x								Key prog / proj activity and risks presented monthly to JC and PB
Quarterly Monitoring Report	Live document. Part of Quarterly Report	PoMO, JC, PB																											Key achievements last 3 months, activity planned next 3 months, also includes appendices: IAAP, Portfolio Risk Register, Covid Impact Assessment, AOR progress, Financial Analysis, Community Benefits.
Covid-19 Impact Assessment	Live document. Part of Quarterly Report	SRO, PoMO	####			x	x			x										x									Updated assessments submitted to PB, JC and ESB quarterly.
<b>Key Documentation Approvals</b>																													























Programme Level		
Joint Committee	Meetings	SRO, JC, PMO Feb-21
Programme Board	Meetings	SRO, PB, PMO Feb-21
Ec Strategy Board	Meetings	SRO,ESB.PMO Feb-21
Joint Scrutiny Committee	Meetings	SRO, JSC, PMO Feb-21

\*The risk register is also a standing item at each workstream meeting

\*\*This is covered within each workstream to ensure continuous service improvement

\*\*\*Please note the Health and Wellbeing and Education Strategic Groups have completed on their remit and delivered respective strategies. These Groups have subsequently been superseded by their corresponding Implementation Groups.

The meetings above do not include speciality group meetings which continue to the overall work specification - For example - Therapies group, physicians , hospital managers, primary care , social care (H DUHB/SBUHB)



