



**Cambridgeshire and
Peterborough
Clinical Commissioning Group**

PRIMARY CARE BUSINESS CASE APPROVAL PROCESS – GUIDANCE NOTES

CAMBRIDGESHIRE & PETERBOROUGH CCG

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1. INTRODUCTION

1.1 SCOPE

This document outlines the Business Case Approval process for all GP Practice premises/estate improvement schemes.

The approval process defined in this document must be followed, and adhered to, for ALL Premises improvement schemes; including reconfiguration, extension, relocation or new-build schemes.

Where a GP practice has a proposal for a premises improvement, the Practice must also adhere to and follow the guidance stipulated in the NHSE General Medical Services Premises Costs Directions; link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/184017/NHS_General_Medical_Services_-_Premises_Costs_Directions_2013.pdf

Premises Improvements often result in increased revenue costs for the CCG in respect of annual rent (or notional rent where applicable) reimbursement. Therefore, if Premises improvements are carried out without following due process (either with regards to the process defined in this document, or with regards to the NHSE Premises Cost directions), the CCG reserves the right to reject any claims for associated increases in reimbursable rent and/or rates.

In addition to defining the approval process, this document includes further key information with regards to the premises development process, premises development funding options, and key contact details required during the process.

1.2 BRIEF OUTLINE OF PROCESS

The business case approval process for all Premises Improvement schemes is briefly outlined on this page (below), and more comprehensively outlined, stage by stage, from page 7 onwards.

As a general rule (although there are exceptions which are detailed in this document) Premises improvement schemes must be submitted to, reviewed by, and supported by 3 x System Estates Groups, at each stage of the approval process, before moving onto the next stage.

The 3 x System Estates Groups are as follows:

- i) the CAPCCG Premises & Estates Steering Group (CCG P&E Group);
- ii) the STP Estates Group; and
- iii) the NHS England Capital Investment Oversight Group (CIOG)

In addition to the above, the business case must be approved by the CCG's Primary Care Commissioning Committee (PCCC).

The 4 stages of the application process are as follows:

- Stage 1 – Expression of Interest form submitted
- Stage 2 – Project Initiation Document submitted
- Stage 3 – Outline Business Case submitted
- Stage 4 – Full Business Case submitted

Once the Full Business Case is approved by the 3 x System Estates Groups and PCCC, formal approval will be sent to the Practice.

For schemes which have a capital cost totaling less than £100,000, the final stage of approval is at PID stage (there is no need for an OBC or FBC to be submitted). For all schemes over £100,000 the above 4-stage process is applicable.

Throughout each stage of the process, including the post-approval stage (Stage 5) (i.e contract mobilization and construction works) Practices will be required to submit Monthly Highlight reports which will serve to update the Estates Groups. The Monthly Highlight report template can be found in Appendix A

1.3 SCHEME FUNDING

Funding for Premises Improvement schemes fall into 3 categories.

1. Self Funded
2. NHSE Improvement Grants (ETTF)
3. Section 106 (S106) or Community Infrastructure Levy (CIL) grants

NHSE Improvement Grants are capped at a maximum of 66% of the total capital cost of the scheme, net of any S106/CIL funding. Practices will therefore be required as a minimum to fund 34% of the total capital scheme costs, net of S106/CIL.

NHSE Improvement Grants are subject to various terms and conditions, including but not limited to a minimum tenure of the premises following receipt of a grant, (notional) rent reimbursement abatements. Full details can be found in the Premises Costs Directions.

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**1.4 IMPORTANT GENERAL INFORMATION RELATING TO APPLICATIONS FOR PREMISES
IMPROVEMENTS**

All schemes must adhere to HBN guidelines (see appendix B).

It is the Practice's responsibility to ensure that any Premises alterations / improvements / extensions are compliant with all relevant law and building regulations (i.e Health and Safety). Whilst the CCG and NHSE will review applications to ensure compliance with internal regulations, guidance and best practice, approval from the CCG and/or NHSE does not constitute compliance with any external regulations or law.

Practices should seek their own legal advice with reference to the development and implementation of business cases. However, Practices are able to submit an application for reimbursement of 'reasonable' legal fees from NHSE.

Practices are also able to claim for reimbursement of professional fees (architects, Quantity surveyors) up to 12% of scheme capital value.

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DETAILED OUTLINE OF PROCESS

Stage 1 – Expression of Interest

1.1 Submitting the Expression of Interest (EOI) Form

Upon identifying a need for Premises development (including refurbishment, extension, relocation or new build) Practices are required to submit their application to the CCG by completing an Expression of Interest (EOI) document. Submission must be by e-mail to capccg.premisesandestates@nhs.net

Please see Appendix D for the EOI template.

Appendix C provides details of the criteria which are considered by the Estates Groups when making the decision to approve or reject Premises applications. Practices should refer to this before submitting their EOI document.

1.2 Confirmation of Receipt of EOI

The CCG Premises team will confirm receipt of the EOI form by e-mail within 14 days.

1.3 EOI Form Reviewed

The EOI will be circulated to the CCG P&E Group for review and discussion at the next monthly Group meeting, where a decision will be made as to whether the application should be supported through to the next stage

1.4 Approval/Rejection

The CCG will inform the Practice whether the scheme is supported *in principal**, or whether it is rejected. This will be done within 7 days of the Steering Group meeting.

Where an EOI is supported, the CCG will submit the scheme for review by the STP Estates Group at their monthly meeting (which takes place one week after the monthly CCG P&E Group meeting) with a recommendation that the scheme is supported.

If the STP Estates Group support the scheme, the CCG Premises team will inform the Practice by e-mail and request that a Project Initiation Document (PID) is completed and submitted (See Stage 2).

If the scheme is rejected, the reasons for this decision will be included in the e-mail. Depending on the reasons for rejection, Practices can amend the EOI in accordance with any feedback and resubmit for review at the next meeting

Please note, the decision to support an Expression of Interest in principal does not guarantee that the scheme will be supported throughout the further stages of the approval premises CIOG do not become involved in the approval process until PID stage, and so CIOG review and approval of EOI's is not required.

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Stage 2 – Project Initiation Document stage

The key elements of the premises approval process at the Project Initiation Document stage are detailed below:

2.1 Submitting the Project Initiation Document (PID)

Following notification from the CCG Premises team that their scheme is supported in principal, the Practice must submit a PID within 3 months. The PID must be submitted by e-mail to: capccg.premisesandestates@nhs.net

Please see Appendix E for the PID template

A checklist which documents everything that is required to be completed at PID, OBC and FBC stage can be found in Appendix C

2.2 Receipt of PID by CAPCCG

The CCG Premises team will confirm receipt of the PID by e-mail within 7 days, and perform a 'high level' check, to ensure the fundamental elements are included in the scheme. Practices may be asked for clarification if any information is unclear or missing.

Once the high level checks have been completed satisfactorily, the scheme will be added to the agenda for the next scheduled monthly CCG P&E Group meeting.

The PID will be distributed for review by all members of the CCG P&E Group **one week** before the Group meeting date.

Please note that any PIDs which are submitted to the CCG **within** two weeks of the date of the next Premises and Estates Steering Group meeting will miss the deadline for review and therefore be added to the agenda of the following month's meeting.

The meeting dates for 2020/21 can be found in Appendix G.

2.3 Review of PID at Monthly Steering Group meeting

Steering Group members are required to review the documentation and bring their comments to the meeting, where the PID will be discussed and a decision will be made to either:

- i) Support the scheme
- ii) Reject the scheme

- iii) Request further information from the Practice before making a decision

2.4 PID 'Approval' / Rejection

If the scheme is supported by the CCG P&E Group, it will be submitted to the STP Estates Group meeting and the Primary Care Commissioning Committee (PCCC) meeting with a recommendation that the scheme is supported through to the next stage (OBC).

If the STP Estates Group and PCCC support the scheme, it will be submitted to the NHSE/I Capital Investment Oversight Group meeting (CIOG), with a recommendation that the scheme is approved to OBC stage (or, if the scheme is under £100k, that the scheme is given final approval).

Where CIOG makes the decision to approve the scheme to OBC stage, an e-mail will be sent to the Practice within 10 working days of the CIOG meeting to inform them of the approval and to request that an Outline Business Case document is submitted.

If either the CCG P&E Group, the STP Estates Group, PCCC, or NHSE CIOG reject the scheme, the feedback will be sent to the Practice within 10 working days of the respective meeting. Depending on the nature of the rejection, the scheme can be amended and resubmitted for the next round of monthly meetings.

Stage 3 – Outline Business Case

The key elements of the premises approval process at the Outline Business Case stage are detailed below:

3.1 Submitting the Outline Business Case document (OBC)

Upon receiving notification from the CCG that their PID was approved by CIOG, the Practice must submit an Outline Business Document (OBC) within 3 months. The OBC must be submitted by e-mail to capccg.premisesandestates@nhs.net

Please see Appendix F for the OBC template

A checklist which documents everything that is required to be completed at OBC stage can be found in Appendix C

3.2 Receipt of OBC BY CAPCCG

The CCG Premises team will confirm receipt of the OBC by e-mail within 10 working days, and perform a 'high-level' check, to ensure the fundamental elements are included in the scheme. Practices may be asked for clarification if any information is unclear or missing.

Once the high-level checks have been completed satisfactorily, the scheme will be added to the agenda for the next scheduled monthly CCG P&E Group meeting.

The OBC will be distributed for review by all members of the Group **one week** before the Steering Group meeting date.

Please note that any OBC's which are submitted to the CCG **within 2 weeks** of the date of the next Group meeting will miss the deadline for review and therefore be added to the agenda of the following month's meeting.

The meeting dates for 2020/21 can be found in Appendix G

3.3 Review of OBC at Monthly Steering Group meeting

The CCG P&E Group will review the OBC and a decision made to either:

- i) Request further information from the Practice before making a decision;
- ii) Support the scheme and submit to STP Estates Group and subsequently CIOG with a recommendation that the scheme is supported to the next stage;
- iii) Reject the scheme.

3.4 OBC Approval/Rejection

If the OBC is supported by the CCG P&E Group, it will be submitted to the STP Estates Group meeting and the Primary Care Commissioning Committee (PCCC) meeting with a recommendation that the scheme is supported through to the next stage (FBC).

If the STP Estates Group and PCCC support the scheme, it will be submitted to the NHSE/I Capital Investment Oversight Group meeting (CIOG), with a recommendation that the scheme is approved to FBC stage.

Where CIOG makes the decision to approve the scheme to FBC stage, an e-mail will be sent by the CCG Premises team within 10 working days of the CIOG meeting to inform the Practice and to request that a Full Business Case is submitted.

If either the CCG P&E Group, the STP Estates Group, PCCC, or NHSE CIOG reject the scheme, the feedback will be sent to the Practice within 10 working days of the respective meeting. Depending on the nature of the rejection, the scheme can be amended and resubmitted for the next round of monthly meetings.

3.5 Request for additional Information

If it is agreed at the CCG P&E Group meeting that further information is required in order to either approve or reject the scheme, the Practice will be notified by e-mail within 7 days of the meeting.

In such instances, once the necessary further information is received, the scheme will be added to the agenda for review at the next CCG P&E Group meeting.

Stage 4 – Full Business Case

The key elements of the premises development application process at the Full Business Case stage are detailed below:

4.1 Submitting the Full Business Case document (FBC)

Upon receiving notification from NHS England Estates team that their OBC was approved by CIOG, the Practice must submit a Full Business Document (FBC) within 3 months. The FBC must be submitted by e-mail to capccg.premisesandestates@nhs.net

Please see Appendix F for the FBC template

A checklist which documents everything that is required to be completed at OBC stage can be found in Appendix C

4.2 Confirmation of Receipt of FBC

The CCG Premises team will confirm receipt of the FBC by e-mail within 10 working days, and perform a 'high level' check, to ensure the fundamental elements are included in the scheme. Practices may be asked for clarification if any information is unclear or missing.

Once the high level checks have been completed satisfactorily, the FBC will be added to the agenda for the next scheduled monthly CCG P&E Group meeting.

The FBC will be distributed for review by all members of the Group **one week** before the Steering Group meeting date.

Please note that any FBC's which are submitted to CCG **within** 2 weeks of the date of the next CCG P&E Group meeting will miss the deadline for review and therefore be added to the agenda of the following month's meeting.

4.3 Review of FBC at Monthly Steering Group meeting

The CCG P&E Group will review the OBC and a decision made to either:

- i) Support the scheme and submit to the STP Estates Group and subsequently CIOG with a recommendation that scheme is approved in full
- ii) Reject the scheme
- iii) Request further information in order to make a decision

4.4 FBC Approval/Rejection

If the FBC is supported by the CCG P&E Group, it will be submitted to the STP Estates Group meeting with a recommendation that the scheme is given final approval.

If the STP Estates Group support the scheme, it will be submitted to the NHSE/I Capital Investment Oversight Group meeting (CIOG) and the Primary Care Commissioning Committee (PCCC), with a recommendation that the scheme is given final approval.

At this stage the revenue implications of the scheme will require formal approval and sign off from PCCC

Where PCCC and CIOG make the decision to give final approval, a formal 'scheme approval' letter will be sent by the CCG Premises team within 1 calendar month of the CIOG meeting to inform the Practice. This time period is to allow for regional sign off at NHSE, and also PCCC member sign off at the CCG.

If either the CCG Premises and Estates Steering Group, the STP Estates Group, PCCC or NHSE CIOG reject the scheme, the feedback will be sent to the Practice within 10 working days of the respective meeting. Depending on the nature of the rejection, the scheme can be amended and resubmitted for the next round of monthly meetings.

4.6 Rejected FBC's

As a result of the due diligence carried out at PID and OBC stage It is extremely unlikely that schemes will be rejected at FBC stage. In rare circumstances where this is necessary, Practices can still claim for the reimbursement of professional and legal fees incurred in writing the business case which has been supported until this stage.

5 Stage 5 – Post Approval

Upon receipt of the formal 'scheme approval' letter the Practice can enter into a formal contract with the builder/contractor. The Practice must not sign this contract until they have received the formal scheme approval letter.

If the scheme is (part) funded by S106 monies, a copy of the signed contract with the builder/contractor must be forwarded to the CCG P&E Group in order that the CCG can follow the appropriate process to enable the relevant District Council to release the S106 monies.

The Practice must complete and return the documents as stipulated in the formal approval letter.

Practices must submit a monthly 'Highlight Report' and (where available) Contractors reports to the CCG P&E Group to document the progress of the scheme.

The Highlight report template can be found in Appendix A

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