

# SBCD Joint Assurance Panel

## Terms of Reference

### Release

Function	Name	Position	Date
Author	Ian Williams	Portfolio Development Manager	
Approver	Jonathan Burnes / Michael Williams	Portfolio Director / WG Head of Integrated Assurance	

### Version Control

Version	Date	Prepared by	Summary of Change
1		Ian Williams	

### Document Owner

Name	Position
Jonathan Burnes	Portfolio Director

## 1. Background

The SBCD Portfolio Management (PoMO) has worked with the Welsh Government Integrated Assurance Hub (WG IAH) to develop an Assurance Framework document for the SBCD portfolio.

The purpose of this document is to provide a framework for the management, resourcing and governance of independent assurance arrangements for the Swansea Bay City Deal (SBCD) Portfolio and its constituent programmes, projects and workstreams. The framework provides clarity for programme and project Senior Responsible Owners (SROs) and their teams, Welsh and UK governments and partner organisations on the assurance arrangements that will apply to the SBCD portfolio.

The establishment and application of independent assurance arrangements are an essential and integral part of ensuring successful delivery of portfolios, programmes and projects, and the realisation of their benefits. Due to the high value, risk rating, complexity and the significant number of discrete project elements within the SBCD Portfolio, it is essential that the assurance arrangements are effective and practical, particularly with respect to cost, resource and timing. It is also important that clarity is provided to all stakeholders on assurance requirements, the process involved and their respective roles and responsibilities to ensure the effectiveness of the assurance arrangements.

The framework supports the Portfolio Integrated Assurance and Approval Plan (IAAP) which leads the assurance activity associated with the development, delivery and operational phases of the programmes and projects.

## 2. Remit

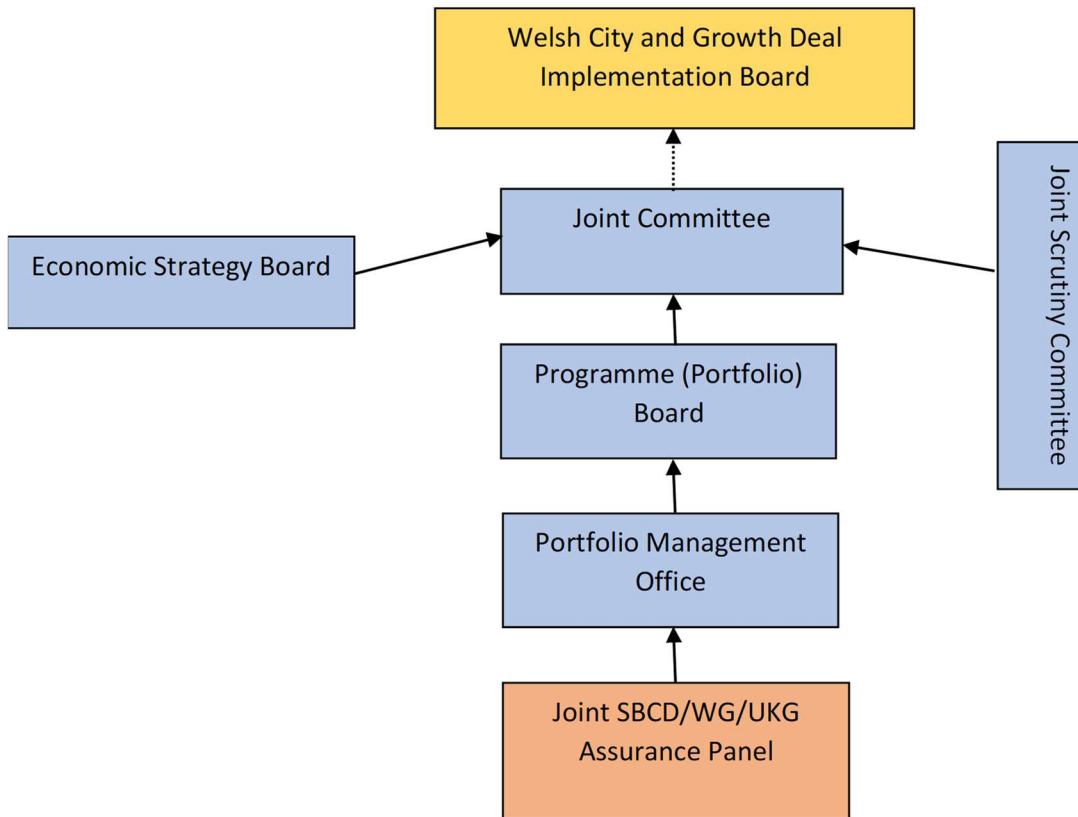
Essential to the successful operation of framework is the establishment of the Joint Assurance Panel. The key remit of the Joint Assurance Panel is to provide oversight of the development and implementation of the arrangements detailed in the SBCD Assurance Framework. The Panel will ensure that the management and application of independent assurance is of a high standard, robust and fit for purpose.

Main duties and responsibilities of the Assurance Panel will be to:

- Ensure that appropriate assurance arrangements are in place for the delivery of the SBCD portfolio of programmes, projects and workstreams
- Identify of the appropriate level of reviews to be undertaken for programmes and projects
- Ensure the specified standards are met in management and delivery of reviews
- Ensure that the quality of the OGC Gateway process and products are maintained in the delivery of reviews
- Oversee the assessment, scheduling and delivery of reviews
- Monitor and assess the progress of programme / project action plans in relation to review recommendations
- Assessment and identification of training needs to ensure the successful operation of the SBCD Assurance Framework
- Ongoing review and development of the SBCD Assurance Framework
- Provide reports to SBCD governance groups on the delivery of the independent assurance arrangements for the portfolio

### 3. Governance Structure

The SBCD Joint Assurance Panel will report in to the SBCD governance structure as shown below.



### 4. Joint Assurance Panel Membership

- Chair - Head of Integrated Assurance – Michael Williams, Welsh Government
- SBCD Portfolio Director – Jonathan Burnes, SBCD
- Head of City and Growth Deals, Mid and South West Wales – Helen Davies, Welsh Government
- Head of Regional and Local Growth – Gareth Ashman, UK Government
- Senior Assurance Manager – Leigh Dyas, Welsh Government
- Portfolio Management Office Manager – Phil Ryder, SBCD
- Portfolio Development Manager – Ian Williams, SBCD

Other representation may be required from time to time with the agreement of the Chair.

Membership will be continuously reviewed.

## 5. Ways of Working

### a. Frequency of Meetings

SBCD Joint Assurance Panel meetings to take place on a quarterly basis.

Frequency to be continuously reviewed.

### b. Inputs & Pre-Meeting Arrangements

Support services will be provided by the SBCD Portfolio Management Office.

All relevant documentation to be released at least 3 working days prior to Project Board meetings.

### c. Outputs & Post-Meeting Arrangements

Minutes of the meeting, including updated Actions & Decisions Log to be shared with all members within one week of each meeting.