

Assurance / approval / Reporting			Activity/Product		Primary client	2020/2021												2021/2022												2022/2023												Comments
						2020/2021												2021/2022												2022/2023												
						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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
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	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	x	x	Quarterly meeting				
WGUKG/PfMO 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				
SBOS/WG/PfMO 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 meeting				
ESB 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 meeting				
PfMO/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				
WILGA Regional City Deal Directors	Meetings	SRO, WILGA, 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. Where recommendations comprise: projects etc. Approval gained from JC March 2021. Awaiting approval from UK / WG				
Portfolio Business Case	Live document	SRO, PB, PoMO, JC				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	Recommendations from Audit				
AOR Report	Live document, Part of Quarterly Report	SRO, PB, PoMO, JC, WCSB																																				July 2020 approval at JC. Quarterly Monitoring Report includes the Implementation Plan				
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC				x	x																															Updated on a quarterly basis in line with Portfolio Risk Register and Covid Impact Assessment Quarterly to JCT/PB/JSC in line with Issues Log. Risk management strategy presented at PB November 2020 and signed off at JC November 2020.				
Portfolio Issues Log	Live document	SRO, PoMO, PB, JC, 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	Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports in place from Nov 2020.					
Portfolio Risk Register	Live document, Part of Quarterly Report	SRO, PoMO, PB, JC, 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	Key prog / proj activity and risks presented monthly to JC and PB					
M & E plan	Live document	SRO, PoMO				x	x																															Key achievements last 3 months, activity planned next 3 months, also includes appendices: IMAIP, Portfolio Risk Register, Covid Impact Assessment				
Highlight Report	Live document	PoMO, JC, PB				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 assessments submitted to PB, JC and ESB quarterly.					
Quarterly Monitoring Report	Live document, Part of Quarterly Report	PoMO, JC, PB																																			Part of Quarterly Monitoring Report					
Covid-19 Impact Assessment	Live document, Part of Quarterly Report	PoMO, JC, PB				x	x																														Part of Quarterly Monitoring Report					
Benefits Register	Live document, Part of Quarterly Report	PoMO, JC, PB				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					
Community Benefits	Live document, Part of Quarterly Report	PoMO, JC, PB				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					
Financial Monitoring	Live document, Part of Quarterly Report	PoMO, JC, PB				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				
Procurement Pipeline	Live document, Part of Quarterly Report	PoMO, JC, PB				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				
Construction Impact Assessment	Live document part of Quarterly Report	PoMO, JC, PB				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				
Key Documentation Approvals																																										
Integrated Assurance & Approval Plan	Live document	SRO, PB, PoMO, JC				x	x																															Submitted as part of the Quarterly Monitoring Report				
Portfolio Business Case	Live document	SRO, PB, PoMO, JC, WCSB				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	Annually reviewed				
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC				x	x																															July 2020 approval at JC. Quarterly Monitoring Report has included the Implementation Plan				
Portfolio Issues Log	Live document	SRO, PoMO, PB, JC, 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 Quarterly to JCT/PB/JSC in line with Issues Log. Risk management strategy presented at PB November 2020 and signed off at JC November 2020. Monthly highlight reports in place from Oct 2020. Quarterly monitoring reports in place from Nov 2020. Annual performance report also prepared.					
Portfolio Risk Register	Live document	SRO, PoMO, PB, JC, 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	Key prog / proj activity and risks presented monthly to JC and PB					
M & E plan	Live document	SRO, PoMO	###			x	x																														Key achievements last 3 months, activity planned next 3 months, also includes appendices: IMAIP, Portfolio Risk Register, Covid Impact Assessment					
Highlight Report	Live document	PoMO, JC, PB				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					
Quarterly Monitoring Report	Live document, Part of Quarterly Report	PoMO, JC, PB																																				Part of Quarterly Monitoring Report				
Benefits Register	Live document, Part of Quarterly Report	PoMO, JC, PB				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				
Community Benefits	Live document, Part of Quarterly Report	PoMO, JC, PB				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				
Financial Monitoring	Live document, Part of Quarterly Report	PoMO, JC, PB				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				
Procurement Pipeline	Live document, Part of Quarterly Report	PoMO, JC, PB				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				
Construction Impact Assessment	Live document part of Quarterly Report	PoMO, JC, PB				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				
Covid-19 Impact Assessment	Live document	SRO, PoMO				x	x																															Updated assessments submitted to PB and JC quarterly				
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO				x																																SRO appointment in June 2020. RPA submitted				
OGC Gateway Process	Stage Gate 0 Portfolio Strategic Assessment	SRO, PB, PoMO, JC				x																																				
Accounting Officer Review (AOR)	AOR	SRO, PB, PoMO, JC, WCSB				x	x																															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, WCSB				x	x																																			
OGC Gateway Process	Stage Gate 0 Portfolio Strategic Assessment	PoMO, SRO, PB, JC				x	x																															Review report to JCT/PB quarterly. PoMO implementing recommendations				
External Audit	Audit	AB, PoMO	1A			x	x	x																														Annual Wales Audit Report				
Internal Audit	Audit	AB, PoMO				x																																Rambrookshire Council Internal Audit. Report due March				