

Appendix 1 – List of proposed changes to Project Procedure.

Current Project Procedure	Revised Projects Procedure	Reason for Change	Relevant Item number(s)
<ul style="list-style-type: none"> Project Procedure and changes/approval and programme of projects is owned by Policy & Resources Committee. 	<ul style="list-style-type: none"> Project Procedure and changes/approval and programme of projects is owned by Finance Committee. 	<ul style="list-style-type: none"> Court approval in July 2023 for Projects & Procurement to be a sub committee of Finance Committee. 	<ul style="list-style-type: none"> 2.
<ul style="list-style-type: none"> Gateway reports require committee approval if project cost is £50,000 Capital or £250,000 Routine Revenue or using ringfenced funds. 	<ul style="list-style-type: none"> Gateway reports are delegated to trained officers in posts within the three most senior tiers of the organisation if project cost is below £1,000,000 (excluding risk). 	<ul style="list-style-type: none"> P&R approval July 2023 to make this temporary delegation permanent. 	<ul style="list-style-type: none"> 7.1, 60, 61.
<ul style="list-style-type: none"> Routine procurement projects subject to the procedure if they meet the above costs. 	<ul style="list-style-type: none"> Routine procurement projects not subject to the procedure, but to the Procurement Code. 	<ul style="list-style-type: none"> P&R approval July 2023 to make this previously approved change permanent. 	<ul style="list-style-type: none"> 62.
<ul style="list-style-type: none"> Projects Sub Committee scrutinises and make decisions relating to individual projects. 	<ul style="list-style-type: none"> Service Committees scrutinise and make decisions relating to individual projects. 	<ul style="list-style-type: none"> Court approval in July 2023 for Projects & Procurement to review the overall portfolio, with Service Committees to make decisions on individual projects. 	<ul style="list-style-type: none"> 11, 12, 26, 27, 30, 33, 34, 36, 42, 46, 47, 49, 50, 54, 59. Glossary.
<ul style="list-style-type: none"> Projects Sub Terms of Reference. 	<ul style="list-style-type: none"> Projects & Procurement Sub Terms of Reference (in relation to projects only). 	<ul style="list-style-type: none"> Court approval in July 2023 for Projects & Procurement revised Terms of Reference. 	<ul style="list-style-type: none"> 11.
<ul style="list-style-type: none"> Projects Sub periodically receives 	<ul style="list-style-type: none"> Projects & Procurement Sub receives a 	<ul style="list-style-type: none"> As per the revised Terms of Reference. 	<ul style="list-style-type: none"> 11.

<p>programme reports on all projects.</p>	<p>Portfolio Overview on all projects.</p>		
<ul style="list-style-type: none"> • All projects that meet relevant thresholds to follow the standard Gateway Approval process. 	<ul style="list-style-type: none"> • Exceptions to the standard Gateway Approval Process. • All projects within the exceptions logged on Project Vision and included in portfolio reporting. <ul style="list-style-type: none"> • Investment Property Group Expedited Process. • Climate Action Strategy delegated approvals. • City Bridge Foundation revised process. 	<ul style="list-style-type: none"> • Some departments follow a Member-approved variation of this procedure. • The relevant committee report is noted. 	<ul style="list-style-type: none"> • 8, 66, 66.1-66.3.
<ul style="list-style-type: none"> • Standing Orders authorise the Town Clerk, in consultation with the Projects Sub-Committee, or the Chairman and Deputy Chairman thereof as appropriate, to vary the Gateway Approval Process in relation to individual projects in cases when it is deemed appropriate to do so (e.g. to take advantage of external funding sources). 	<ul style="list-style-type: none"> • Standing Order 50(04) authorises the Town Clerk, in consultation with the Projects and Procurement Sub-Committee, or the Chairman and Deputy Chairman thereof as appropriate, to vary the Project Procedure in relation to individual projects in cases when it is deemed appropriate to do so (e.g. to take advantage of external funding sources). 	<ul style="list-style-type: none"> • Specify which Standing Order. • Align wording with the Standing Order. Note Standing Orders currently refer to the committee as Operational Property & Projects Sub Committee. 	<ul style="list-style-type: none"> • 23.

<ul style="list-style-type: none"> • Specific procurement thresholds referenced. 	<ul style="list-style-type: none"> • Procurement guidance to be in line with the Procurement Code. 	<ul style="list-style-type: none"> • To allow for changes to the Procurement Code to not require reflecting in the Project Procedure. 	<ul style="list-style-type: none"> • 26, 55, 63. • Documents for each Gateway.
<ul style="list-style-type: none"> • Inclusion in Capital Programme (if unallocated City funding is required for the project) to take place at Gateway 4a in the process. 	<ul style="list-style-type: none"> • Noted that this stage may take place at any Gateway when central funding is required. 	<ul style="list-style-type: none"> • Funding process has changed. 	<ul style="list-style-type: none"> • 26.
<ul style="list-style-type: none"> • Reference to Projects Sub Committee in relation to Urgency procedures. 	<ul style="list-style-type: none"> • Reference to committees in general in relation to Urgency procedures. 	<ul style="list-style-type: none"> • Projects & Procurement Sub Committee will no longer receive Gateways reports for approval. • Projects & Procurement Sub Committee falls within the general committee guidance should they have requested to approve a specific project's reports. 	<ul style="list-style-type: none"> • 27.
<ul style="list-style-type: none"> • Urgent requests are submitted to the relevant Committee's clerk, who will make representations to the Town Clerk and Chairman and Deputy Chairman of the Committee. 	<ul style="list-style-type: none"> • Urgent requests are submitted to the relevant Committee's clerk, who will make representations to the Town Clerk and Chairman and Deputy Chairman of the Committee. A full committee report (as you would submit to the relevant committee(s) 	<ul style="list-style-type: none"> • Additional text for clarity on use of Urgency procedures. 	<ul style="list-style-type: none"> • 27.

	<p>must be provided. If the decision is urgent and delegated authority has not previously been requested, you must provide a justification for the urgent decision (I.e. why can it not wait until the next meeting, why were you unable to present it at the previous meeting?)</p>		
<ul style="list-style-type: none"> • Pre-Gateway 5 projects can be closed with a report to Chairman and Deputy Chairman of Projects Sub Committee (noted in the 'Report on action taken' update in the next committee sitting), Corporate Projects Board (and any relevant requirement to the Service Committee). 	<ul style="list-style-type: none"> • Pre-Gateway 5 projects can be closed with a report to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Service Committee. Decisions will be noted in the 'Report on action taken' update in the next Service Committee and Procurement & Projects Sub Committee sitting), after approval from Corporate Projects Board. 	<ul style="list-style-type: none"> • Align with Delegated Authority requirements to the Town Clerk. • Clarification the report must go to Corporate Projects Board first. 	<ul style="list-style-type: none"> • 33.
<ul style="list-style-type: none"> • Projects Sub Committee holds a contingency fund. 	<ul style="list-style-type: none"> • No reference to a contingency fund. 	<ul style="list-style-type: none"> • Projects & Procurement Sub does not hold a contingency fund. 	<ul style="list-style-type: none"> • 46.
<ul style="list-style-type: none"> • Programme Office sits within Town Clerk's department. 	<ul style="list-style-type: none"> • Removal of reference to which department the Programme Office sits. 	<ul style="list-style-type: none"> • Programme Office is no longer in Town Clerk's department. 	<ul style="list-style-type: none"> • 9, 13, 16, 17, 64.

<ul style="list-style-type: none"> Committee name: Capital Buildings Committee. 	<ul style="list-style-type: none"> Committee name: Capital Buildings Board. 	<ul style="list-style-type: none"> Reflection of committee name change. 	<ul style="list-style-type: none"> 6.
<ul style="list-style-type: none"> Committee name: Projects Sub Committee. 	<ul style="list-style-type: none"> Committee name: Projects & Procurement Sub Committee. 	<ul style="list-style-type: none"> Reflection of committee name change. 	<ul style="list-style-type: none"> 6, 7, 11, 23, 65.
<ul style="list-style-type: none"> Corporate Projects Board may ask for papers to be redrafted or to be submitted to Summit Group for Corporate consideration. 	<ul style="list-style-type: none"> Corporate Projects Board may ask for papers to be redrafted. 	<ul style="list-style-type: none"> There is no longer Summit Group. 	<ul style="list-style-type: none"> 13.
<ul style="list-style-type: none"> Strategic Resources Group referred to in Glossary. 	<ul style="list-style-type: none"> Removal of reference. 	<ul style="list-style-type: none"> There is no longer Strategic Resources Group. 	<ul style="list-style-type: none"> Glossary.
<ul style="list-style-type: none"> Service Committee not referred to in Glossary. 	<ul style="list-style-type: none"> Explanation of Service Committee in Glossary. 	<ul style="list-style-type: none"> Provide clarity on the term. 	<ul style="list-style-type: none"> Glossary.
<ul style="list-style-type: none"> Amendments to numbering, etc. further to the above changes. 			Throughout.