Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

Swansea Bay City Deal Portfolio Level
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																																																	
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		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	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		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		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			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	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	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	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			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	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									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			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		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			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			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			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			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
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			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			x		Part of Quarterly Monitoring Report
Joint Committee Workplan	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC																												x						x									x					Updated every 6 months and taken through JC for approval
Gateway Review Action Plan	Quarterly Report	SRO, PoMO, PB, JC, ESB, JSC						x										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			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																							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			x																																										SRO appointment in June 2020. RPA submitted
OGC Gateway Review Process	Stage Gate 0 Portfolio Strategic Assessment	SRO, PB, PoMO, JC				x												x												x													x					Last Gateway Review completed July 2023 Amber / Green rating awarded. Next review mid July 2024
Accounting Officer Review (AOR)	Accounting Officer Review (AOR)	SRO, PB, PoMO, JC, WCGIB						x	x		x																																					A one-off exercise to approve Portfolio business case in 2021. All AOR recommendations were completed.
Level 3 - Audit																																																

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Integrated Assurance and Approval Plan

| Assurance / approval / Reporting | Activity/Product | Primary client | Last review date | 2019/2020 | | | | | | | | | | | | 2020/2021 | | | | | | | | | | | | 2021/2022 | | | | | | | | | | | | 2022/2023 | | | | | | | | | | | | 2023/2024 | | | | | | | | | | | | Comments |
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Swansea District & Waterfront Digital District

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	2022/2023			2023/2024												Comments
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance																		
Meetings																		
Project board	Live document	CCS	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
City and County of Swansea	Council Meetings	CCS	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
UWTSD	UWTSD meetings	UWTSD			x						x		x			x		Quarterly Meeting
Project Partners	Meetings	Partners	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
Joint Committee	Meetings	SRO, JC, PoMO	x		x		x		x		x		x			x		Monthly Meeting, moving to bi monthly June 2022
Programme Board	Meetings	SRO, PB,PoMO	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	Bi monthly
Joint Scrutiny Committee	Meetings	SRO, JSC, PoMO	x		x		x		x		x		x		x		x	Bi monthly
PoMO / Project Leads Team Meetin	Meetings	PoMO, Projec Leads	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
Uk and Welsh Gov Policy Workshop	Meetings	SRO, PoMO																
Risk Critical Friends	Meetings	PoMO, IA, Proc, Risk																
Lessons learned workshop	Meetings	Partners																
Comms group	Meetings	Partners																
Strategies, Policies, Processes and Plans																		
Project business case	Strategy	SRO, PoMO, PB, JC, JSC																
Project Implementation Plan	Plan	SRO, PoMO, PB, JC, JSC																
Reporting																		
Highlight Report	Mothly Report	SRO, PoMO, PB, JC, JSC, ESB		x	x		x	x		x	x		x	x		x	x	monthly apart from when Q Report is due
Risk Register	Regular Report	SRO, PMO, PB, JC, JSC	x			x			x			x			x			Quarterly
Project issues log	Regular Report	SRO, PMO, PB, JC, JSC	x		x		x		x		x		x		x		x	Quarterly
Quarterly Monitoring Report	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x			x			x			Quarterly reporting
Integrated Assurance & Approval Pl	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x			x			x			Quarterly reporting
Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x			x			x			Quarterly reporting
Community Benefits	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x			x			x			Quarterly reporting
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x			x			x			Quarterly reporting
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x			x			x			Quarterly reporting
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x			x			x			Quarterly reporting
Assurance																		
Level 1 - Functional Assurance (Internal)																		
Technical, due diligence, data security and financial	Internal procedures	PoMO, Project Lead									x							Annual review

Level 2 - Independent																			
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO																	
OGC Gateway Process	Project Assessment Review (PAR)	SRO, PB, PoMO, JC																	
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC																	Overall Project BC
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PoMO, JC																	
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PoMO, JC																	
OGC Gateway Process	Gate 3 Investment Decision	SRO, PB, PoMO, JC																	Lead deliverer UWTSD: Innovation Matrix/inc. Precinct
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PoMO, JC																	
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PoMO, JC																	Arena lessons learned
Level 3 - Audit																			
Audit	Audit	SRO, PB, PoMO, JC																	

Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

Swansea District & Waterfront Digital District

Integrated Assurance and Approval Plan

| Assurance / approval / Reporting | Activity/Product | Primary client | 2019/2020 | | | | | | | | | | | | 2020/2021 | | | | | | | | | | | | 2021/2022 | | | | | | | | | | | | 2022/2023 | | | | | | | | | | | | 2023/2024 | | | | | | | | | | | | Comments |
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City Deal

Yr Egin - Phase 2

Integrated Assurance and Approval Plan

| Assurance / approval / Reporting | Activity/Product | Primary client | 2019/2020 | | | | | | | | | | | | 2020/2021 | | | | | | | | | | | | 2021/2022 | | | | | | | | | | | | 2022/2023 | | | | | | | | | | | | 2023/2024 | | | | | | | | | | | | 2024/2025 | | | | | | | | | | | | Comments |
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Digital Infrastructure

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																																																	
Digital Programme Board	Meeting	CCC, PCC, CCS, 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	Monthly Programme Board meetings
Carmarthenshire County Council	Council Meeting	CCC		x				x	x	x			x																																				Reports and/or presentations taken to CMT/PEB/EB as appropriate for decisions and updates
Regional Local Authorities	Council Meeting	CCC, SCC, PCC, NPTC						x	x																																							Reports/Business Case taken as appropriate for decision and discussion
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			x	Monthly meeting - Highlight reports/Project updates provided as requested. 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	x	x	x	x	x	x	x	x	x	Monthly meeting - Highlight reports/Project updates provided as requested
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 meeting - Highlight reports/Project updates provided as requested
Joint Scrutiny Committee	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	Meeting every two months - Documentation provided as requested
PoMO / Project Leads 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	Monthly Meetings
UK and Welsh Gov Policy discussions	Meeting	SRO, PoMO		x		x		x	x		x			x			x			x			x			x			x			x			x			x				x			x			x	Several policy meetings have taken place to inform Business Case. Policy discussions ongoing quarterly.
Strategies, Policies, Processes and Plans																																																	
Digital Infrastructure Programme Business Case	Strategy	PoMO, SRO, PB, JC, WCGIB							x	x	x																																							On-going - Latest amendments completed and approved by board in Sept 23.
Reporting																																																	
Highlight Report	Monthly Report	SRO, 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 Q Monitoring
Programme Risk Register & Issues Log	Monthly Report	SRO, PoMO, PB								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	Risk register and issues log produced and live. Monthly review and amendments ongoing via Digital Programme Board.
Quarterly Monitoring Report	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			
Integrated Assurance & Approval Plan	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			
Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			
Community Benefits	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			
Assurance																																																	
Level 1 - Functional Assurance (Internal)																																																	
Technical, due diligence, data security and financial	Internal procedures	PLA, Project Leads																			x												x												x					Annual Review
Level 2 - Independent																																																	
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO			x			x																		x																								Reviewed and updated March 2022
OGC Gateway Process	Project Assessment Review (PAR)	SRO, PB, PoMO, JC																																															DCA rating Amber/Green - Oct-21
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC							x																																								Latest review completed October 2023 - DCA rating GREEN/AMBER. Recommend next review 18months.
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PoMO, JC																																														
OGC Gateway Process	Gate 2 Delivery Strategy	SRO,PB,PoMO, JC																																															
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 and risk																																																	
Audit	Audit	SRO, PB, PoMO, JC	WAO/NAO	WAO/NAO	WAO/NAO																																												TBC

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SWANSEA BAY
City Deal

Skills and Talent

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																																																		
Project board	Meetings	CCC, PCC, CCS, 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	Monthly meeting
Carmarthenshire County Council	Council Meetings	CCC	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 meeting
RLSP	Meetings	RLSP	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 meeting
Regional LAs	Council Meetings	CCC, SCC, NPTC, PCC			x				x																																								
Project Partners	Meetings	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	Monthly meeting
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	x			x			x		x		x		x		x		x		x		x		x	Monthly meeting, bi monthly after June
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	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		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		x		x		x		x		x		x		x		x		Bi monthly meeting
PoMO / Project Leads Team Meeting	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	x	x	x	x	x	x	x	x	x	Monthly meeting
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PoMO																																															
Risk Critical Friends	Meetings	PoMO, IA, Proc, Risk							x	x	x																																						
Lessons learned workshop	Meetings	Partners											x																																				
Comms group	Meetings	Partners			x			x			x			x																																			
Strategies, Policies, Processes and Plans																																																	
Project business case	Strategy	SRO, PoMO, PB, JC, JSC																																															
Project Implementation Plan	Plan	SRO, PoMO, PB, JC, JSC	x			x			x			x			x			x			x			x			x			x			x			x			x			x			x			x		
Project M & E plan	Plan	SRO, PoMO, PB, JC, JSC																																															
Reporting																																																	
Highlight Report	Monthly Report	SRO, 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	x	Monthly report apart from when Q Monitoring takes place
Project risk reg	Bi Monthly Report	SRO, 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	Bi Monthly Report
Project issues log	Bi Monthly Report	SRO, PMO, 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	Bi Monthly Report
Quarterly Monitoring	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB									x				x			x			x			x			x			x			x			x			x			x			x			x			Quarterly Report
Integrated Assurance & Approval Plan	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB									x				x			x			x			x			x			x			x			x			x			x			x			x			Quarterly Report
Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly Report
Community Benefits	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly Report
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB									x				x			x			x			x			x			x			x			x			x			x			x			x			Quarterly Report
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly Report
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																									x			x			x			x			x			x			x			x			Quarterly Report
Assurance																																																	
Level 1 - Functional Assurance (Internal)																																																	
Technical, due diligence, data security and financial	Internal procedures	PoMO, Project Lead						x												x													x												x						Annual review
Level 2 - Independent																																																	
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO														x										x																								
OGC Gateway Process	Project Assessment Revew (PAR)	SRO, PB, PoMO																																																
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC																x																																Gate 0 undertaken Jan 23 - Green DCA. Assessment .
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PoMO, JC																																															
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PoMO, JC																																															
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																																																	
Audit	Audit	SRO, PB, PoMO, JC	WAO/NA	WAO/NA	WAO/NA																																												Annual audit

Bargen Ddinesig
BAE ABERTAWE
SWANSEA BAY
City Deal
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Assurance / approval / Reporting	Activity/Product	Primary client	2019/2020												2020/2021												2021/2022												2022/2023												2023/2024														
			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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Governance													

Bargen Ddinesig Bae Abertawe Swansea Bay City Deal

SBCD Campuses

Integrated Assurance and Approval Plan

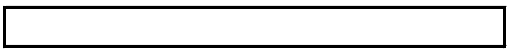
| Assurance / approval / Reporting | Activity/Product | Primary client | 2020/2021 | | | | | | | | | | | | 2021/2022 | | | | | | | | | | | | 2022/2023 | | | | | | | | | | | | 2023/2024 | | | | | | | | | | | | 2024/2025 | | | | | | | | | | | | Comments |
|---|---|---

Bargen Ddinesig
BAE ABERTAWE
SWANSEA BAY
City Deal

HAPS Project
Integrated Assurance and Ap

Assurance / approval / Reporting	Activity/Product
Governance	
Meetings	
HAPS Regional Project Board	Meeting
HAPS Regional Technical / Advisory group	Meeting
Neath Port Talbot Council - RSD	Council Meeting
SBCD Joint Committee	Meeting
SBCD Programme Board	Meeting
SBCD Economic Strategy Board	Meeting
SBCD JSC	Meeting
PoMO / Project Leads Team Meeting	Meeting
Strategies, Policies, Processes and Plans	
Project Business Case	Strategy
Project Implementation Plan	Plan
Monitoring & Evaluation Plan	Plan
Project Communications Strategy	Strategy
Reporting	
Highlight Report	Monthly Report
Project risk register	Bi Monthly Report
Project issues log	Bi Monthly Report
Quarterly Monitoring Report	Quarterly Report
Intregrated Assurance & Approval Plan	Quarterly Report
Benefits Register	Quarterly Report
Community Benefits	Quarterly Report
Financial Monitoring	Quarterly Report
Procurement Pipeline	Quarterly Report
Construction Impact Assessment	Quarterly Report
Assurance	
Level 1 - Functional Assurance (Internal)	
Technical, due diligence, data security and financial	Internal procedures

Level 2 - Independent	
OGC Gateway Process	Risk Potential Assessment
OGC Gateway Process	Project Assessment Review (PAR)
OGC Gateway Process	Assurance of Action Plan (AAP
OGC Gateway Process	Critical Friend Review (CFR)
OGC Gateway Process	Gate 0 Programme Strategic Assessment
OGC Gateway Process	Gate 1 Business Justification
OGC Gateway Process	Gate 2 Delivery Strategy
OGC Gateway Process	Gate 3 Investment Decision
OGC Gateway Process	Gate 4 Readiness for Service
OGC Gateway Process	Gate 5 Operations Review & Benefits
Level 3 - Audit	
External Audit	
Internal Audit	

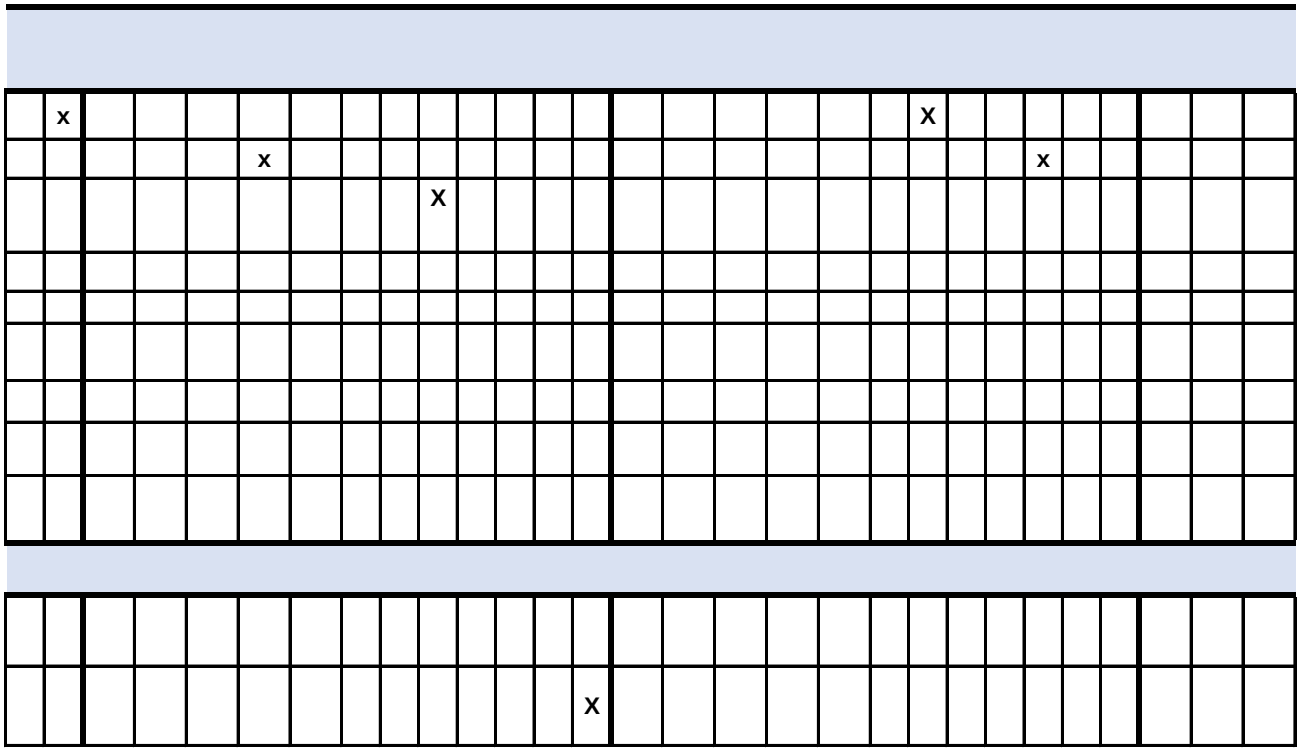


proval Plan

Primary client	2020/2021												2021/2022									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
SRO,CCC, PCC, CCS, NPT						x		x		x	x	x	x	x	x				x			x
CCC, PCC, CCS, NPT & Ptnrs										x												x
NPT	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x		x	x
SRO, JC, PoMO	x	x	x	x	x	x	x	x	x	x	x	x			x			x		x		x
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
SRO,ESB.PoMO	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x		x	
SRO, JSC, PoMO		x		x		x		x		x		x			x			x		x		x
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
SRO, HAPS PB, PoMO, PB,JC,JSC				x		x		x		x			x		x	x						
SRO, HAPS PB, PoMO, PB, JC, JSC				x		x		x		x	x		x		x				x	x	x	x
SRO, HAPS PB, PoMO, PB, JC, JSC							x		x						x	x				x	x	
SRO, HAPS PB, PoMO, PB, JC, JSC								x				x		x		x	x				x	x
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB								x	x		x	x		x	x		x	x		x	x	
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB				x		x		x	x	x						x		x		x	x	x
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB				x		x		x		x		x	x	x	x	x	x	x	x	x	x	x
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB										x			x			x			x			x
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB										x			x			x			x			x
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB																						x
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB																						x
SRO, HAPS PB, PMO, PB, JC, JSC, ESB										x			x			x			x			x
SRO, HAPS PB, PoMO, PB,																						x
SRO, HAPS PB, PoMO, PB, JC, JSC, ESB																						
SRO, HAPS PB, PoMO, PB, JC, JSC													x		x			x			x	

SRO, PB, PoMO			x																		
SRO, PB, PoMO			x																		
SRO, PB, PoMO																					
SRO, HAPS PB, PoMO, PB,																					
SRO, PB, PoMO, JC																					
SRO, PB, PoMO, JC																					
SRO,PB,PoMO, JC																					
SRO,PB,PoMO, JC																					
SRO,PB,PoMO, JC																					
SRO,PB,PoMO, JC																					
SRO, HAPS PB, PoMO, PB, JC, JSC																					
SRO, HAPS PB, PoMO, PB, JC, JSC																					X

		2022/2023												2023/2024														
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
	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	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		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		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		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			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			x			x	x		x			x			x			x	x		x


x
x
X
X
x

2024/2025								
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
			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			x		
x			x			x		
	x	x		x	x		x	x
	x		x		x		x	
x			x			x		
x			x			x		
x			x			x		
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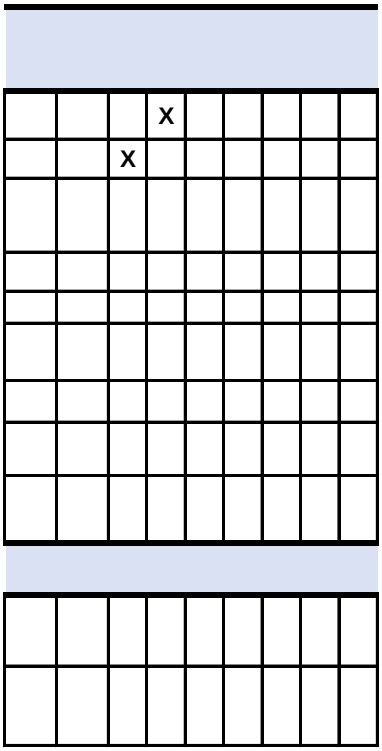
x			x			x		
		x			x			x


X
X

Comments
Bi- Monthly meetings
To be established.
Monthly meetings
Bi monthly from June 2022
Monthly meetings
bi monthly meetings
bi monthly from June
Monthly meetings
OBC approved July 2021, will be revised and updated where approporiate on a six monthly basis
Regular review / update - internal project planning document
Regular review
Regular review
Monthly (highlight),apartfrom when Q Monitoring Report
Reviewed bi-monthly and updated if appropriate
Regular Review
Quarterly Report
Quarterly Report
To review / monitor / update on a regular basis
regular review
regular review
regular review
regular review

Delivery Confidence Assessment (DCA) Amber rating - June-20.
PAR Review carried out July 22 - Amber/Red rating,
AAP of PAR carried out Nov 22 - Amber rating
TBC
Discussions to be held with SRO after PAR is held in July with regards to arranging future Gateway Reviews

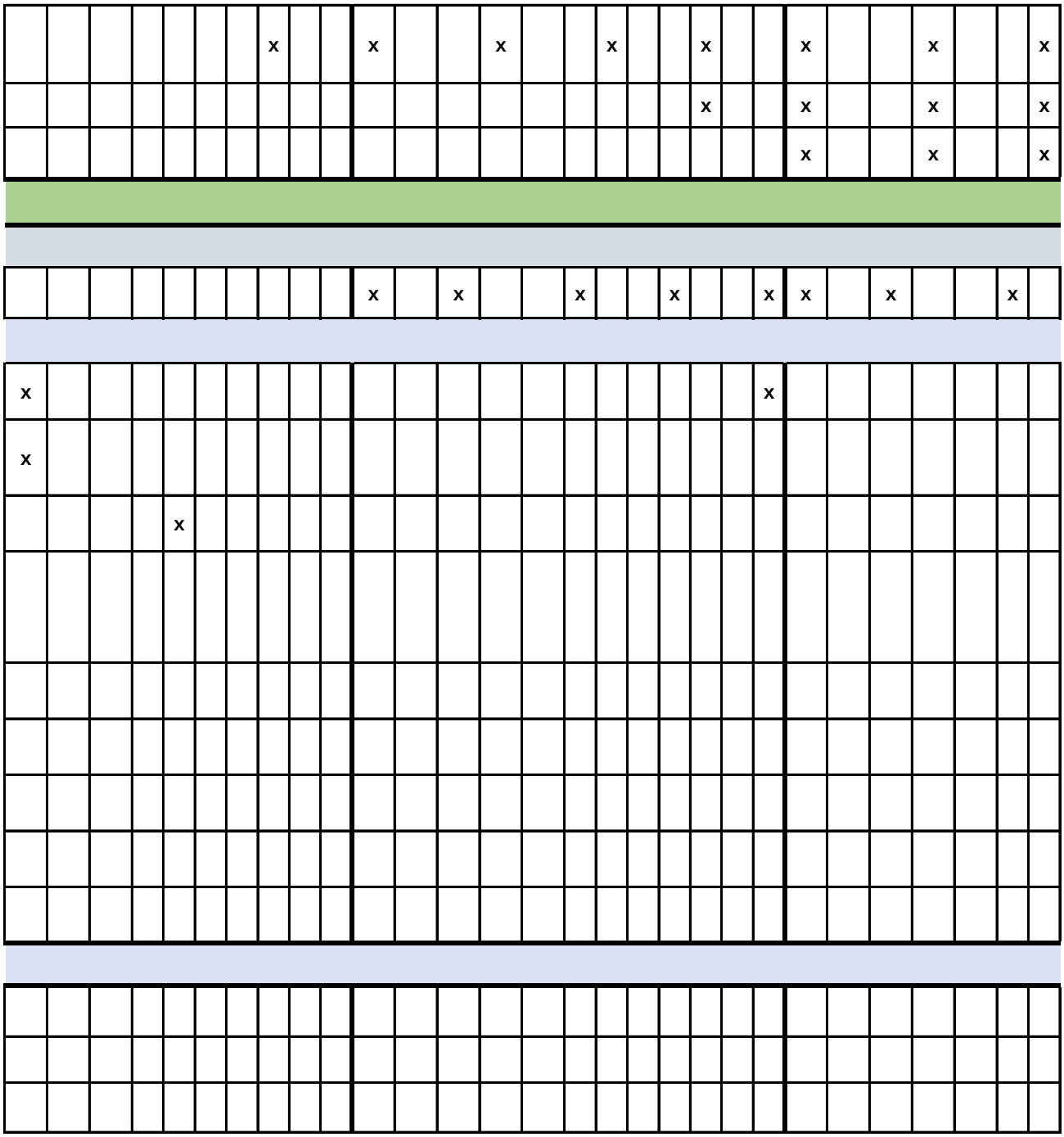
TBC
Discussed with NPT Audit Team, awaiting schedule.

Supporting Innovation and Low Carbon Growth
Integrated Assurance and Approval Plan

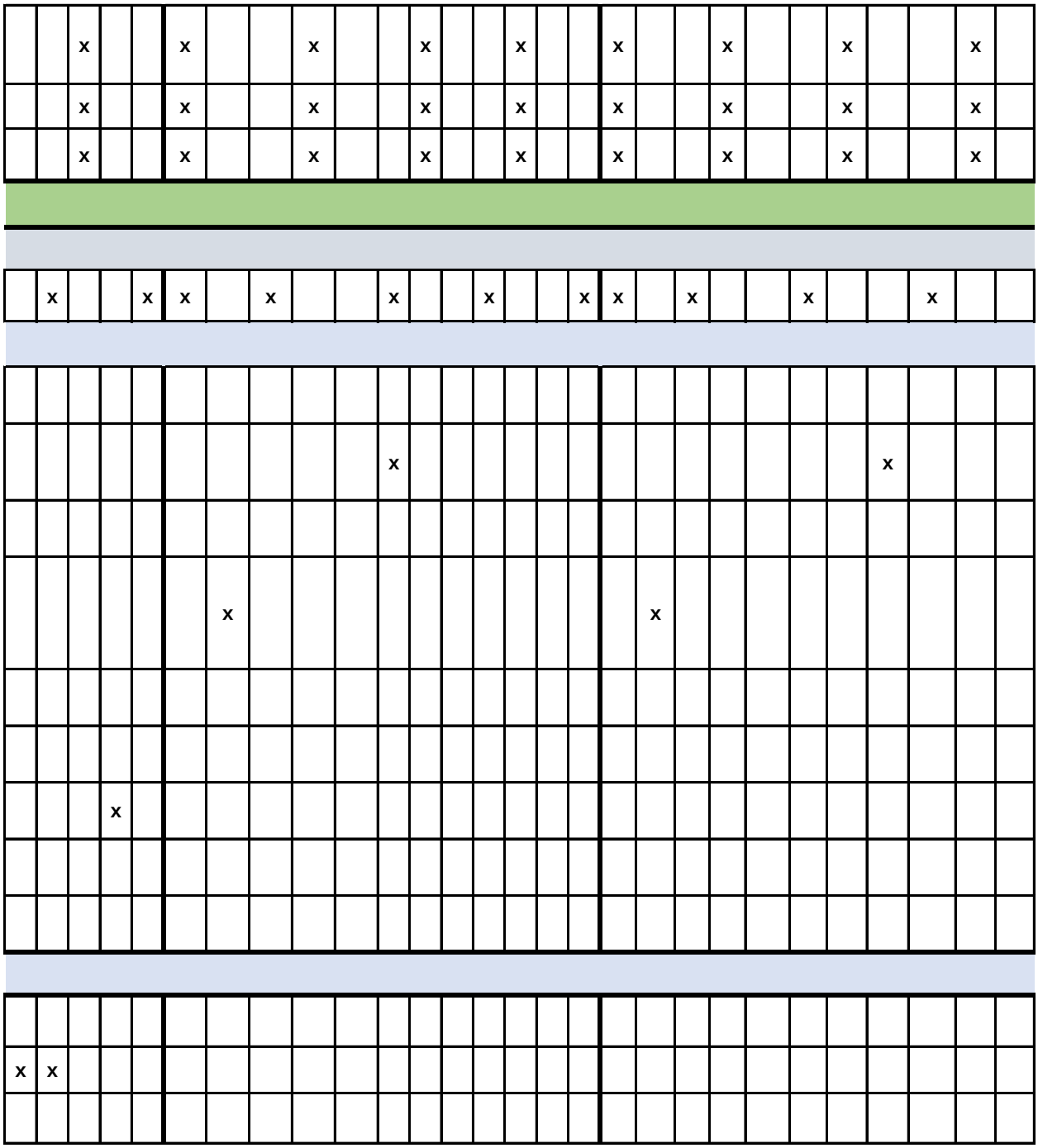
Assurance / approval / Reporting	Activity/Product	Primary client	Apr	May
Governance				
Meetings				
SILCG Programme Board	Meeting	SRO, Partners, PoMO		
Project Working Group - BTC	Meeting	NPT, Partners	x	x
Project Working Group - SWITCH	Meeting	NPT,SU, Partners	x	x
Project Working Group - Decarb	Meeting	NPT, Partners	x	x
Project Workking Group - AMPF	Meeting	NPT, Partners	x	x
Neath Port Talbot Council - RSD Board	Council Meeting	NPT	x	x
SBCD Joint Committee	Meeting	SRO, JC, PoMO		
SBCD Programme Board	Meeting	SRO, PB,PoMO		
SBCD Economic Strategy Board	Meeting	SRO,ESB.PoMO	x	x
SBCD Joint Scrutiny Committee	Meeting	SRO, JSC, PoMO		
PoMO / Project Leads Team Meeting	Meeting	PoMO, Project Leads	x	x
Strategies, Policies, Processes and Plans				
SILCG Programme Business Case	sine	SRO, SILCG PB, PoMO, PB, JC. JSC		
Programme Implementation Plan	Plan	SRO, SILCG PB, PoMO, PB, JC, JSC		
Monitoring & Evaluation Plan	Plan	SRO, SILCG PB, PoMO, PB, JC, JSC		
Programme Communications Strategy	Plan	SRO, SILCG PB, PoMO, PB, JC, JSC		
Reporting				
Highlight Report	Monthly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB		
Programme Risk Register	Regular Report	SRO, SILCG PB, PoMO, PB, JC, JSC		
Programme Issues Log	Regular Report	SRO, SILCG PB, PoMO, PB, JC, JSC		
Quarterly Monitoring Report	Quarterly Report	SRO, SILCG PB, PMO, PB, JC, JSC, ESB		
Intregrated Assurance & Approval Plan	Quarterly Report	SRO, SILCG PB, PoMO, ESB		
Benefits Register	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB		
Community Benefits	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB		

Financial Monitoring	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB		
Procurement Pipeline	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB		
Construction Impact Assessment	Quarterly Report	SRO, SILCG PB, PoMO, PB, JC, JSC, ESB		
Assurance				
Level 1 - Functional Assurance (Internal)				
Technical, due diligence, data security and financial	Internal procedures	SRO, SILCG PB, PoMO, PB, JC, JSC		
Level 2 - Independent				
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO		
OGC Gateway Process	Performance Assessment Review (PAR)	SRO, PB, PoMO, JC		
OGC Gateway Process	Critical Friend Review (CFR)	SRO, HAPS PB, PoMO, PB, JC, JSC		
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		
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, SILCG PB, PoMO, PB, JC, JSC		
Internal Audit		SRO, SILCG PB, PoMO, PB, JC, JSC		
Risk Critical Friends		SRO, SILCG PB, PoMO, PB, JC, JSC		

2020/2021										2021/2022												2022/2023						
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
			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	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	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	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	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	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	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			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



					2023/2024												2024/2025										
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
	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	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	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	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				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	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		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			x			x			x			x			x	
		x			x			x			x			x			x			x			x			x	



Mar	Comments	
x	quarterly meetings	
x	Monthly meetings	
x	Monthly meetings	
x	Monthly meetings	
	Monthly meetings	
x	Monthly meetings	
	Monthly meetings, bi-monthly after June 2022	
x	Monthly meetings	
	Bi-monthly meetings	
	Monthly meetings	
x	Monthly meetings	
	PBC approved Aug 2021, update to PBC starting in 2024 with PB sign off scheduled at June 2024 meeting	
x	Regular review	
x	Regular review	
x	Regular review	
x	Monthly report apart from when Quarterly Monitoring	
x	Regular review	
x	Regular review	
	Quarterly review	
x	Regular review	
	Quarterly review	
	Quarterly review	

	Quarterly review	
	Quarterly review	
	Quarterly review	
x	To plan with NPT internal audit for 2022	
	Meeting with WG Jan 2022	
	DCA Amber rating - June-20.	
	Part of BC approval process. All recommedations complete	
	Assessent 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.	
	Delivery Strategy for AMPF and PDF	
	Investment decision for SWITCH Sep 22. Investment decision for AMPF June 23	
	Review and benefits for Technology Centre	
	PAR to be arranged (Nov 2024)	
	Discussions held with NPT internal audit team to be held in October 2022	
	PoMO to advise	