Bargen Ddinesig / BAE ABERTAWE / SWANSEA BAY City Deal

Swansea Bay City Deal Portfolio Level
Integrated Assurance and Approval Plan V17.0

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	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	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	Meetings every two months.
Regional S151 officers	Meetings	AB, PoMO				x			x		x	x		x	x			x			x			x			x			x			x			x			x	Quarterly meeting
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
SBCD/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 meeting
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 meeting
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	Fortnightly meetings
Procurement Workshops with Prog / Proj Leads	Meetings	PoMO, Prog / Proj Leads										x	x																										Meetings with all Prog / Proj Leads held
WLGA Regional City Deal Directors	Meetings	SRO, WLGA, WG		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																																								
Intregrated Assurance & Approval Plan	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC				x				x			x			x			x			x			x			x			x			x			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			x		x												x											x	AOR recommendations complete. Portfolio BC Approval gained from JC March 2021. Awaiting approval from UK / WG
AOR Report	Live document. Part of Quarterly Report	SRO, PB, PoMO, JC, WCGIB									x	x	x	x	x									x	x	x	x								x	x	x	x	Recommendations from Audit
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC				x	x																																July 2020 approval at JC. Qoarterly Monitoring Report replaces 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		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			x			x			x			x			x			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																			x	x										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							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
Quarterly Monitoring Report	Live document. Part of Quarterly Report	PoMO, JC, PB								x			x			x			x			x			x				x			x			x			x	Key achievements last 3 months, activity planned next 3 months, also includes appendicies: IAAP, Portfolio Risk Register, Covid Impact Assessment,
Covid-19 Impact Assessment	Live document. Part of Quarterly Report	PoMO, JC, PB				x	x			x			x			x			x			x			x				x			x			x			x	Updated assessments submitted to PB, JC and ESB quarterly.
Benefits Register	Live document. Part of Quarterly Report	PoMO, JC, PB					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	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	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	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	Part of Quarterly Monitoring Report
Key Documentation Approvals																																								
Intregrated Assurance & Approval Plan	Live document	SRO, PB, PoMO, JC				x							x			x			x			x			x			x			x			x			x		Submitted as part of the Quarterly Monitoring Report
Portfolio Business Case	Live document	SRO, PB, PoMO, JC, WCGIB				x	x		x	x			x		x								x	x												x	x		Annually reviewed
Implementation Plan	Live document	SRO, PoMO, PB, JC, JSC					x																																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				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
Portfolio Risk Register	Live document	SRO, PoMO, PB, JC, JSC	x			x	x			x			x			x			x			x			x			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
M & E plan	Live document	SRO, PoMO	####			x	x												x	x											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							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
Quarterly Monitoring Report	Live document. Part of Quarterly Report	PoMO, JC, PB								x			x			x			x			x			x			x			x			x			x		Key achievements last 3 months, activity planned next 3 months, also includes appendicies: IAAP, Portfolio Risk Register, Covid Impact Assessment
Benefits Register	Live document. Part of Quarterly Report	PoMO, JC, PB					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		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		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		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		Part of Quarterly Monitoring Report
Covid-19 Impact Assessment	Live document	SRO, PoMO				x				x			x			x			x			x			x			x			x			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												x												x								
Accounting Officer Review (AOR)	AOR	SRO, PB, PoMO, JC, WCGIB							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, WCGIB										x			x																								
OGC Gateway Process	Stage Gate 0 Portfolio Strategic Assessment	PoMO, SRO, PB, JC					x		x										x												x								Review report to JC / PB quarterly. PoMO implementing recommendations
External Audit	Audit	AB, PoMO	IA				x	x	x								x	x	x											x	x	x							Annual Wales Audit Report
Internal Audit	Audit	AB, PoMO							x				x	x										x	x											x	x		Pembrokeshire Council Internal Audit. Report due March

SBCD Campuses
Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance																																							
Project Level																																							
Meetings																																							
Delivery Team	Meetings	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	Meetings increased to weekly to align with "Start up" and delivery phase.
Steering Group	Meetings	Project Leads, Internal Partners		x	x	x	x	x	x	x			x	x	x	x	x	x				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Bi weekly meetings
External Reference Group	Meetings	Project Leads, Internal and External Partners		x	x	x	x	x	x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Bi weekly meetings
City Deal Strategic Oversight Group	Meetings	PLA						x	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. Two meetings in October and Novmeber.
CSS Governance	Meetings																				x																		
Health Board Governance	Meetings																			x																			
Joint Committee	Meetings	SRO, JC, PMO			x	x		x		x	x	x	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, PMO		x	x	x		x		x	x	x	x	x	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. Two meetings in June 2020. August 2020 meeting cancelled
Economic Strategy Board	Meetings	SRO, ESB, PMO			x	x	x	x	x	x	x	x	x	x	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, PMO				x			x		x		x		x		x		x		x		x		x														Meetings every two months.
PMO/Project Leads	Meetings	PMO, 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	Bi-weekly meetings
Key Documentation Review																																							
Intregrated Assurance & Approval Plan	Live document	SRO, PB, PMO, JC			x							x			x			x			x			x			x			x			x			x			June 2020 approval at JC. IAAP review every quarter
Business Case	Live document	SRO, PB, PMO, JC			x	x		x	x						x	x	x			x	x		x																Aproval from Welsh and U.K. Government received Dec 21
Implementation Plan	Live document	SRO, PMO, PB, JC, JSC			x	x																	x		x														Revised plan to be approved by PB Feb 2022
Highlight Report	Live document	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	monthly
Quarterly Monitoring Report	Live document	PoMO, PB, JC, JSC										x			x			x			x			x			x			x			x			x			Quarterly
Issues Log	Live document	SRO, PMO, PB, JC, JSC				x			x			x			x			x			x			x			x			x			x			x			Quarterly
Risk Register	#NAME?	SRO, PMO, PB, JC, JSC				x			x			x			x			x			x			x			x			x			x			x			Quarterly
Benefits Register																																							
M & E plan	Live document	SRO, PMO			x	x				x		x			x			x			x			x			x			x			x			x			Quarterly
Covid-19 Impact Assessment	Live document	SRO, PMO			x	x			x	x					x			x			x			x			x			x			x			x			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							x												x												x						Annual review to ensure fit for purpose
Level 2 - Independent																																							
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO			x							x																											SRO appointment in June 2020. RPA
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC				x		x																															
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC					x																																
OGC Gateway Process	PAR																			x																			
PMO Project Health Check	Health Check	SRO, PB, PMO, JC																							x														
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PMO, JC																																					
OGC Gateway Process	Gate 3 Investment Decision	SRO, PB, PMO, JC																													x								Sketty 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																	x																				
HDUHB R&I Board	Meeting	SRO, PL, Internal Partner																		x																			
Scrutiny Panel	Meeting	SRO, PL, Internal Partner																		x																			

Swansea Council Cabinet	Meeting	SRO, PL, Internal Partner																	x																			
Arch Board	Meeting	SRO, PL, Internal Partner																	x																			
Swansea University - SLT	Meeting	SRO, PL, Internal Partner																	x																			
Swansea University - SOP Board	Meeting	SRO, PL, Internal Partner																	x																			
Swansea University - Finance and Strategy	Meeting	SRO, PL, Internal Partner																	x																			
Swansea University Council	Meeting	SRO, PL, Internal Partner																		x																		
PMO - Programme Board	Meeting	SRO, PL, PMO																	x																			
Joint Committee	Meeting	SRO, PL, PMO, JC																		x																		
Consequential Assurance																																						
OGC Gateway Process	Gate 0 Programme Strategic Assessment	PMO, SRO, PB, JC				x		x																														
Level 3 - Audit																																						
Audit	Audit	SRO, PB, PMO, JC	W A	W A	W A							IA	IA	IA	W A	W A	W A						IA	IA	IA	W A	W A	W A										Wales Annual Audit
Lessons learned workshop	Meetings	Partners																				x																
Comms group	Meetings	Partners			x			x			x			x							x			x			x			x			x			x		Quarterly into delivery phase

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SWANSEA BAY
City Deal

Digital Infrastructure

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	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	
Governance																															
Digital Programme Board	Live document / Meetings	CCC, PCC, CCS, NPT		x	x		x		x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Programme Board meetings
Carmarthenshire County Council	Council Meetings	CCC		x				x	x	x			x																		Reports and/or presentations taken to CMT/PEB/EB as appropriate for decisions and updates
Regional Local Authorities	Council Meetings	CCC, SCC, PCC, NPTC						x	x																						Reports/Business Case taken as appropriate for decision and discussion
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	Monthly meeting - Highlight reports/Project updates provided as requested
SBCD 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	Monthly meeting - Highlight reports/Project updates provided as requested
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	Monthly meeting - Highlight reports/Project updates provided as requested
Joint Scrutiny Committee	Meetings	SRO, JSC, PoMO		x		x		x		x		x		x		x		x		x		x		x		x		x		x	Meeting every two months - Documentation provided as requested
Assurance																															
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO			x			x																							Provided to regional office in June 20 and to Welsh Government in September 20
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC							x																	x					Completed October 20. Next one planned for January 22
Programme Business Case	Live document	SRO, PoMO, PB, JC, JSC							x	x	x																x				Business Case produced, incremental strengthening and amendments ongoing.
Programme Risk Register & 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	Risk register and issues log produced and live. Monthly review and amendments ongoing via Digital Programme Board.
Programme M & E plan	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	M & E Plan produced and live. Monthly review and amendments ongoing.
UK and Welsh Gov Policy discussions	Meetings	SRO, PoMO		x		x		x	x		x			x			x			x			x			x			x		Several policy meetings have taken place to inform Business Case. Policy discussions ongoing quarterly.
Audit and risk																															
Audit	Audit	SRO, PB, PoMO, JC	WAO /NAO	WAO/NAO	WAO /NAO																										annual audit

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City Deal

HAPS Project
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																												
HAPS Regional Project Board	Meetings	SRO,CCC, PCC, CCS, NPT	**Jan-22**						x		x		x	x	x	x	x	x				x			x		x	Monthly meetings
HAPS Regional Technical / Advisory group	Meetings	CCC, PCC, CCS, NPT & Ptnrs	**Jan-22**										x												x			To be established.
Neath Port Talbot Council - RSD	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	Monthly meetings
CC Swansea	Council Meetings	CCS	**Jan-22**																									frequency tbc
Camarthenshire CC	Council Meetings	CCC	**Jan-22**																									frequency tbc
Pembrokeshire CC	Council Meetings	PCC	**Jan-22**																									frequency tbc
SBCD Joint Committee	Meetings	SRO, JC, PMO	**Jan-22**	x	x	x	x	x	x	x	x	x	x	x			x		x		x		x		x	x	x	
SBCD Programme Board	Meetings	SRO, PB,PMO	**Jan-22**	x	x	x	x	x	x	x	x	x	x	x			x		x		x		x	x	x	x	x	
SBCD Economic Strategy Board	Meetings	SRO,ESB.PMO	**Jan-22**	x	x	x	x	x	x	x	x	x	x	x	x		x		x		x		x		x			
SBCD JSC	Meetings	SRO, JSC, PMO	**Jan-22**		x		x		x		x		x		x		x		x		x		x		x			
Key Documentation Review																												
Intregrated Assurance & Approval Plan	Live document	SRO, HAPS PB, PMO	**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 review
Project Business Case	Live document	SRO, HAPS PB, PMO, PB,JC,JSC	**Jan-22**				x		x		x		x			x		x	x									OBC approved July 2021
Project Implementation Plan	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**				x		x		x		x	x		x		x				x	x	x	x	x	x	regular review / update
Benefits Realisation Plan	Live document	SRO, HAPS PB, PMO,PB, JC. JSC	**Jan-22**									x		x				x	x				x		x			To review / monitor / update on a regular basis
Project issues log	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**				x		x		x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	regular review
Project risk register	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**				x		x		x	x	x						x		x		x	x	x	x	x	regular review
Project M & E plan	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**							x		x						x	x				x	x			x	regular review
Project Communications Strategy	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**								x				x		x		x	x				x	x	x	x	regular review
Covid-19 Impact Assessment	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**						x	x		x							x			x			x			regular review
Project Progress Reports	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	monthly (highlight), quarterly & annual

Key Documentation Approvals																											
Project Intregrated Assurance & Approval Plan		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Project Business Case		SRO, HAPS PB, PMO, PB,JC,JSC																	x								OBC approved July 2021
Project Implementation Plan		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Benefits Realisation Strategy		SRO, HAPS PB, PMO,PB, JC. JSC																									Live document / on-going review / update
Project issues log		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Project risk register		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Project M&E Plan		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Project Communications Strategy		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Project Covid 19 Impact Assessment		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Project Progress Reports		SRO, HAPS PB, PMO, PB, JC, JSC																									Live document / on-going review / update
Assurance																											
Project Level																											
Level 1 - Functional Assurance (Internal)																											
Technical, due diligence, data security and financial	Internal procedures	SRO, HAPS PB, PMO, PB, JC, JSC														x		x			x			x		x	
Level 2 - Independent																											
OGC Gateway Process	Risk Potential Assessment	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**			x																				x	
OGC Gateway Process	PAR	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**			x																				x	Gateway review to be confirmed once PM & team in post
OGC Gateway Process	CFR	SRO, HAPS PB, PMO, PB, JC, JSC	**Jan-22**																								
Approvals																											
Consequential Assurance																											

Level 3 - Audit																												
External Audit		SRO, HAPS PB, PMO, PB, JC, JSC																										tbc
Internal Audit		SRO, HAPS PB, PMO, PB, JC, JSC																										tbc
Risk Critical Friends		SRO, HAPS PB, PMO, PB, JC, JSC																										tbc

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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																												
Intregrated 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		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		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																												
Intregrated 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

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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		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						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	x	x	
ARCH - A Regional Collaboration for Health	Meetings - HDUHB/SBUHB/SU/CCC	SRO, PB, PMO, JC	**Jan-22**			x	x				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	x	x	x	
Lessons learned workshop**	Meetings	Partners	**Jan-22**																			x							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	x													
	Facilities Management sub-group	CCC	**Jan-22**										x	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	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	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	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		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	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	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	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)

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Swansea District & Waterfront Digital District

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	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	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	CCS	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
City and County of Swansea	Council Meetings	CCS	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
UWTSD	UWTSD meetings	UWTSD	**Jan-20**																																																	
Project Partners	Meetings	Partners	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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 Committee	Meetings	SRO, JC, PMO	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Programme Board	Meetings	SRO, PB,PMO	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Ec Strategy Board	Meetings	SRO,ESB,PMO	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
JSC	Meetings	SRO, JSC, PMO	**Jan-20**												x		x		x		x		x		x		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
Assurance																																																				
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO											x	x																																					
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC	**TBC**																																																
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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**										x			x			x			x			x																										
Project business case	Live document	SRO, PMO, PB, JC, JSC													x																																					
Project issues log	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**								x		x		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	**Jan-20**								x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x	
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PMO	**Jan-20**																																																	
Audit and risk																																																				
Audit	Audit	SRO, PB, PMO, JC											IA	IA	IA	WAO/NAO	WAO/NAO	WAO/NAO																																		
Risk Critical Friends	Meetings	PMO, IA, Proc, Risk											x	x	x							x	x	x																												
Lessons learned workshop	Meetings	Partners																																																		
Comms group	Meetings	Partners													x			x			x			x			x																										

Yr Egin - Phase 1

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	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										x	x	x	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
Carmarthenshire County Council	Council Meetings	CCC										x	x	x	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
UWTSD	Meetings	UWTSD										x	x	x	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 Committee	Meetings	SRO, JC, PMO										x	x	x	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
Programme Board	Meetings	SRO, PB,PMO										x	x	x	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
Ec Strategy Board	Meetings	SRO,ESB,PMO										x	x	x	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
JSC	Meetings	SRO, JSC, PMO												x		x		x		x		x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	monthly meeting
Assurance																																							
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO																																					
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC																																					Project Approval, Build and Sign Off Completed prior to 2019
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC																																					Project Approval, Build and Sign Off Completed prior to 2019
OGC Gateway Process	Gate 2 Delivery Strategy	SRO,PB,PMO, JC																																					Project Approval, Build and Sign Off Completed prior to 2019
OGC Gateway Process	Gate 3 Investment Decision	SRO,PB,PMO, JC																																					Project Approval, Build and Sign Off Completed prior to 2019
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PMO, JC																																					Project Approval, Build and Sign Off Completed prior to 2019
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PMO, JC																																x					Formal Gateway 5 Review completed - Green Standard Awarded
Project Implementation Plan	Live document	SRO, PMO, PB, JC, JSC																																					Completed and approved prior to operational phase
Project business case	Live document	SRO, PMO, PB, JC, JSC																	x																				Business case completed but will be updated in line with requirements from IAAP going forward
Project issues log	Live document	SRO, PMO, PB, JC, JSC								x		x		x		x		x		x		x		x		x													Operational issues register now utilised
Project risk reg	Live document	SRO, PMO, PB, JC, JSC								x		x		x		x		x		x		x		x		x													Operational Risk Register now utilised
Project M & E plan	Live document	SRO, PMO, PB, JC, JSC																	x																				Project M&E plan completed, but will be reviewed in line with requirements of IAAP - Provisional Date for review inputted
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PMO																																					Project in operational phase
Audit and risk																																							
Audit	Audit	SRO, PB, PMO, JC										IA	IA	IA	WAO /NAO	WAO /NAO	WAO /NAO		IA																			annual audit
Risk Critical Friends	Meetings	PMO, IA, Proc, Risk										x	x	x							x	x	x															
Lessons learned workshop	Meetings	Partners																			x																	Lessons Learned Workshop has informed Egin Phase 2 Progress
Comms group	Meetings	Partners												x			x			x			x			x												

Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

Pembroke Dock Marine

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	PCC,Partners PoMo	**Oct-21**										x	x	x	x	x						X	X	X	X	X	x	x	x	x	x	x	x	x	x	x	x	x	Partners proposing monthly update meetings initally PCC invited.
Pembrokeshire County Council	Council Meetings	PCC, MHPA	**Jan-20**										x	x	x	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
Milford Haven Port Authority	internal PDI meetings	MHPA	**Oct-21**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	PDI board meet weekly
Celtic Sea Power	PDZ meetings	WDSL	**Oct-21**										x	x	x	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 progress meeting
ORE Catapult	MEECE update	OREC	**Oct-21**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Pembrokeshire Couast Forum	META update	PCF	**Oct-21**										x	x	x	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 progress meeting
Partner collaboration meetings	Collaboration meetings to govern progress	Partners	**Dec-21**																					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	We have held the First Collaboration meeting and this will now progress during 2022
Assurance																																								
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO											x	x																									
OGC Gateway Process	PAR													x																									
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**																																				
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**										x			x			x			x			x														
Project business case	Live document	SRO, PMO, PB, JC, JSC													x																								
Project issues log	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**								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	**Jan-20**								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 Gov Policy Workshops	Meetings	SRO, PMO	**Jan-20**																																				
Audit and risk																																							
Audit	Audit	SRO, PB, PMO, JC											IA	IA	IA	WAO/NAO	WAO/NAO	WAO/NAO																					annual audit
Risk Critical Friends	Meetings	PMO, IA, Proc, Risk											x	x	x							x	x	x															

Yr Egin - Phase 2

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	2019/2020												2020/2021												2021/2022												2022/2023												2023/2024												2024/2025												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	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										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Carmarthenshire County Council	Council Meetings	CCC										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
UWTSD	Meetings	UWTSD										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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 Committee	Meetings	SRO, JC, PMO										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Programme Board	Meetings	SRO, PB,PMO										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Ec Strategy Board	Meetings	SRO,ESB,PMO										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
JSC	Meetings	SRO, JSC, PMO												x		x		x		x		x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Assurance																																																																										
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO																																																																								
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC																																																																								
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC																																									x																															
OGC Gateway Process	Gate 2 Delivery Strategy	SRO,PB,PMO, JC																																																																						
OGC Gateway Process	Gate 3 Investment Decision	SRO,PB,PMO, JC																																																																						
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PMO, JC																																																																						
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PMO, JC																																																																					
Project Implementation Plan	Live document	SRO, PMO, PB, JC, JSC																																																																						
Project business case	Live document	SRO, PMO, PB, JC, JSC																										x			x		x							x		x		x		x	x		x																							
Project issues log	Live document	SRO, PMO, PB, JC, JSC															x	x	x	x	x	x	x		x		x		x		x		x																																						
Project risk reg	Live document	SRO, PMO, 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	
Project M & E plan	Live document	SRO, PMO, 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	
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PMO																	x	x	x	x																																																				
Audit and risk																																																																															
Audit	Audit	SRO, PB, PMO, JC										IA	IA	IA	WA O/N AO	WA O/N AO	WA O/N AO							IA																																																		
Risk Critical Friends	Meetings	PMO, IA, Proc, Risk																x		x	x	x	x		x			x		x										x		x										x		x										x		x								annual audit
Lessons learned workshop	Meetings	Partners																										x			x									x			x										x			x										x								
Comms group	Meetings	Partners															x		x	x			x			x		x		x										x		x										x		x										x		x								

Bargen Ddinesig
BAE ABERTAWE
SWANSEA BAY
City Deal

Skills and Talent

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	April	
Governance																													
Project board	Live document	CCC, PCC, CCS, NPT	**Jan-20**	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
Carmarthenshire County Council	Council Meetings	CCC	**Jan-20**	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
RLSP	Meetings	RLSP	**Jan-20**	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x		monthly meeting
Regional LAs	Council Meetings	CCC, SCC, NPTC, PCC	**Jan-20**			x				x																			
Project Partners	Meetings	Partners	**Jan-20**	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 Committee	Meetings	SRO, JC, PMO	**Jan-20**	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
Programme Board	Meetings	SRO, PB,PMO	**Jan-20**	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
Ec Strategy Board	Meetings	SRO,ESB.PMO	**Jan-20**	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
JSC	Meetings	SRO, JSC, PMO	**Jan-20**		x		x		x		x		x		x	x	x	x	x	x	x	x	x	x	x	x	x		monthly meeting
Assurance																													
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO																											
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC	**Jun-21**															x										X	
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC	**TBC**																										
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PMO, JC	**TBC**																										
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**	x			x			x			x			x			x			x			x				
Project business case	Live document	SRO, PMO, PB, JC, JSC																											
Project issues log	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**		x		x		x		x		x		x		x		x		x		x		x		x		
Project risk reg	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**		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 Gov Policy Workshops	Meetings	SRO, PMO	**Jan-20**																										
Audit and risk																													
Audit	Audit	SRO, PB, PMO, JC		**WAO/NAO**	**WAO/NAO**	**WAO/NAO**																							annual audit
Risk Critical Friends	Meetings	PMO, IA, Proc, Risk								x	x	x																	
Lessons learned workshop	Meetings	Partners												x															
Comms group	Meetings	Partners				x			x			x			x														