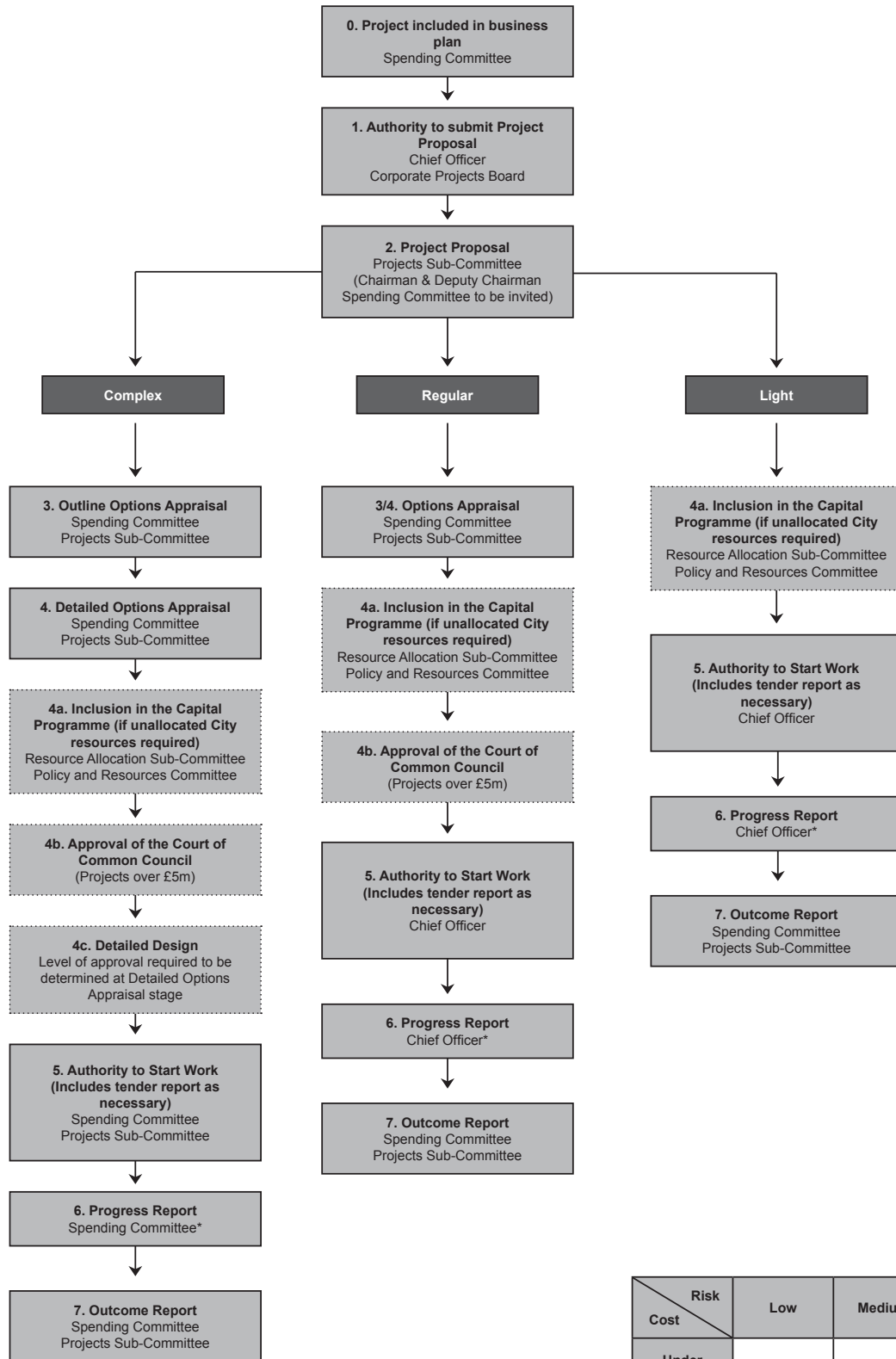# Gateway Approval Process

The procedure applies to projects that result in tangible, physical deliverables (including IS projects) in the following categories.

Capital and Supplementary Revenue projects (including those within agreed strategies) >£50k

Routine Revenue projects >£250k

Capital and Supplementary Revenue projects delivered with ringfenced funds >£250k

0. Project included in business plan
Spending Committee

1. Authority to submit Project Proposal
Chief Officer
Corporate Projects Board

2. Project Proposal
Projects Sub-Committee
(Chairman & Deputy Chairman
Spending Committee to be invited)

Complex

Regular

Light

3. Outline Options Appraisal
Spending Committee
Projects Sub-Committee

4. Detailed Options Appraisal
Spending Committee
Projects Sub-Committee

4a. Inclusion in the Capital Programme (if unallocated City resources required)
Resource Allocation Sub-Committee
Policy and Resources Committee

4b. Approval of the Court of Common Council
(Projects over £5m)

4c. Detailed Design
Level of approval required to be determined at Detailed Options Appraisal stage

5. Authority to Start Work (Includes tender report as necessary)
Spending Committee
Projects Sub-Committee

6. Progress Report
Spending Committee*

7. Outcome Report
Spending Committee
Projects Sub-Committee

3/4. Options Appraisal
Spending Committee
Projects Sub-Committee

4a. Inclusion in the Capital Programme (if unallocated City resources required)
Resource Allocation Sub-Committee
Policy and Resources Committee

4b. Approval of the Court of Common Council
(Projects over £5m)

5. Authority to Start Work (Includes tender report as necessary)
Chief Officer

6. Progress Report
Chief Officer*

7. Outcome Report
Spending Committee
Projects Sub-Committee

4a. Inclusion in the Capital Programme (if unallocated City resources required)
Resource Allocation Sub-Committee
Policy and Resources Committee

5. Authority to Start Work (Includes tender report as necessary)
Chief Officer

6. Progress Report
Chief Officer*

7. Outcome Report
Spending Committee
Projects Sub-Committee

* Projects Sub Committee regularly reviews the whole programme of projects

Cost \ Risk	Low	Medium	High
Under £250k	Light	Light	Regular
£250k - £5m	Regular	Regular	Complex
Over £5m	Regular	Complex	Complex