Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

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Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	2019/2020												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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance																																							
Project Board	Live document	CCC & Partners	Jan-22											x							x		x			x		x	x	x		x		x		x			bi-monthly meeting / when a key decision is required
Steering Group	Meetings	CCC	Jan-22								x	x	x	x	x	x	x	x	x	x	x					x		x		x		x		x		x		x	Established following appointment of contractor
Zone 1 Construction Project Board	Meetings	CCC, Bouygues UK, Gleeds	Jan-22																														x	x	x	x	x	x	Established following appointment of contractor
Zone 1 Design and Technical, including Community Benefits	Meetings	CCC, Bouygues UK, Gleeds	Jan-22																														x	x	x	x	x	x	
Carmarthenshire County Council	Council Meetings (Exec Board / PEB)	CCC	Jan-22			x				x		x							x	x	x				x				x									x	Ratify procurement of contractor
	Full Council	CCC	Jan-22																			x																x	
	Council Meetings (Scrutiny)	CCC	Jan-22	x						x		x	x					x							x							x						x	Reports taken to Scrutiny as appropriate
	Members Briefing (Political Parties)	CCC	Jan-22		x		xx													x		x																
Other	Llanelli Rural Council	LRC	Jan-22																				x																
	Llanelli Town Council	LTC	Jan-22																		x				x														
	David Davis MP Briefing	CCC, DD	Jan-22																					x															
	Lee Waters MS	CCC, LW	Jan-22																						x														
Hywel Dda UHB	CMT/BPPAC/PPPAC - Business/People Planning Performance and Assurance Committee	HDUHB	Jan-22			x			x					x				x			x		x			x			x			x				x		At least 3 times per annum
Academic partners	Cardiff, Swansea and Trinity Universities, Coleg Sir Gar, Pembrokeshire and Gower Colleges: Respective Management Teams & Council	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	x	x	x	x	x	x	x	x	x	x	
ARCH - A Regional Collaboration for Health	Meetings - HDUHB/SBUHB/SUCCC	SRO, PB, PMO, JC	Jan-22			x	x				x											x	x			x	x	x	x	x	x	x	x	x	x	x	x	Discussions on research
Audit	Audit	SRO, PB, PMO, JC	Jan-22	WAO													x		IA							x													Wales Audit Office Internal Audit
Risk Register / Critical Friends*	Meetings	PMO, IA, Proc, Risk	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	x	x	x	x	x	x	x	x	x	x	
Lessons learned workshop**	Meetings	Partners	Jan-22																		x							x				x					x		
Communications Group	Meetings	Partners	Jan-22				x		x		x			x		x		x		x						x		x		x		x		x		x		x	
Wellness Hub Workstream	Meetings	CCC, HDUHB, Scarlets, Sport Wales British Diving , Third Sector	Jan-22	x			x		x		x		x		x		x			x			x			x		x		x		x		x		x		x	Bi-monthly
Wellness Hub sub-groups:	Therapies sub-group	CCC, Health Board & Scarlets	Jan-22		x		x		x		x		x																										Task & Finish group
	Catering sub-group	CCC & Health Board	Jan-22	x			x		x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	x													
	Facilities Management sub-group	CCC	Jan-22										x	x	x	x	x	x	x	x	x	x	x	x	x	x													
	Green Space Group	CCC, Leisure, HDUHB	Jan-22																														x						
	Hydrotherapy Task and Finish group	CCC & Health Board	Jan-22																				x	x	x	x	x	x											
Assisted Living Workstream	Meetings	CCC and HDUHB	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	x	x	x	x	x	
Digital Infrastructure	Meeting	CCC and partners inc Open reach and City Deal Digital lead	Jan-22						x				x				x		x		x		x			x		x		x		x		x		x		x	
Design and Build	Meetings	CCC ARUP and 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	x	x	x	x	x	x	x	x	
Health and Wellbeing Implementation Group***	Meetings	CCC and partners	Jan-22																x		x			x		x		x		x		x		x		x		x	See footnote below
Education, Skills and Training Implementation Group***	Meetings	CCC, academic partners, health board	Jan-22																x		x		x			x	x		x		x		x		x		x		See footnote below
Procurement Working Group	Meetings to take forward tender exercise for Phase 1	CCC	Jan-22																	x	x	x	x	x	x	x	x	x	x	x	x	x						
Swansea University Technical Advisory Scoping Group	Design and scoping of services for Zone 1 education space	CCC, SU	Jan-22																	x	x	x	x	x	x	x	x	x	x	x	x							Meetings held every fortnight
Whole Site Delivery	To finalise the whole site operational management and sustainability	CCC/financial advisors/specialist input	Jan-22																		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Department for International Trade	Opportunity to advertise to international investors	CCC, DIT	Jan-22																						x		x												Stage 1 template submitted 16/02/21
Assurance																																						
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO																																				
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC	TBC																																			
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC	TBC																																			
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PMO, JC	TBC																		x																	
OGC Gateway Process	Gate 3 Investment Decision	SRO, PB, PMO, JC	TBC																																			
OGC Gateway Process	Gate 4 Readiness for Service	SRO, PB, PMO, JC	TBC																																			
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PMO, JC	TBC																																			
Project Implementation Plan	Live document	SRO, PMO, PB, JC, JSC	Jan-20																																			
Project business case	Live document	SRO, PMO, PB, JC, JSC	Nov-20																	x	x	x	x	x															
Project issues log	Live document	SRO, PMO, PB, JC, JSC	Feb-21																	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Project risk reg	Live document	SRO, PMO, PB, JC, JSC	Feb-21																	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

Project M & E plan	Live document	SRO, PMO, PB, JC, JSC																																						
UK and Welsh Government feedback sessions	Business Case feedback session	SRO, CCC	**Feb-21**																					x	x															
UK/WG Challenge Sessions	Review of first iteration of Full Business Case CSFs, rationale, achievability and strategic alignment in 2018.		**March & June 2018**																																					
Zone 1 - Project Execution Plan	Live document		**Oct-21**																																x	x	x	x	x	x	NEC Contract
Zone 1 - Monthly Update Report	Monthly reporting by Bouygues UK and Gleeds on Zone 1 construction		**Oct-21**																																	x	x	x	x	x	
Programme Level																																								
Joint Committee	Meetings	SRO, JC, PMO	**Feb-21**							x												x	x																	
Programme Board	Meetings	SRO, PB,PMO	**Feb-21**																		x																			
Ec Strategy Board	Meetings	SRO,ESB.PMO	**Feb-21**				x													x																				ESB members met individually
Joint Scrutiny Committee	Meetings	SRO, JSC, PMO	**Feb-21**										x														x													

*The risk register is also a standing item at each workstream meeting

**This is covered within each workstream to ensure continuous service improvement

***Please note the Health and Wellbeing and Education Strategic Groups have completed on their remit and delivered respective strategies. These Groups have subsequently been superseded by their corresponding Implementation Groups.

The meetings above do not include speciality group meetings which continue to the overall work specification - For example - Therapies group, physicians , hospital managers, primary care , social care (HDUHB/SBUHB)