

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	2019/2020	2020/2021												2021/2022												Comments
				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																													
Portfolio Level																													
Meetings																													
Joint Committee	Meetings	SRO, JC, PoMO	Jan-21	x			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	Jan-21	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	Jan-21	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	Jan-21	x				x				x		x														Meetings every two months. December 2020 meeting cancelled.	
Regional S151 officers	Meetings	AB, PoMO	Jan-21				x				x		x		x													Quarterly meeting	
WG/UKG/PMO briefing	Meetings	SRO, PoMO, WG, UKG	Jan-21		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	Jan-21		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	Jan-21		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	Jan-21				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	Jan-21												x	x												Meetings with all Prog / Proj Leads to be held by end of January	
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG	Jan-21		x		x		x		x		x		x		x		x		x		x		x		x	Meetings every two months	
Key Documentation Review																													
Integrated Assurance & Approval Plan	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC	Jan-21				x				x			x														June 2020 approval at JC / Approval every 6 months. Submitted as part of the Quarterly BY32:BY37/Monitoring Report to PB January 21 and JC February 21	
Portfolio Business Case	Live document	SRO, PB, PoMO, JC	Oct-20				x	x		x	x			x															AOR recommendations progressing Dec 2020. Next iteration due March 2021. Approval needed from both WCGIB & JC
AOR Report	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC, WCGIB	Jan-21											x	x	x	x	x											PoMO progressing recommendations. Weekly meetings held to provide updates within PoMO. Meetings with W/UK Government by exception to progress.
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC	Jul-20				x	x																					July 2020 approval at JC. Quarterly Monitoring Report replaces the Implementation Plan
Portfolio Issues Log	Live document	SRO, PoMO, PB, JC, JSC	Jan-21	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	Jan-21	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	Oct-20	####			x	x																					Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports in place from Nov 2020. Annual performance report also planned. ...
Highlight Report	Live document	PoMO, JC, PB	Dec-20								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	Jan-21																										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	Jan-21	####			x	x			x			x															Updated assessments submitted to PB Jan 21 and JC in Feb 21. Will form part of next quarterly report April
Key Documentation Approvals																													

Intregrated Assurance & Approval Plan	Live document	SRO, PB, PoMO, JC	Jan-21								x								x				x														June 2020 approval at JC.. Submitted as part of the Quarterly Monitoring Report to PB January 21 and JC February 21
Portfolio Business Case	Live document	SRO, PB, PoMO, JC, WCGIB	Oct-20								x	x		x	x				x																	AOR recommendations progressing Dec 2020. Next iteration due March 2021. Approval needed from both WCGIB & JC	
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC	Jul-20																																	July 2020 approval at JC. Quarterly Monitoring Report has replaced the Implementation Plan	
Portfolio Issues Log	Live document	SRO, PoMO, PB, JC, JSC	Jan-21	x							x	x											x													Updated on a quarterly basis in line with Portfolio Risk Register and Covid Impact Assessment	
Portfolio Risk Register	Live document	SRO, PoMO, PB, JC, JSC	Jan-21	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	Oct-20	###								x	x																						Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports in place from Nov 2020. Annual performance report also planned. ...		
Highlight Report	Live document	PoMO, JC, PB	Feb-21																				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	Jan-21																																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	SRO, PoMO	Jan-21									x																							Updated assessments submitted to PB Jan 21 and JC in Feb 21. Will form part of next quarterly report April		
Assurance																																					
Portfolio Level																																					
Level 1 - Functional Assurance (Internal)																																					
Technical, due diligence, data security and financial	Internal procedures	PoMO, AB	Oct-20																																Annual review to ensure fit for purpose		
Level 2 - Independent																																					
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO	Oct-20									x																							SRO appointment in June 2020. RPA submitted		
OGC Gateway Process	Stage Gate 0 Portfolio Strategic Assessment	SRO, PB, PoMO, JC	Jul-20																																Review from July 15 to July 17 2020. Report to JC / PB quarterly. Further review to take place July 2021		
Accounting Officer Review (AOR)	AOR	SRO, PB, PoMO, JC, WCGIB	Jul-20																																Portfolio Business Case (PBC) subject to AOR. AOR is an annual review in line with PBC update. PBC is part of core documentation for annual assessment prior to funding approval		
Approvals																																					
Approval point for AOR review	AOR	SRO, PB, PoMO, JC, WCGIB	Dec-20																																December 2020 target for progression with all recommendations being implemented by March		
Consequential Assurance																																					
OGC Gateway Process	Stage Gate 0 Portfolio Strategic Assessment	PoMO, SRO, PB, JC	Oct-20																																Review report to JC / PB quarterly. PoMO implementing recommendations		
Critical Friend Review	Meetings	PoMO	Oct-20	x																															Pre meet expected March with review to follow		
Level 3 - Audit																																					
External Audit	Audit	AB, PoMO	Oct-20	IA																															Audit Wales annual audit approved at JC Sep 2020		

Internal Audit	Audit	AB, PoMO	Oct-20						x							Pembrokeshire Council Internal Audit.
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Swansea Bay City Deal HAPS
Integrated Assurance and Approval Plan

Table with columns for Assurance / Approval / Reporting, Activity/Product, Primary client, Last review date, and monthly columns for years 2019/2020, 2020/2021, 2021/2022, 2022/2023, 2023/2024, and 2024/2025. Rows include Governance (Meetings), Project Level (Meetings), Key Documentation Review (Live document), Key Documentation Approval (Live document), Assurance (Internal), Level 2 - Independent (Risk Potential Assessment), Approvals, Consequential Assurance, Level 3 - Audit (External/Internal Audit), and Risk Critical Friends.

Yr Egin - Phase 1

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	2019/2020												2020/2021												2021/2022												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																																								
Project board	Live document	CCC	Jan-20										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	monthly meeting					
Camrathenshire County Council	Council Meetings	CCC	Jan-20										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	monthly meeting					
UWTSD	Meetings	UWTSD	Jan-20										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, PMO	Jan-20										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	monthly meeting					
Programme Board	Meetings	SRO, PB, PMO	Jan-20										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	monthly meeting					
Ec Strategy Board	Meetings	SRO,ESB,PMO	Jan-20										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				
JSC	Meetings	SRO, JSC, PMO	Jan-20										x		x		x		x		x		x		x		x		x		x		x		monthly meeting					
Assurance																																								
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO	N/A - Completed																																					
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC	N/A - Completed																																	Project Approval, Build and Sign Off Completed prior to 2019				
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC	N/A - Completed																																	Project Approval, Build and Sign Off Completed prior to 2019				
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PMO, JC	N/A - Completed																																	Project Approval, Build and Sign Off Completed prior to 2019				
OGC Gateway Process	Gate 3 Investment Decision	SRO, PB, PMO, JC	N/A - Completed																																	Project Approval, Build and Sign Off Completed prior to 2019				
OGC Gateway Process	Gate 4 Readiness for Service	SRO, PB, PMO, JC	N/A - Completed																																	Project Approval, Build and Sign Off Completed prior to 2019				
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO, PB, PMO, JC	Oct-20																																	PER completed August 2020 Formal Gateway 5 review TBC in discussion with SBCD				
Project Implementation Plan	Live document	SRO, PMO, PB, JC, JSC	N/A - Completed																																	Completed and approved prior to operational phase				
Project business case	Live document	SRO, PMO, PB, JC, JSC																																		Business case completed but will be updated in line with requirements from IAAP going forward				

