Bargen Ddinesig
BAE ABERTAWE
SWANSEA BAY
City Deal

Pembroke Dock Marine

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	2020/2021												2021/2022												2022/2023												2023/2024												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																																																			
Meetings																																																			
PDM Programme Board	Meeting	PCC, Partners, PoMO, PB																														x	x	x	x	x	x	x	x	x	x		x			x			x		x	To be establsihed. TOR Written. Bi-monthly meetings TBC. Chaired by the SRO of PCC
Project Board	Meeting	PCC, Partners, 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			x	Partners proposing monthly update meetings initally PCC invited
Pembrokeshire County Council	Council Meetings	PCC, MHPA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Weekely progress meetings / monthly reporting and review of schedule Risk Register and budget underway. Steering group meet twice a month
ORE Catapult	MEECE update	OREC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Pembrokeshire Coastal Forum	META update	PCF	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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									x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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
Joint Committee	Meeting	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	Monthly meeting, bi monthly after June 22
SBCD Programme Board	Meeting	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	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
Joint Scrutiny Committee	Meeting	SRO, JSC, PoMO																		x		x				x			x			x		x		x		x		x		x		x		x		x		x	Bi monthly meeting
Economic Strategy Board	Meeting	SRO, ESB, PoMO													x	x	x	x		x	x	x		x		x		x		x		x		x		x		x		x		x		x		x		x		x	Monthly meetings
PoMO / Project Leads Team Meeting	Meeting	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	x	x	x	x	x	x	x	x	x	x	x	Monthly meetings
Risk Critical Friends	Meetings	PoMO, IA, Proc, Risk							x	x	x																																								
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PoMO																																																	
Strategies, Policies, Processes and Plans																																																			
PDM Business Case	Strategy	SRO, PoMO, PB, JC, JSC																																		x	x	x	x												
Project Implementation Plan	Plan	SRO, PoMO, PB, JC, JSC	x			x			x			x																																							
Communications Plan	Plan	SRO, PoMO													x			x			x			x			x			x			x			x			x			x			x			x			
Reporting																																																			
Risk Register	Report	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	x	x	x	x	x	Partners maintain individual RRs in accrodance with element leads
Project issues log	Report	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	x	x	x	x	x	Live document (updated monthly at PDM Board meetings)
Highlight report	Live document (updated monthly, except on quarterly reporting months)	SRO, POMO, PB, JC, JSC, ESB								x	x		x	x		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 Report, apart from when Q Monitoring takes place
Quarterly Monitoring Report	Quarterly Report	SRO, POMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			Quarterly Report
Integrated Assurance & Approval Plan	Quarterly Report	SRO, POMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			Quarterly Report
Benefits Register	Quarterly Report	SRO, POMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly Report
Community Benefits	Quarterly Report	SRO, POMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly Report
Financial Monitoring	Quarterly Report	SRO, POMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			Quarterly Report
Procurement Pipeline	Quarterly Report	SRO, POMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly Report
Construction Impact Assessment	Quarterly Report	SRO, POMO, PB, JC, JSC, ESB																									x			x			x			x			x			x			x			x			Quarterly Report
Assurance																																																			
Level 1 - Functional Assurance (Internal)																																																			
Technical, due diligence, data security and financial	Internal procedures	PoMO, Project Lead						x												x												x												x							PDM does not have this in place or know what this is currently.
Level 2 - Independent																																																			
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO																																																	
OGC Gateway Process	Project Assessment Review (PAR)	SRO, PB, PoMO, JC																																																	DCA Rating - Amber - Feb-20
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC																																							x										PCC as SRO are leading the pre Gateway review proforma drafting. PDM Partners are updating the 5 cases in the form of brief addendums. PDM partners have requested PoMO provide the narrative for the management case that applies to all SBCD projects for inclusion. All these are dependencies of Gateway Review. as such we can't say that the dates are achievable, especially if any changes to the business case need to go through City Deal Governance for approval. There is also a query whether PDM is at Gate 0 given the projects are all delivering their respective projects, which are all considered to be post Gate 3. These have not been agreed with Ian Williams but are being progressed and we can update when certainty on the dependencies are further advanced.
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PoMO, JC																																																	
OGC Gateway Process	Gate 2 Delivery Strategy	SRO,PB,PoMO, JC																																																	
OGC Gateway Process	Gate 3 Investment Decision	SRO,PB,PoMO, JC																																																	
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PoMO, JC																																																	
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PoMO, JC																																																	
Level 3 - Audit																																																			
Audit	Audit	SRO, PB, PoMO, JC	WAO/NAO	WAO/NAO	WAO/NAO																	x	x	x																											Annual audit