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SWANSEA BAY
City Deal

Swansea Bay City Region Deal

Integrated Assurance Action Plan

Name of Programme	Swansea Bay City Region Deal	
Version Number	5	Last Updated	20/05/20

SRO Name			
Programme/Project Manager		Programme Manager	
RPA - date submitted to IAH		RPA - Outcome	
WG Major Programme/Project Portfolio		IAH Ref	

Guidance

An Integrated Assurance and Approvals Plan is a tool to plan assurance and approval points from discovery to the final stage of delivery of the Programme/Project lifecycle.
Each programme and Programme/Project should have an IAAP that covers independent assurance reviews.

An IAAP should be developed using a risk-based approach to ensure that the assurance provision is both proportionate and meets the needs of all those parties requiring an assurance. It should take into account Programme/Project milestones and planned assurance activities. A programme IAAP should take into account the assurance coverage of its constituent Programme/Projects.

1st Line Assurance will be provided by the Programme/Project itself through its governance. The IAAP covers 2nd Line Assurance, which refers to independent assurance provided within the Organisation and 3rd Line Assurance, which refers to assurance or scrutiny provided by external organisations.

This IAAP has been developed in line with the WG Integrated Assurance Strategy and is a living document. It should be periodically reviewed and updated and if appropriate, after each assurance review, change in scope or in the risk potential of the Programme/Project. The IAAP should be maintained until the Programme/Project is closed and delivery responsibility passes to the operational business.

The IAH offer support in the completion of the IAAP tailoring it to suit the specific needs of the Programme/Project.

The Risk Potential Assessment should be completed as soon as possible in consultation with the IAH (assurance@gov.wales) so that they can consider how to advise on the necessary assurance reviews in time to keep the initiative on track.

Glossary

AAP - Assurance of Action Plan	PMO - Programme Management Office
AB - Accountable Body	Proc -
CFR - Critical Friend Review	PVR - Programme/Project Validation Review
ESB - Economic Strategy Board	RPA - Risk Potential Assessment
IA - Internal Audit	SRO - Senior Responsible Owner
IAH - Integrated Assurance Hub	WAO - Wales Audit Office
JC - Joint Committee	
JSC - Joint Scrutiny Committee	
LAs - Local Authorities	
NAO - National Audit Office	
OGC Gateway (0 to 5)	
PAC - Public Accounts Committee	
PAR - Programme/Project Assessment Review	
PB - Programme Board	
PMO - Programme Management Office	

Swansea Bay City Deal Programme Level
Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Comments
Governance																
Programme Level																
Joint Committee	Meetings	SRO, JC, PMO	**Apr-20**			x	x	x	x	x	x	x	x	x	x	Monthly meeting
Programme Board	Meetings	SRO, PB, PMO	**Apr-20**		x	x	x	x	x	x	x	x	x	x	x	Monthly meeting
Economic Strategy Board	Meetings	SRO, ESB, PMO	**Apr-20**			x	x	x	x	x	x	x	x	x	x	Monthly meeting
Joint Scrutiny Committee	Meetings	SRO, JSC, PMO	**Apr-20**				x		x		x		x		x	Meetings every two months
Regional S151 officers	Meetings	AB, PMO	**Apr-20**		x			x			x				x	Quarterly meeting
WG/UKG/PMO briefing	Meetings	SRO, PMO, WG, UKG	**Apr-20**	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings
SBCD/WG PMO briefing	Meetings	SRO, PMO, WG	**Apr-20**	x	x	x	x	x	x	x	x	x	x	x	x	Meetings twice a week
PMO Team	Meetings	SRO, PMO	**Apr-20**	x	x	x	x	x	x	x	x	x	x	x	x	Weekly meeting
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG	**Apr-20**	x		x		x		x		x		x		Meetings every two months
Project level																
Swansea District & Waterfront Digital District	Live document															
Life Science & Well Being Campus	Live document															
Low Carbon Growth Project	Live document															
Yr Egin - Phase 1	Live document															
Yr Egin - Phase 2	Live document															
Life Science and Well being Village	Live document															
Regional Skills and talent initiative	Live document															
Regional Digital infrastructure	Live document															
Pembroke Dock Marine	Live document															
Assurance																
Programme Level																
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO			x											SRO appointment in May. RPA developed
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC				x										June target. Working with Assurance Hub
Programme business case	Live document	SRO, PB, PMO, JC				x										June target
Implementation Plan	Live document	SRO, PMO, PB, JC, JSC	**Apr-20**	x			x			x			x			Annual review at Joint Committee
Programme issues log	Live document	SRO, PMO, PB, JC, JSC	**Apr-20**			x	x		x		x	x	x		x	Quarterly to JC/PB. Every 2 months to JSC
Programme risk reg	Live document	SRO, PMO, PB, JC, JSC	**Apr-20**			x	x		x		x	x	x		x	Quarterly to JC/PB. Every 2 months to JSC
M & E plan	Live document	SRO, PMO	**Apr-20**			x										June target. Plan being redrafted.
Covid-19 Impact Assessment	Live document	SRO, PMO	**Apr-20**			x										June target
Project level																
Swansea District & Waterfront Digital District	Live document															
Life Science & Well Being Campus	Live document															
Low Carbon Growth Project	Live document															
Yr Egin - Phase 1	Live document															
Yr Egin - Phase 2	Live document															
Life Science and Well being Village	Live document															
Regional Skills and talent initiative	Live document															
Regional Digital infrastructure	Live document															
Pembroke Dock Marine	Live document															
Audit and Risk																
Programme Level																
External Audit	Audit	AB, PMO	**Apr-20**				x	x	x							Wales Audit Office
Internal Audit	Audit	AB, PMO	**Apr-20**								x	x	x			Pembrokeshire Council Internal Audit
Risk critical friends group	Meetings	PMO, IA, Proc, Risk	**Apr-20**			x		x		x		x			x	Review of programme risk register
Project level																
Swansea District & Waterfront Digital District	Live document															
Life Science & Well Being Campus	Live document															
Low Carbon Growth Project	Live document															
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