

Assurance / approval / Reporting	Activity/Product	Primary client	2020/2021				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	
Governance																												
Meetings																												
Joint Committee	Meetings	SRO, JC, PoMO			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																						Monthly meeting.
Economic Strategy Board	Meetings	SRO, ESB, PoMO			x	x																						Bi-Monthly meeting
Joint Scrutiny Committee	Meetings	SRO, JSC, PoMO					x																					Meetings every two months. No meetings in pre election period April / May
Regional Section 151 Officers	Meetings	AB, PoMO			x																							Quarterly meeting
WG/UKG/PoMO briefing	Meetings	SRO, PoMO, WG, UKG	x	x																								Monthly meetings
PoMO Team	Meetings	SRO, PoMO	x	x																								Fortnightly meetings
PoMO/Project Leads	Meetings	PoMO, Project Leads			x	x																						Monthly meetings
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG	x	x																								Meetings every two months
Strategies, Policies, Processes and Plans																												
Portfolio Business Case	Strategy	PoMO, SRO, PB, JC, WCGB			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 WCGB.
Monitoring and Evaluation Plan	Strategy	SRO, PoMO			x																							Reviewed, updated and approved in line with Portfolio Business Case update and approval
Risk and Issue Strategy	Strategy	JC, PB, JSC, PoMO																										Reviewed, updated and approved in line with Portfolio Business Case update and approval
Change Management	Process	JC, PB, JSC, PoMO																										Reviewed, updated and approved in line with Portfolio Business Case update and approval
Communications and Marketing Plan	Plan	JC, PB, JSC, PoMO																										Reviewed, updated and approved in line with Portfolio Business Case update and approval
Gateway Assurance Framework	Process	JC, PB, JSC, PoMO																										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																										Review annually in Sept of each year and approved via governance boards if required
Welsh Language Guidance	Process	JC, PB, JSC, PoMO																										Review annually in Sept of each year and approved via governance boards if required
Meeting Protocol	Process	JC, PB, JSC, PoMO																										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																								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																						Quarterly monitoring report collated by PoMO and reported through PB, JC, JSC
Integrated Assurance & Approval Plan	Quarterly Report	SRO, PoMO, PB, JC, JSC			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																						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																						Part of Quarterly Monitoring Report
SBCD Dashboard	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Part of Quarterly Monitoring Report
Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Part of Quarterly Monitoring Report
Community Benefits	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Part of Quarterly Monitoring Report
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Part of Quarterly Monitoring Report
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Part of Quarterly Monitoring Report
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Part of Quarterly Monitoring Report
Joint Committee Workplan	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Part of Quarterly Monitoring Report
Gateway Review Action Plan	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																										Gateway 0 recommendation 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																									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																								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																										Aligned to PoBC update and Gateway assurance process
Level 2 - Independent																												
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO			x																							SRO appointment in June 2020. RPA submitted



**HAPS Project
Integrated Assurance and Approval Plan**

Assurance / approval / Reporting	Activity/Product	Primary client	2020/2021			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	
Governance																												
Meetings																												
HAPS Regional Project Board	Meeting	SRO,CCC, PCC, CCS, NPT							x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Bi- Monthly meetings
HAPS Regional Technical / Advisory group	Meeting	CCC, PCC, CCS, NPT & Pltns																										To be established.
Neath Port Talbot Council - RSD	Council Meeting	NPT	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 Joint Committee	Meeting	SRO, JC, 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	Bi monthly from June 2022
SBCD Programme Board	Meeting	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	Monthly meetings
SBCD Economic Strategy Board	Meeting	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	x	bi monthly meetings
SBCD JSC	Meeting	SRO, JSC, 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	bi monthly from June
PoMo / Project Leads Team Meeting	Meeting	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	Monthly meetings
Strategies, Policies, Processes and Plans																												
Project Business Case	Strategy	SRO, HAPS PB, PoMo, PB, JC, JSC			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Obc approved July 2021, will be revised and updated where appropriate on a six monthly basis
Project Implementation Plan	Plan	SRO, HAPS PB, PoMo, PB, JC, JSC			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Regular review / update - internal project planning document
Monitoring & Evaluation Plan	Plan	SRO, HAPS PB, PoMo, PB, JC, JSC							x	x				x	x													Regular review
Project Communications Strategy	Strategy	SRO, HAPS PB, PoMo, PB, JC, JSC								x	x	x	x															Regular review
Reporting																												
Highlight Report	Monthly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB							x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly (highlight),apartfrom when Q Monitoring Report
Project risk register	Bi Monthly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB			x	x	x	x	x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Reviewed bi-monthly and updated if appropriate
Project issues log	Bi Monthly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Regular Review
Quarterly Monitoring Report	Quarterly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB							x	x				x	x													Quarterly Report
Integrated Assurance & Approval Plan	Quarterly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB							x	x				x	x													Quarterly Report
Benefits Register	Quarterly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB														x	x											To review / monitor / update on a regular basis
Community Benefits	Quarterly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB															x	x										regular review
Financial Monitoring	Quarterly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB								x	x																	regular review
Procurement Pipeline	Quarterly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB															x	x										regular review
Construction Impact Assessment	Quarterly Report	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB																x	x									regular review
Assurance																												
Level 1 - Functional Assurance (Internal)																												
Technical, due diligence, data security and financial	Internal procedures	SRO, HAPS PB, PoMo, PB, JC, JSC																										
Level 2 - Independent																												
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMo			x																							Delivery Confidence Assessment (DCA) Amber rating - June-20.
OGC Gateway Process	Project Assessment Review (PAR)	SRO, PB, PoMo			x																							PAR Review carried out July 22 - Amber/Red rating.
OGC Gateway Process	Assurance of Action Plan (AAP)	SRO, PB, PoMo																										AAP of PAR carried out Nov 22 - Amber rating
OGC Gateway Process	Critical Friend Review (CFR)	SRO, HAPS PB, PoMo, PB, JC, JSC, ESB																										TBC
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMo, JC																										
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PoMo, JC																										
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PoMo, JC																										Discussions to be held with SRO after PAR is held in July with regards to arranging future Gateway Reviews
OGC Gateway Process	Gate 3 Investment Decision	SRO, PB, PoMo, JC																										
OGC Gateway Process	Gate 4 Readiness for Service	SRO, PB, PoMo, JC																										
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO, PB, PoMo, JC																										
Level 3 - Audit																												
External Audit		SRO, HAPS PB, PoMo, PB, JC, JSC																										TBC
Internal Audit		SRO, HAPS PB, PoMo, PB, JC, JSC																										Discussed with NPT Audit Team , awaiting schedule.

Audit	Audit	SRO, PB, PoMO, JC	WAQINAO	WAQINAO	WAQINAO																																										Annual audit
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Table with columns for Assurance / approval / Reporting, Activity/Product, Primary client, and months from 2019/2020 to 2023/2024. Includes sections for Governance, Meetings, and Assurance.

Level 3 - Audit																				
Audit	Audit	SRO, PB, PoMO, JC	WAONAO	WAONAO	WAONAO							IA	IA	IA	WAONAO	WAONAO	WAONAO			



Comments



weekly meetings

Monthly meeting

Quarterly meeting

Quarterly meeting

Monthly meeting

Monthly meeting. August recess. Bi monthly from June 2022

Monthly meeting. Two meetings in June 2020. August 2020 meeting cancelled

Bi-Monthly meeting

Meetings every two months

Monthly meeting

Quarterly retrospective

Quarterly into delivery phase
Approval from Welsh and U.K. Government received Dec 21, Now quarterly review and update at a stage gate / stage boundary
Revised plan to be approved by PB Feb 2022
Monthly, apart from when Q Monitoring Report
Quarterly
Quarterly
Quarterly
June 2020 approval at JC. IAAP review every quarter
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Annual review to ensure fit for purpose
SRO appointment in June 2020. RPA submitted Jan-21
DCA Green/Amber - Aug-21. Completed
Gate 0 will include key milestones for both sites (Singleton and Morriston) and both phases
Part of Gate 0 review for Singleton site. Due to delay in funding agreement. Gateway review to be postponed 6 months
Part of Gate 0 review for Singleton site completion of build
How frequently does this need to be done?
Health check on entire project? Internal by City deal.

Wales Annual Audit