

Bargen Ddnesig SWANSEA BAY City Deal			Swansea Bay City Deal Portfolio Level Integrated Assurance and Approval Plan																								Comments																								
Assurance / approval / Reporting	Activity/Product	Primary client	2019												2020/2021												2021/2022												2022/2023												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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar												
Governance																																																			
Portfolio Level																																																			
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	Monthly meeting, August recess.												
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	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	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	Meetings every two months.													
Regional S151 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	Quarterly meetings													
WG/UKG/PMO 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	Monthly meetings													
SB/C/WG/PMO briefing	Meetings	SRO, PoMo, 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	Weekly 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	Weekly 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	x	Fortnightly meetings													
Procurement Workshops with Prog / Proj Leads	Meetings	PoMo, Prog / Proj Leads																																				Meetings with all Prog / Proj Leads held													
W/LGA Regional City Deal Directors	Meetings	SRO, W/LGA, 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	Meetings every two months														
Key Documentation Review																																																			
Integrated Assurance & Approval Plan	Live document. Part of Quarterly Report	SRO, PB, PoMo, JC				x																																June 2020 approval at JC / Approval every 6 months. Submitted as part of the Quarterly Monitoring Report to PB and JC													
Portfolio Business Case	Live document	SRO, PB, PoMo, JC				x	x	x	x																													ALR recommendations complete. Portfolio B/C Approval gained from JC March 2021. Awaiting approval from LK / WG													
AOR Report	Live document. Part of Quarterly Report	SRO, PB, PoMo, JC, W/CGB																																				Recommendations from Audit													
Implementation Plan	Live document	SRO, PoMo, PB, JC, JSC																																				July 2020 approval at JC. Quarterly Monitoring Report replaces the Implementation Plan													
Portfolio Issues Log	Live document	SRO, PoMo, PB, JC, JSC	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	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	###			x	x																															Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports in place from Nov 2020.													
Highlight Report	Live document	PoMo, JC, PB																																				Key prog / proj activity and risks presented monthly to JC and PB													
Quarterly Monitoring Report	Live document. Part of Quarterly Report	PoMo, JC, PB																																				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																																				Updated assessments submitted to PB, JC and ESB quarterly.													
Construction Impact Assessment	Live document part of Quarterly Report	SRO, PoMo																																																	
Key Documentation Approvals																																																			
Integrated Assurance & Approval Plan	Live document	SRO, PB, PoMo, JC																																				Submitted as part of the Quarterly Monitoring Report													
Portfolio Business Case	Live document	SRO, PB, PoMo, JC, W/CGB																																				Annually reviewed													
Implementation Plan	Live document	SRO, PoMo, PB, JC, JSC																																				July 2020 approval at JC. Quarterly Monitoring Report has replaced the Implementation Plan													
Portfolio Issues Log	Live document	SRO, PoMo, PB, JC, JSC	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	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	###			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																																				Key prog / proj activity and risks presented monthly to JC and PB													
Quarterly Monitoring Report	Live document. Part of Quarterly Report	PoMo, JC, PB																																				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																																				Updated assessments submitted to PB and JC quarterly													
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMo																																				SRO appointment in June 2020. RPA submitted													
OGC Gateway Process	Stage Gate 0 Portfolio Strategic Assessment	SRO, PB, PoMo, JC																																																	
Accounting Officer Review (AOR)	AOR	SRO, PB, PoMo, JC, W/CGB																																				AOR is an annual review in line with PBC update. PBC is part of core documentation for annual assessment prior to funding approval													
Approval point for AOR review	AOR	SRO, PB, PoMo, JC, W/CGB																																																	
OGC Gateway Process	Stage Gate 0 Portfolio Strategic Assessment	PoMo, SRO, PB, JC																																				Review report to JC / PB quarterly. PoMo implementing recommendations													
External Audit	Audit	AB, PoMo	IA																																			Annual Wales Audit Report													
Internal Audit	Audit	AB, PoMo																																				Penbrokeshire Council Internal Audit. Report presented to Governance Boards in May 2021													



Swansea Life Sciences, Sport & Wellbeing Campuses Project Level
Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	2019/2020			2020/2021			2021/2022			2022/2023			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																												
Project Level																												
Meetings																												
Delivery Team	Meetings	Project Leads																									Bi weekly meetings, review frequency on submission of DfP	
Steering Group	Meetings	Project Leads, Internal																										Bi-weekly meetings
External Reference Group	Meetings	Project Leads, Internal and External Partners																										Bi weekly meetings
City Deal Strategic Oversight Group	Meetings	PLA																										Monthly meetings. Two meetings in October and November
CSS Governance	Meetings																											
Health Board Governance	Meetings																											
Joint Committee	Meetings	SRO, JC, PMO																										Monthly meeting, August recess.
Programme Board	Meetings	SRO, PB, PMO																										Monthly meeting - two meetings in June 2020, August 2020 meeting cancelled.
Economic Strategy Board	Meetings	SRO, ES, PMO																										Monthly meeting
Joint Scrutiny Committee	Meetings	SRO, JSC, PMO																										Meetings every two months.
PMO/Project Leads	Meetings	PMO, Project Leads																										Bi-weekly meetings
Key Documentation Review																												
Integrated Assurance & Approval Plan	Live document	SRO, PB, PMO, JC																										quarter
Business Case	Live document	SRO, PB, PMO, JC																										Submission to jc June 2021
Implementation Plan	Live document	SRO, PMO, PB, JC, JSC																										
Highlight Report	Live document	PoMO, PB, JC, JSC																										monthly
Quarterly Monitoring Report	Live document	PoMO, PB, JC, JSC																										Quarterly
Issues Log	Live document	SRO, PMO, PB, JC, JSC																										Quarterly
Risk Register	Live document	SRO, PMO, PB, JC, JSC																										Quarterly
M & E plan	Live document	SRO, PMO																										
Covid-19 Impact Assessment	Live document	SRO, PMO																										Updated quarterly as part of quarterly monitoring report
Assurance																												
Project Level																												
Level 1 - Functional Assurance (Internal)																												
Technical, due diligence, data security and financial	Internal procedures	PLA, Project Leads																										Annual review to ensure fit for purpose
Level 2 - Independent																												
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO																										SRO appointment in June 2020. RPA
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC																										
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC																										
OGC Gateway Process	PAR																											
PMO Project Health Check	Health Check	SRO, PB, PMO, JC																										
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PMO, JC																										
OGC Gateway Process	Gate 3 Investment Decision	SRO, PB, PMO, JC																										Siketly Lane PAR gateway 3 - Q2 2023.
OGC Gateway Process	Gate 4 Readiness for Service	SRO, PB, PMO, JC																										Set for Qtr1 - 2025
OGC Gateway Process	Gate 5 Operations Review &	SRO, PB, PMO, JC																										Estimate date - 2033
Approvals																												
SBUHB Board	Meeting	SRO, PL, Internal Partner																										
HUHB R&I Board	Meeting	SRO, PL, Internal Partner																										
Scrutiny Panel	Meeting	SRO, PL, Internal Partner																										
Swansea Council Cabinet	Meeting	SRO, PL, Internal Partner																										
Arch Board	Meeting	SRO, PL, Internal Partner																										
Swansea University - SLT	Meeting	SRO, PL, Internal Partner																										
Swansea University - SOP Board	Meeting	SRO, PL, Internal Partner																										
Swansea University - Finance and Strategy	Meeting	SRO, PL, Internal Partner																										
Swansea University Council	Meeting	SRO, PL, Internal Partner																										
PMO - Programme Board	Meeting	SRO, PL, PMO																										
Joint Committee	Meeting	SRO, PL, PMO, JC																										
Consequential Assurance																												
OGC Gateway Process	Gate 0 Programme Strategic Assessment	PMO, SRO, PB, JC																										
Level 3 - Audit																												
Audit	Audit	SRO, PB, PMO, JC																										Wales Annual Audit
Lessons learned workshop	Meetings	Partners																										
Comms group	Meetings	Partners																										Quarterly into delivery phase

