Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

Supporting Innovation and Low Carbon Growth
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	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																																																			
SILCG Programme Board	Meeting	SRO, Partners, PoMO						x		x		x		x	x	x	x				x	x		x		x	x	x	x					x				x			x			x			x			x	quarterly meetings
Project Working Group - BTC	Meeting	NPT, Partners	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	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings
Project Working Group - SWITCH	Meeting	NPT,SU, Partners	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	x			x	x	x	Monthly meetings
Project Working Group - Decarb	Meeting	NPT, Partners	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	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings
Project Working Group - AMPF	Meeting	NPT, Partners	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
Neath Port Talbot Council - RSD Board	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	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	Monthly meetings, bi-monthly after 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	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		x		x		x		x		x		x		x		Bi-monthly meetings
SBCD Joint Scrutiny Committee	Meeting	SRO, JSC, PoMO														x		x		x		x		x		x			x			x		x		x		x			x			x		x		x		x	Monthly meetings
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	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																																																			
SILCG Programme Business Case	sine	SRO, SILCG PB, PoMO, PB, JC, JSC								x		x						x	x	x																	x	x	x												PBC approved Aug 2021
Programme Implementation Plan	Plan	SRO, SILCG 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	x	x	x		x	x	x	x	x	x	x	x	x	x	x		x	Regular review
Monitoring & Evaluation Plan	Plan	SRO, SILCG PB, PoMO, PB, JC, JSC						x		x			x					x	x			x		x			x			x	x			x		x			x			x	x		x		x				x	Regular review
Programme Communications Strategy	Plan	SRO, SILCG PB, PoMO, PB, JC, JSC						x		x			x					x				x		x			x			x				x		x			x			x			x		x				x	Regular review
Reporting																																																			
Highlight Report	Monthly Report	SRO, SILCG 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		x	x		x	x	Monthly report apart from when Quarterly Monitoring
Programme Risk Register	Regular Report	SRO, SILCG PB, PoMO, PB, JC, JSC								x	x	x	x	x			x	x			x		x			x			x	x			x			x		x							x			x		x	Regular review
Programme Issues Log	Regular Report	SRO, SILCG 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	x			x	x	x	x		x	Regular review
Quarterly Monitoring Report	Quarterly Report	SRO, SILCG PB, PMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			Quarterly review
Intregrated Assurance & Approval Plan	Quarterly Report	SRO, SILCG PB, PoMO, ESB										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	Regular review
Benefits Register	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly review
Community Benefits	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly review
Financial Monitoring	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			Quarterly review
Procurement Pipeline	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly review
Construction Impact Assessment	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB																									x			x			x			x			x			x			x			x			Quarterly review
Assurance																																																			
Level 1 - Functional Assurance (Internal)																																																			
Technical, due diligence, data security and financial	Internal procedures	SRO, SILCG PB, PoMO, PB, JC, JSC													x		x			x			x			x	x		x			x			x			x	x		x			x			x			To plan with NPT internal audit for 2022
Level 2 - Independent																																																			
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO			x																					x																									Meeting with WG Jan 2022
OGC Gateway Process	Performance Assessment Review (PAR)	SRO, PB, PoMO, JC			x																																						x							DCA Amber rating - June-20. PAR potentially in September 2023
OGC Gateway Process	Critical Friend Review (CFR)	SRO, HAPS PB, PoMO, PB, JC, JSC							x																																									Part of BC approval process. All recommedations complete
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC																																					x											Assessment meeting with PoMO & WG Jan 2022. Gate 0 timed to co-incide with key decision points for projects. Provisional scheduling shown for 2023 - to be agreed following Sep 22 review.
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PoMO, JC																																																
OGC Gateway Process	Gate 2 Delivery Strategy	SRO,PB,PoMO, JC																																																Delivery Strategy for AMPF and PDF
OGC Gateway Process	Gate 3 Investment Decision	SRO,PB,PoMO, JC																																		x														Investment decision for SWITCH Sep 22. Investment decision for AMPF June 23
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PoMO, JC																																																
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PoMO, JC																																																Review and benefits for Technology Centre
Level 3 - Audit																																																			
External Audit		SRO, SILCG PB, PoMO, PB, JC, JSC																																																x	PAR potentially in March 2024
Internal Audit		SRO, SILCG PB, PoMO, PB, JC, JSC																																	x	x															Discussions held with NPT internal audit team to be held in October 2022
Risk Critical Friends		SRO, SILCG PB, PoMO, PB, JC, JSC																																																	PoMO to advise