Bargen Ddinesig
BAE ABERTAWE
SWANSEA BAY
City Deal

Swansea District & Waterfront Digital District

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																																																			
Project board	Live document	CCS	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	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																																																	
Project Partners	Meetings	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	x	x	x	x	x	x	x	x	Monthly Meeting
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		x		x		x	Monthly Meeting, moving to bi monthly June 2022
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	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	Bi monthly
Joint Scrutiny Committee	Meetings	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	Bi monthly
PoMO / Project Leads Team Meetin	Meetings	PoMO, Projec 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 Meeting
Uk and Welsh Gov Policy Workshop	Meetings	SRO, PoMO																																																	
Risk Critical Friends	Meetings	PoMO, IA, Proc, Risk							x	x	x																																								
Lessons learned workshop	Meetings	Partners																																																	
Comms group	Meetings	Partners			x			x			x			x																																					
Strategies, Policies, Processes and Plans																																																			
Project business case	Strategy	SRO, PoMO, PB, JC, JSC																																x																	
Project Implementation Plan	Plan	SRO, PoMO, PB, JC, JSC	x			x			x			x																																							
Reporting																																																			
Highlight Report	Mothly 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	monthly apart from when Q Report is due
Risk Register	Regular Report	SRO, PMO, PB, JC, JSC													x			x			x			x			x			x			x			x			x			x			x			x			Quarterly
Project issues log	Regular 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	Quarterly
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 reporting
Integrated Assurance & Approval Pla	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			Quarterly reporting
Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB										x			x			x			x			x			x			x			x			x			x			x			x			x			Quarterly reporting
Community Benefits	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly reporting
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB													x			x			x			x			x			x			x			x			x			x			x			x			Quarterly reporting
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																						x			x			x			x			x			x			x			x			x			Quarterly reporting
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB																									x			x			x			x			x			x			x			x			Quarterly reporting
Assurance																																																			
Level 1 - Functional Assurance (Internal)																																																			
Technical, due diligence, data security and financial	Internal procedures	PoMO, Project Lead						x													x											x												x							Annual review
Level 2 - Independent																																																			
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO																																																	
OGC Gateway Process	Project Assessment Review (PAR)	SRO, PB, PoMO, JC																																																	
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC																																x																	Overall Project BC
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																																																	Lead deliverer UWTSD: Innovation Matrix/inc. Precinct
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PoMO, JC																																																	
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PoMO, JC																																																	Arena lessons learned
Level 3 - Audit																																																			
Audit	Audit	SRO, PB, PoMO, JC	WAO/NAO	WAO/NAO	WAO/NAO																																														