

Swansea Bay City Deal Portfolio Level Integrated Assurance and Approval Plan

City Deal	integrated Assurance and Approval Pi																					
			Last				202	20/20:	21							20:	21/20	22				Comments
Assurance / approval / Reporting	Activity/Product	Primary client	review date	Apr	Jun	Juc	Aug	Sep	Oct	Dec	Jan Feb	Mar	Apr	May	unc III	Aug	Sep	Oct	Dec	Jan	Feb	Mar
Governance																						
Portfolio Level																						
Meetings																						
Joint Committee	Meetings	SRO, JC, PMO	Oct-20		х	x		x)	x x	x x	x	х	x :	х	1	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	х		x)	c x	x x	x	x	х :	х	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		х	х	х	х	x >	(X	х х	X	x	x :	х х	x	х	x >	(X	х	X	x Monthly meeting
Joint Scrutiny Committee	Meetings	SRO, JSC, PMO	Oct-20			x			x	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		х			х		х		х			х		х		х			x Quarterly meeting
WG/UKG/PMO briefing	Meetings	SRO, PMO, WG, UKG	Oct-20	x :	х х		х	х	x >	(X	хх				х				(x		x	x Monthly meetings
SBCD/WG PMO briefing	Meetings	SRO, PMO, WG	Oct-20		x x	_			x >	(x	хх	_	_	_	х	_	_	x >	(x	х	x :	, ,
PMO Team	Meetings	SRO, PMO	Oct-20	x :	x x	х			x >	(X	x x			X	x x	X		x >	(X	х	X :	x Weekly meeting
PMO/Project Leads	Meetings	PMO, Project Leads	Oct-20		х	x	_		x >	(X	x x	x	_	x :	x x	_	х	x >	(X	х	x :	<u> </u>
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG	Oct-20	х	х		х		х	х	х		х		х	х		х	х		x	Meetings every two months
Key Documentation Review																						
Intregrated Assurance & Approval Plan	Live document	SRO, PB, PMO, JC	Oct-20		х					x				_ :	x				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						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								:	x x	1						June/July 2020 approval at PB & JC. Annual review of Implementation Plan
Portfolio Issues Log	Live document	SRO, PMO, PB, JC, JSC	Oct-20		х	x		x	>	c x	x	x		x :	x x	1	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	x	x	x	x		x	x	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	х			,	C												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			x >	C												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																						
Intregrated Assurance & Approval Plan	Live document	SRO, PB, PMO, JC	Oct-20		х					х					x				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						х	:						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			х									х							July 2020 approval at JC / Annual approval needed
Portfolio Issues Log	Live document	SRO, PMO, PB, JC, JSC	Oct-20		x	x		x	x >	c x		x		x :	x x	1	x	,	κ 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	x	x	x	x		x	x	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.

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M & E plan	Live document	SRO, PMO	Oct-20		x	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	:		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
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Assurance Portfolio Level																							
Level 1 - Functional Assurance (Internal)																							
Technical, due diligence, data security and financial	Internal procedures	PMO, AB	Oct-20						х									,	ĸ .				Annual review to ensure fit for purpose
Level 2 - Independent		<u></u>		 																<u> </u>			
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO	Oct-20		x																		SRO appointment in June 2020. RPA submitted
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC	Oct-20			x	:	x															Review from July 15 to July 17 2020. Report to JC Sep 2020. PMO implementing recommendations
Accounting Officer Review (AOR)	AOR	SRO, PB, PMO, JC, WCGIB	Oct-20					x	x														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, PMO, JC, WCGIB	Oct-20						x														October 2020 target
Consequential Assurance																							
OGC Gateway Process	Gate 0 Programme Strategic Assessment	PMO, SRO, PB, JC	Oct-20			x	:	x															Review report to JC Sep 2020. PMO implementing recommendations
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Level 3 - Audit	T	ı		 		_	_	_			_								_	_			
External Audit	Audit	AB, PMO	Oct-20			х	×	x							x	x	x						Audit Wales annual audit approved at JC Sep 2020
Internal Audit	Audit	AB, PMO	Oct-20					x		x									x	x	x		Pembrokeshire Council Internal Audit. PB report in Sep 2020. Report due for JC consideration in Nov 2020
Risk Critical Friends Group	Meetings	PMO, IA, Proc, Risk	Oct-20					x	x	x	x		x	x		x		x	x		x	x	Review of Portfolio Risk Register ongoing. Workshop held with project leads. Risk management policy & strategy due for PB and JC consideration in Nov 2020

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