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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	20 th September 2018	Agenda Item	2b (ii)
Report Title	Capital Projects Control Manual		
Report Author	Shân Morgan, Service Development Manager		
Report Sponsor	Siân Harrop-Griffiths, Director of Strategy		
Presented by	Simon Davies, Assistant Director of Strategy (Capital)		
Freedom of Information	Open		
Purpose of the Report	To seek the approval of Audit Committee for the updated Capital Projects Control Manual, Schedule 11 of Standing Orders.		
Key Issues	<p>The Health Board's capital programme is a key enabler for service development and delivery. It includes investment in physical assets such as land, buildings, equipment, vehicles and ICT across all healthcare settings.</p> <p>The process for implementing the capital programme is set out in the Capital Projects Control Manual which provides an auditable management tool for all capital projects and schemes.</p>		
Specific Action Required (please ✓ one only)	Information	Discussion	Assurance
			✓
Recommendations	<p>Members are asked to</p> <ul style="list-style-type: none"> • NOTE the areas that have been added, amended or updated within the manual to reflect audit recommendations and changing processes within the Health Board. • APPROVE the amended Manual for immediate adoption and use. 		

1. INTRODUCTION

The Capital Projects Control Manual, Schedule 11 of Standing Orders has recently been reviewed and updated to take account of audit comments and recommendations on various capital scheme over the past 18 months

This report identifies the additions and changes that have been made to the manual and seeks the approval of the Audit Committee to adopt the document and implement the changes to existing processes with immediate effect.

2. BACKGROUND

The Health Board has maintained a Capital Projects Control Manual for many years which provides a framework for initiating and managing a capital scheme. The Manual is largely utilised by the Capital Planning department but can be accessed by anyone making a bid for capital funding and developing a business case.

The Manual was last reviewed and updated in February 2017 and since that time various audit reports have recommended strengthening the manual in certain areas to remove risks and improve the governance arrangements around the management of capital schemes. These recommendations are set out in the Audit Recommendations Report submitted to each meeting of the Audit Committee.

A group consisting of representatives of Capital Planning and Finance has reviewed the existing manual against these recommendations and also considered changes to the governance structure within the Health Board such as the establishment of the Capital Management Group and the Investments and Benefits Group. The amendments and enhancements made to the Manual in response to these changes and recommendations include:-

- Updating the governance arrangements around the approval of the Capital Plan and the bidding process for capital funds
- The inclusion of a specific section (Appendix II) setting out the process for managing ICT schemes as approved by the Informatics Programme Board
- Enhancing the approvals processes in line with Audit recommendations
- Updating the process for initiating a capital scheme to reflect the new Capital Management and Investments and Benefits groups
- Enhancing the contents of the Project Execution Plan
- Changes to reflect amendments to Standing Orders and Financial Control Procedures
- Update to reflect changes to the Final Account Audit checklist process as agreed with NWSSP – Audit and Assurance Services
- Correcting general formatting errors and issues.

3. GOVERNANCE AND RISK ISSUES

The proposed amendments to the Capital Project Control Manual address those areas of risk that have been identified by NWSSP – Audit and Assurance Services. The changes in governance arrangements resulting from the introduction of the Capital Management and Investments and Benefits Groups have also been addressed by the updated document.

4. FINANCIAL IMPLICATIONS

There are no financial implications arising from this paper

5. RECOMMENDATION

The Audit Committee is asked to

- **NOTE** the areas that have been added, amended or updated within the Manual to reflect audit recommendations and changing processes within the Health Board.
- **APPROVE** the amended Manual for immediate adoption and use.

Governance and Assurance										
Link to corporate objectives (please ✓)	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access		Demonstrating value and sustainability		Securing a fully engaged skilled workforce		Embedding effective governance and partnerships	
	✓		✓		✓		✓		✓	
Link to Health and Care Standards (please ✓)	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources			
		✓	✓	✓	✓	✓	✓			
Quality, Safety and Patient Experience										
There are no immediate implications. The Capital Plan should facilitate the delivery of safe and sustainable services and improve patient experience and the adoption of the Capital Projects Control Manual will ensure the delivery of the Capital Plan is carried out in an auditable manner in accordance with the requirements of Standing Orders and Financial Control Procedures.										
Financial Implications										
There are no financial implications. The manual sets out how the Capital Plan will be developed and implemented and supplements and supports the requirements of Standing Financial Instructions and Financial Control Procedures.										
Legal Implications (including equality and diversity assessment)										
There are none.										
Staffing Implications										
There are none.										
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015 - https://futuregenerations.wales/about-us/future-generations-act/)										
The development of strategic infrastructure, including building, major clinical equipment and ICT, should contribute to the delivery of safe and sustainable services over the longer term. In development the capital programme, there are clear opportunities to be exploited regarding cross public sector collaboration and integration to facilitate more seamless health and care services.										
Report History		Standing Orders requires that the Capital Projects Control Manual, Schedule 11 of Standing Orders is reviewed and updated where required on an annual basis.								
Appendices		Capital Projects Control Manual updated 3 rd September 2018 including Appendices I and II								