



Swansea Bay City Deal Portfolio Level Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	M	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													
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	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	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	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	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	x	x	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	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	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	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	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 Evaluation Plan	Strategy	SRO, PoMO			x	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	x	x	x	x	x	x	x	x	x	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				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				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	x	x	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	x	x	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																																					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																																					Updated every 6 months and taken through JC for approval													
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	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																																					SRO appointment in June 2020. RPA submitted													
OGC Gateway Review Process	Stage Gate 0 Portfolio Strategic Assessment	SRO, PB, PoMO, JC																																					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																																					A one-off exercise to approve Portfolio business case in 2021. All AOR recommendations were completed.													
Level 3 - Audit																																																				
External Audit	Annual Wales Audit Recommendation Report	AB, PoMO	IA																																			Annual Wales led Audit recommendation report with approval at JC by Sept each year														
Internal Audit	PCC Annual Audit Recommendation Report	AB, PoMO																																				Pembrokeshire Council led internal audit. Report due each year in March with approval at Programme Board in April. Submission to July JC														



Bergen Ddinesig Swansea District & Waterfront Digital District
BAE ABERTAWA SWANSEA BAY City Deal
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																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 Meeting	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 Workshops	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		Quarterly
Quarterly Monitoring Report	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x			x			x				x				x	Quarterly reporting
Integrated Assurance & Approval	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																		



Digital Infrastructure
Integrated Assurance and Approval Plan

Table with columns for Assurance / approval / Reporting, Activity/Product, Primary client, and monthly tracking for years 2020/2021, 2021/2022, 2022/2023, and 2023/2024. Includes sections for Governance, Reporting, Assurance, and Audit.



HAPS Project Integrated Assurance and Approval Plan

Table with 4 main columns: Assurance / approval / Reporting, Activity/Product, Primary client, and Comments. Sub-columns represent months from April to March for each year from 2020/2021 to 2024/2025. Rows are categorized into Governance (Meetings), Strategies, Policies, Processes and Plans, Reporting, Assurance (Level 1-2), and Level 3 - Audit.

