



Swansea Bay City Deal Portfolio Level
Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	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	
Governance																												
Portfolio Level																												
Meetings																												
Joint Committee	Meetings	SRO, JC, PMO	Oct-20			x	x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting. August recess. Informal meeting October 2020
Programme Board	Meetings	SRO, PB, PMO	Oct-20		x	x	x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting. Two meetings in June 2020. August 2020 meeting cancelled
Economic Strategy Board	Meetings	SRO, ESB, PMO	Oct-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 Scrutiny Committee	Meetings	SRO, JSC, PMO	Oct-20				x				x		x		x			x			x		x		x		Meetings every two months. September 2020 meeting pushed back to October 2020	
Regional S151 officers	Meetings	AB, PMO	Oct-20			x				x			x															Quarterly meeting
WG/UKG/PMO briefing	Meetings	SRO, PMO, WG, UKG	Oct-20	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, PMO, WG	Oct-20	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
PMO Team	Meetings	SRO, PMO	Oct-20	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
PMO/Project Leads	Meetings	PMO, Project Leads	Oct-20			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Fortnightly meetings
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG	Oct-20	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	SRO, PB, PMO, JC	Oct-20			x																						June 2020 approval at JC. IAAP review every 6 months
Portfolio Business Case	Live document	SRO, PB, PMO, JC	Oct-20			x	x			x	x																	June/July 2020 review at PB and JC. AOR in Sep/Oct 2020. Annual review of PBC.
Implementation Plan	Live document	SRO, PMO, PB, JC, JSC	Oct-20			x	x																					June/July 2020 approval at PB & JC. Annual review of Implementation Plan
Portfolio Issues Log	Live document	SRO, PMO, PB, JC, JSC	Oct-20			x	x			x	x	x	x															Quarterly to PB & JC for review. Every two months to JSC
Portfolio Risk Register	Live document	SRO, PMO, PB, JC, JSC	Oct-20			x	x			x	x																	Quarterly to PB for review / Bi-monthly to JSC. Risk management workshops Oct 2020. Risk management policy/strategy to PB Nov 2020 and JC Nov 2020.
M & E plan	Live document	SRO, PMO	Oct-20			x	x																					June/July 2020 approval at PB and JC. Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports planned from Nov 2020. Annual performance reports also planned.
Covid-19 Impact Assessment	Live document	SRO, PMO	Oct-20			x	x																					June/July 2020 review at PB & JC. Updated assessments due for JSC in Oct 2020 and PB/JC in Nov 2020. Further assessments will also be carried out, if needed
Key Documentation Approvals																												
Integrated Assurance & Approval Plan	Live document	SRO, PB, PMO, JC	Oct-20			x																						June 2020 approval at JC / Approval every 6 months
Portfolio Business Case	Live document	SRO, PB, PMO, JC, WCGIB	Oct-20			x	x			x	x																	June/July 2020 review at PB & JC. AOR Sep & Oct 2020. PBC to be approved annually. Approval needed from both WCGIB & JC
Implementation Plan	Live document	SRO, PMO, PB, JC, JSC	Oct-20				x																					July 2020 approval at JC / Annual approval needed
Portfolio Issues Log	Live document	SRO, PMO, PB, JC, JSC	Oct-20			x	x			x	x	x	x															Quarterly to PB for review/JC for approval and every two months to JSC
Portfolio Risk Register	Live document	SRO, PMO, PB, JC, JSC	Oct-20			x	x			x	x																	Quarterly to PB for review / Bi-monthly to JSC. Risk management workshops Oct 2020. Risk management policy/strategy to PB Nov 2020 and JC Nov 2020.

