Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

Digital Infrastructure

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																																																			
Digital Programme Board	Meeting	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	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 Meeting	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 Meeting	CCC, SCC, PCC, NPTC						x	x																																										Reports/Business Case taken as appropriate for decision and discussion
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	Monthly meeting - Highlight reports/Project updates provided as requested. Bi monthly after June 2022
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	x	x	Monthly meeting - Highlight reports/Project updates provided as requested
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		x		x		x		x		x		x		x		x		x		x		x		x	Bi-Monthly meeting - Highlight reports/Project updates provided as requested
Joint Scrutiny Committee	Meeting	SRO, JSC, 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	Meeting every two months - Documentation provided as requested
PoMO / Project Leads 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
UK and Welsh Gov Policy discussions	Meeting	SRO, PoMO		x		x		x	x		x			x			x			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.
Strategies, Policies, Processes and Plans																																																			
Digital Infrastructure Programme Business Case	Strategy	PoMO, SRO, PB, JC, WCGIB							x	x	x																											x	x												
Reporting																																																			
Highlight Report	Monthly Report	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
Programme Risk Register & Issues Log	Monthly Report	SRO, PoMO, PB								x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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.
Quarterly Monitoring Report	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			
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			
Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			
Community Benefits	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																									x			x			x			x			x			x			x			x			
Assurance																																																			
Level 1 - Functional Assurance (Internal)																																																			
Technical, due diligence, data security and financial	Internal procedures	PLA, Project Leads																			x												x												x						Annual Review
Level 2 - Independent																																																			
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO			x			x																		x																									Reviewed and updated March 2022
OGC Gateway Process	Project Assessment Review (PAR)	SRO, PB, PoMO, JC																																																	DCA rating Amber/Green - Oct-21
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC							x																															x											Review agreed with WG IAH. Future Gate 0 will be determined in May assessment.
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																																																	Includes hub site procurements (Rural/Urban and Dark Fibre)
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 and risk																																																			
Audit	Audit	SRO, PB, PoMO, JC	WAO/NAO	WAO/NAO	WAO/NAO																																														TBC