Bargen Ddinesig
BAE ABERTAWE
SWANSEA BAY
City Deal

Swansea Bay City Deal Portfolio Level **Item 6d**

Integrated Assurance and Approval Plan V24

Assurance / approval / Reporting	Activity/Product	Primary client	2021/2022												2022/2023												2023/2024												Comments
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	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	
Governance																																							
Meetings																																							
Joint Committee	Meetings	SRO, JC, PoMO			x	x		x	x	x	x	x	x				x			x		x		x		x				x		x		x				x	Will move to bi-monthly after June 2022. No meetings during pre election period April/May 2022.
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	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	Bi-Monthly meeting
Joint Scrutiny Committee	Meetings	SRO, JSC, PoMO			x		x		x		x		x				x		x		x		x		x				x		x		x		x				Meetings every two months. No meetings in pre election period April / May
Regional Section 151 Officers	Meetings	AB, PoMO			x			x			x			x			x			x			x			x			x			x			x			x	Quarterly meeting
WG/UKG/PoMO 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	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings
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	x	x	x	x	x	x	x	x	x	x	x	Fortnightly meetings
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	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG	x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x				Meetings every two months
Strategies, Policies, Processes and Plans																																							
Portfolio Business Case	Strategy	PoMO, SRO, PB, JC, WCGIB									x	x	x	x									x	x	x	x									x	x	x	x	Originally approved by JC in March 2021. Annual update schedule between Dec and March each year. Led by PoMO, updates, consultation and approval by PB and JC prior to submission to WCGIB.
Monitoring and Evalution Plan	Strategy	SRO, PoMO										x	x											x	x											x	x	Reviewed, updated and approved in line with Portfolio Business Case update and approval
Risk and Issue Strategy	Strategy	JC, PB, JSC, PoMO										x	x											x	x											x	x	Reviewed, updated and approved in line with Portfolio Business Case update and approval
Change Management	Process	JC, PB, JSC, PoMO										x	x											x	x											x	x	Reviewed, updated and approved in line with Portfolio Business Case update and approval
Communications and Marketing Plan	Plan	JC, PB, JSC, PoMO									x	x												x	x											x	x	Reviewed, updated and approved in line with Portfolio Business Case update and approval
Gateway Assurance Framework	Process	JC, PB, JSC, PoMO											x											x	x											x	x	Approved by PB in Feb-22. Awaiting further work with UKG and WG on feedback prior to JC approval.
Anti-Fraud and Anti-Corruption Strategy	Strategy	JC, PB, JSC, PoMO						x												x												x							Review annually in Sept of each year and approved via governance boards if required
Welsh Language Guidance	Process	JC, PB, JSC, PoMO		x																x												x							Review annually in Sept of each year and approved via governance boards if required
Meeting Protocol	Process	JC, PB, JSC, PoMO						x												x												x							Review annually in Sept of each year and approved via governance boards if required
Reporting																																							
Highlight Report	Monthly	SRO, PoMO, PB, JC, ESB, JSC		x	x		x	x		x	x		x	x		x	x		x	x		x	x		x	x		x	x		x		x	x		x	x	Monthly report summarising achievement, plans and risks/issues. No report during Quarterly report month
Quarterly Monitoring Reports	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC	x			x			x			x			x			x			x			x			x			x			x			x		Quarterly monitoring report collated by PoMO and reported through PB, JC, JSC
Integrated Assurance & Approval Plan	Quarterly Report	SRO, PoMO, PB, JC, JSC	x			x			x			x			x			x			x			x			x			x			x			x		Quarterly monitoring report collated by PoMO and reported through PB, JC, JSC
Issues Log	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC	x			x			x			x			x			x			x			x			x			x			x			x		Updated on a quarterly basis in line with Portfolio Risk Register and Covid Impact Assessment
Risk Register	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC	x			x			x			x			x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
SBCD Dashboard	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC													x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Covid-19 Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC	x			x			x			x			x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC										x			x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Community Benefits	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC										x			x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC	x			x			x			x			x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC										x			x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC													x			x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Joint Committee Workplan	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																x			x			x			x			x			x			x		Part of Quarterly Monitoring Report
Gateway Review Action Plan	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC				x		x				x			x			x		x	x			x			x			x			x			x		Gateway 0 recommnedation report produced annually in July; approved through governance by Sept and progress reported on a quarterly basis
Regional Audit Action Plan	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC	x			x			x			x			x			x			x			x			x			x			x			x		Audit recommendations provided in April of each year with Quarterly monitoring on progress against actions
Annual Report	Annual	SRO, PoMO, PB, JC, ESB, JSC	x	x	x																						x	x	x										Annual report detailing status and progress made over last 12 months across the Portfolio
Assurance																																							
Level 1 - Functional Assurance (Internal)																																							
Technical, due diligence, data security and financial	Internal procedures	PoMO							x									x						x						x						x			Aligned to PoBC update and Gateway assurance process
Level 2 - Independent																																							
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO																																					SRO appointment in June 2020. RPA submitted
OGC Gateway Review Process	Stage Gate 0 Portfolio Strategic Assessment	SRO, PB, PoMO, JC				x												x												x									DCA rating Amber/Green - July 2021. Annual Assessment in July of each year. Led by Portfolio SRO and supported by PoMO and WG
Accounting Officer Review (AOR)	Accounting Officer Review (AOR)	SRO, PB, PoMO, JC, WCGIB																																					A one-off exercise to approve Portfolio business case in 2021. All AOR recommendations were completed.
Level 3 - Audit																																							
External Audit	Annual Wales Audit Recommendati	AB, PoMO			x	x	x										x	x	x										x	x	x								Annual Wales led Audit recommendation report with with approval at JC by Sept each year
Internal Audit	PCC Annual Audit Recommendation Report	AB, PoMO											x	x											x	x											x	x	Pembrokeshire Council led internal audit. Report due each year in March with approval at Programme Board in April