SBCD Campuses
Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	2020/2021 – 2024/2025 (Apr–Mar, monthly)	Comments
Governance				
Meetings				
Delivery Team	Meetings	Project Leads	x (weekly, throughout)	weekely meetings
Workstream Leads Meeting	Meeting	Project manager and Workstream leads	x (monthly, from 2022/2023)	Monthly meeting
Steering Group	Meeting	Project Leads, Internal Partners	x (quarterly)	Quarterly meeting
External Reference Group	Meeting	Project Leads, Internal and External Partners	x (quarterly)	Quarterly meeting
City Deal Strategic Oversight Group	Meeting	PLA	x (monthly)	Monthly meeting
CSS Governance	Meeting		x	
Health Board Governance	Meeting		x	
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	
Joint Committee	Meeting	SRO, JC, PoMO	x (monthly)	Monthly meeting. August recess. Bi monthly from June 2022
Programme Board	Meeting	SRO, PB, PoMO	x (monthly)	Monthly meeting. Two meetings in June 2020. August 2020 meeting cancelled
Economic Strategy Board	Meeting	SRO, ESB, PoMO	x (bi-monthly)	Bi-Monthly meeting
Joint Scrutiny Committee	Meeting	SRO, JSC, PoMO	x	Meetings every two months
PoMO/Project Leads	Meeting	PoMO, Project Leads	x (monthly)	Monthly meeting
Lessons learned workshop	Meeting	Partners	x (quarterly)	Quarterly retrospective
Comms group	Meeting	Partners	x (quarterly)	Quarterly into delivery phase
Strategies, Policies, Processes and Plans				
Business Case	Strategy	SRO, PB, PoMO, JC, WCGIB	x	Aproval from Welsh and U.K. Government received Dec 21. Now quarterly review and updatee at a stage gate / stage boundary
Implementation Plan	Plan	SRO, PoMO, PB, JC, JSC	x	Revised plan to be approved by PB Feb 2022
Reporting				
Highlight Report	Monthly Report	SRO, PoMO, PB, JC, JSC, ESB	x (monthly)	Monthly, aprt from when Q Monitoring Report
Risk Register	Quarterly Report	SRO, PoMO, PB	x (quarterly)	Quarterly
Issues Log	Quarterly Report	SRO, PoMO, PB	x (quarterly)	Quarterly
Quarterly Monitoring Report	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x (quarterly)	Quarterly
Integrated Assurance & Approval Plan	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x (quarterly)	June 2020 approval at JC. IAAP review every quarter
Benefits Register / tracker	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x (quarterly)	Quarterly
Community Benefits Register	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x (quarterly)	Quarterly
Financial Monitoring	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x (quarterly)	Quarterly
Procurement Pipeline	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x (quarterly)	Quarterly
Construction Impact Assessment	Quarterly Report	SRO, PoMO, PB, JC, JSC, ESB	x (quarterly)	Quarterly
Assurance				
Level 1 - Functional Assurance (Internal)				
Technical, due diligence, data security and financial	Internal procedures	PLA, Project Leads	x (annual)	Annual review to ensure fit for purpose
Level 2 - Independent				
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PoMO	x	SRO appointment in June 2020. RPA submitted Jan-21
OGC Gateway Process	Project Assessment Review (PAR)	SRO, PB, PoMO	x	DCA Green/Amber - Aug-21. Completed
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PoMO, JC	x	Gate 0 will include key milestones for both sites (Singleton and Morriston) and both phases
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PoMO, JC	x	
OGC Gateway Process	Gate 2 Delivery Strategy	SRO,PB,PoMO, JC		
OGC Gateway Process	Gate 3 Investment Decision	SRO,PB,PoMO, JC	x	Part of Gate 0 review for Singleton site. Due to delay in funding agreement. Gateway review to be postpone 6 months
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PoMO, JC	x	Part of Gate 0 review for Singleton site completion of build
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PoMO, JC	x	How frequently does thins need to be done?
PoMO Project Health Check	Health Check	SRO, PB, PoMO, JC	x	Health check on entire project? Internal by City deal.
Level 3 - Audit				
Audit	Audit	SRO, PB, PoMO, JC	WAO/NAO, IA (recurring annually)	Wales Annual Audit