

Capital Portfolio Process Map (final v1)		PROCESS	EVIDENCE	RESPONSIBILITY
<div>Gateway One STRATEGY ADOPTION</div>	<div>Budget Challenge</div> <div>The strategy should provide a clear mandate for capital schemes and confirm alignment with Corporate Strategy</div> <div>Develop Strategy Project Brief from Strategy Complete an initial EQIA</div> <div>Cabinet Approval</div> <div>Gateway ends with an adoption of a strategy</div>	<div>•Project Brief template (departments are required to draft their strategy, enable it aligns with Corporate Strategy)</div> <div>•Equalities Impact Assessment (EQIA)</div>	<div>•Client Officer</div> <div>•EQIA should be completed by an active client officer and monitored throughout process</div>	
<div>Gateway Two CAPITAL PORTFOLIO APPROVAL</div> <div>All Capital schemes and in-year proposals</div> <div>GO or NO GO GATEWAY</div>	<div>Outline Business Case</div> <div>If this is not justifiable feedback is given to</div> <div>Gateway Review Panel</div> <div>Outline Business Case Review</div> <div>End</div> <div>More Info</div> <div>Proceed</div> <div>A&P Board</div> <div>Capital Portfolio agreed by Cabinet & Full Council</div> <div>Gateway ends with an approval or rejection of an outline business case</div> <div>Invitation in to the Portfolio following approved submission of an outline Business Case</div>	<div>•Outline Business Case template (current problem/opportunity driving the need)</div> <div>•Benefits Map (high level)</div> <div>•Options appraisal including option to do nothing</div> <div>•Outcome of an initial EQIA</div> <div>•Sign-off or feedback from any consultation</div> <div>•Identify Procurement strategy timeline</div> <div>•Finance pro-forma</div> <div>•Identify key Risks (high level)</div> <div>•Resources (availability)</div>	<div>•Client Officer (with support from delivery team)</div>	
<div>Gateway Three SINGLE OPTION & APPROACH APPROVAL</div> <div>GO or NO GO GATEWAY</div>	<div>Outline Business Case template is revisited to give a detailed description of the preferred option, way forward & benefits</div> <div>Business Case (Detailed)</div> <div>Delivery Plan</div> <div>If this is no longer priority or not the right time, no clear definition of the benefits; no resources to deliver; budget has been withdrawn feedback is given to</div> <div>Gateway Review Panel</div> <div>Single option & Approach Approval</div> <div>End</div> <div>Proceed</div> <div>Spending greater than £1m is Approved by Cabinet Less than £1m is via Deputy Chief Exec & Exec Director of CR&CS</div> <div>Gateway ends with an approval or rejection of an option for delivery and subsequent commitment to fund the project</div> <div>If the single option is justifiable LBC commits to the delivery of the project feedback is given to</div>	<div>•Revisit outline Business Case template (confirm preferred single option)</div> <div>•Evidence of funding commitments (external funding streams) if any</div> <div>Delivery Plan (PID/PEP):</div> <div>•Confirm delivery approach</div> <div>•Detailed plan</div> <div>•Stakeholder and Communications Plan</div> <div>•Change Management plan</div> <div>•Detailed Benefits Tracker</div> <div>•Entry onto JCAD Risk System</div> <div>•Governance (Terms of Reference)</div> <div>•Confirm Structure & Roles</div> <div>•Full EQIA and other regulatory impact assessments as required</div>	<div>•Delivery Team (with support from Client Officer)</div>	
<div>Gateway Four COMMISSION DECISION</div> <div>GO or NO GO GATEWAY</div>	<div>This report is amalgamated into the Outline Business Case template</div> <div>Procurement Strategy Report</div> <div>Corporate Services Committee</div> <div>Awards £500k over</div> <div>Recommended for Approval</div> <div>GO LIVE Build – Test – Pilot</div> <div>Gateway ends with an assurance of the decisions of the CCB and / or CSC & decision to Go Live</div> <div>Panel will meet to review the strategy documentation and make recommendation for approval as appropriate</div> <div>Awards just under £500k may also be required to go to CSC – depending on the scale of the project</div>	<div>PART B of the outline Business Case template:</div> <div>•Financial provision for the contract</div> <div>•Commissioning opportunity</div> <div>•Timetable (pre-tender, advertisement, evaluation and appraisal, contract award)</div> <div>•Confirm the disposal of existing assets</div> <div>In addition to this process the Procurement processes for all tenders should be followed</div> <div>A Director level member is required to attend CCB</div> <div>Financial Reporting template: required monthly to the Capital Finance Team. This report will be reported to A&P Board, EMT/CMT and quarterly to Cabinet.</div> <div>Note: frequent reporting into relevant Project Board should also be applied throughout process via a highlight report.</div>	<div>•Client Officer (with support from delivery team)</div>	
<div>Gateway Five OPERATIONAL READINESS</div> <div>Panel meeting may be virtual</div>	<div>Discretionary Gateway Review Panel</div> <div>Project Evaluation</div> <div>Discretionary Gateway ends with an assurance of the deliverables, and permission to enter the final phase of work, project close and benefits realisation.</div> <div>Panel will be called at the discretion of the Gateway Custodians to evaluate project effectiveness ahead of final closure gateway.</div>	<div>There are no Mandatory Templates associated with Gateway Five</div> <div>Note: Financial reporting is crucial and should be continuous until project close</div>	<div>•Both Client Officer and Delivery Team</div>	
<div>Gateway Six PROJECT CLOSE & BENEFITS REALISATION</div> <div>Panel meeting may be virtual</div>	<div>Lessons Learnt & Closure Report</div> <div>Benefit Realisation Tracker</div> <div>Gateway Review Panel</div> <div>Handover Confirmation</div> <div>Client accepts handover of Benefits</div> <div>CLOSE</div> <div>Gateway ends with an approval of the project closure, an approved Benefits Realisation tracker and supporting report to CMT on the benefits realisation</div> <div>Decision is given to</div>	<div>•Lessons Learnt Report</div> <div>•Benefits Tracker</div> <div>Relevant Project Board should provide confirmation that lessons report and a plan to realise the benefits have been developed so that approval to CLOSE can be given</div>	<div>•Client Officer (with support from delivery team)</div>	