Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

Supporting Innovation and Low Carbon Growth
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																												
Project Level																												
Meetings																												
SILCG Programme Board	Meetings	SRO, Partners, PMO	**Jan-22**						x		x		x		x	x	x	x				x	x		x		x	monthly meetings
Project Working Group - BTC	Meetings	NPT, Partners	**Jan-22**	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
Project Working Group - SWITCH	Meetings	NPT,SU, Partners	**Jan-22**	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x		monthly meetings
Project Working Group - Decarb	Meetings	NPT, Partners	**Jan-22**	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
Project Workking Group - AMPF	Meetings	NPT, Partners	**Jan-22**	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					x		monthly meetings
Technical / Advisory Group	Meetings	NPT, Partners	**Jan-22**																								x	to be established
Neath Port Talbot Council - Cabinet	Council Meetings	NPT	**Jan-22**																									
Neath Port Talbot Council - RSD Board	Council Meetings	NPT	**Jan-22**	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 Joint Committee	Meetings	SRO, JC, PMO	**Jan-22**										x			x	x	x	x	x	x	x	x	x	x	x	x	monthly meetings
SBCD Programme Board	Meetings	SRO, PB,PMO	**Jan-22**											x		x	x	x	x	x	x	x	x	x	x	x	x	monthly meetings
SBCD Economic Strategy Board	Meetings	SRO,ESB.PMO	**Jan-22**																									monthly meetings
SBCD JSC	Meetings	SRO, JSC, PMO	**Jan-22**														x		x		x		x		x		x	monthly meetings
Key Documentation Review																												
Integrated Assurance & Approval Plan	Live document	SRO, SILCG PB, PMO	**Jan-22**			x	x	x	x	x	x	x	x	x	x	x	x	x	x			x	x	x	x		x	regular review
SILCG Programme Business Case	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**								x		x					x	x	x								PBC approved Aug 2021
Programme Implementation Plan	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**						x		x		x	x	x	x	x	x	x	x	x	x	x	x	x		x	regular review
Benefits Realisation Strategy	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**						x		x			x			x	x	x	x				x	x		x	regular review
Programme Issues Log	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**						x	x	x	x	x	x			x	x	x			x	x	x	x		x	regular review
Programme Risk Register	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**						x	x	x	x	x	x				x	x			x			x		x	regular review
M&E Plan	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**						x		x			x				x	x			x		x			x	regular review
Programme Communications Strategy	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**						x		x			x				x				x		x			x	regular review
Covid 19 Impact Assessment	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**			x	x	x	x		x			x				x	x			x	x	x	x		x	regular review
Programme Progress Reports	Live document	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**							x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Annual, quarterly monitoring, highlight
Key Documentation Approvals																												
Integrated Assurance & Approval Plan		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**							x				x				x	x			x			x		x	Live document / on-going review / update
SILCG Programme Business Case		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																	x								PBC approved Aug 21
Programme Implementation Plan		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																						x		x	Live document / on-going review / udpate
Benefits Realisation Strategy		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																						x		x	Live document / on-going review / udpate
Programme Issues Log		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																						x		x	Live document / on-going review / udpate
Programme Risk Register		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**													x			x			x			x		x	Live document / on-going review / udpate
M&E Plan		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																						x		x	Live document / on-going review / udpate
Programme Communications Strategy		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																						x		x	Live document / on-going review / udpate
Covid 19 Impact Assessment		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**												x				x			x			x		x	Live document / on-going review / udpate
Programme Progress Reports		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																						x		x	Live document / on-going review / udpate
Assurance																												
Project Level																												
Level 1 - Functional Assurance (Internal)																												
Technical, due diligence, data security and financial	Internal procedures	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**													x		x			x		x			x	To plan with NPT internal audit for 2022
Level 2 - Independent																												
OGC Gateway Process	Risk Potential Assessment	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**			x																					Meeting with WG Jan 2022
OGC Gateway Process	PAR	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**			x																					planning meeting with PoMO & WG Jan 2022
OGC Gateway Process	CFR	SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**							x																	
Approvals																												
Consequential Assurance																												
Level 3 - Audit																												
External Audit		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																									tbc
Internal Audit		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																									To plan with NPT internal audit Jan 2022
Risk Critical Friends		SRO, SILCG PB, PMO, PB, JC, JSC	**Jan-22**																									tbc