Bargen Ddinesig
BAE ABERTAWE
SWANSEA BAY
City Deal

Skills and Talent

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	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	x	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	Monthly meeting
RLSP	Meetings	RLSP	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	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
Regional LAs	Council Meetings	CCC, SCC, NPTC, PCC			x				x																																										
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, bi monthly after June
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 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		x		x		x		x		x		x		x		Bi monthly meeting
PoMO / Project Leads Team Meeting	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	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly meeting
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PoMO																																																	
Risk Critical Friends	Meetings	PoMO, IA, Proc, Risk							x	x	x																																								
Lessons learned workshop	Meetings	Partners											x																																						
Comms group	Meetings	Partners			x			x			x			x																																					
Strategies, Policies, Processes and Plans																																																			
Project business case	Strategy	SRO, PoMO, PB, JC, JSC																																			x	x	x												
Project Implementation Plan	Plan	SRO, PoMO, PB, JC, JSC	x			x			x			x			x			x			x			x			x			x			x			x			x			x			x			x			
Project M & E plan	Plan	SRO, PoMO, PB, JC, JSC																																																	
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 takes place
Project risk reg	Bi Monthly Report	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	Bi Monthly Report
Project issues log	Bi Monthly 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	Bi Monthly Report
Quarterly Monitoring	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						Annual review
Level 2 - Independent																																																			
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO														x										x																								
OGC Gateway Process	Project Assessment Revew (PAR)	SRO, PB, PoMO																																																	
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC																x																			x														Gate 0 undertaken Aug 21 - Green DCA. Assessment .Next review due January 2023
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																																														Annual audit