# Oxfordshire County Council Capital Programme Governance structure and process: overview

#### Cabinet

- Cabinet has formal oversight of the performance of the Council Capital Programme and will be the decision-maker in line with responsibilities set out in the council's constitution.
- Cabinet approves the capital and investment strategy & Council Capital programme, which receives final approval from Council as part of the annual annual capital and revenue budget planning process.
- Cabinet reviews the overall performance of the Council Capital Programme, based on reporting by exception, with a focus on key risks and issues, and any variations in time, scope, and cost.
- Cabinet reviews and signs off business cases / change requests >£1m

#### Senior Leadership Team (SLT) ( with portfolio holders)

- SLT have oversight of the performance of the Council Capital Programme and how it is delivering to the capital and investment strategy.
- SLT and portfolio holders review and provide input into the capital and investment strategy and Council Capital Programme, and recommend it to Cabinet.
- SLT delegates the authority to the Strategic Capital Board to oversee the performance of the Capital Programmes. Based on reporting by exception, SLT and Informal Cabinet review key risks or issues, and any significant changes to the Council Capital Programme.
- They will also review and provide recommendations around new in-year projects that are not aligned to the capital and investment strategy.

### **Strategic Capital Board governance**

- The Strategic Capital Board provides assurance around the performance of each Capital Programme.
- The Board has delegated authority from SLT to develop the Council Capital Programme and capital and investment strategy, and oversee the Council Capital Programme to ensure it delivers to the strategy.
- The Strategic Capital Board obtains assurance on the delivery of the Capital Programme and its outcomes, and is a governance forum where cross-functional issues are identified and addressed.
- Key risks and issues are escalated from the Capital Programme Board to the Strategic Capital Board.
- Business cases / change requests >£500k are reviewed and signed off at this level of governance.

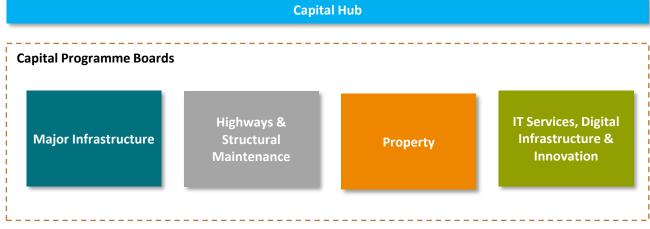
## **Capital Programme Board governance**

- · The Director who chairs the Capital Programme Board is accountable for the performance and delivery of the Capital Programme.
- The Capital Programme Board is a governance forum which enables oversight of the operational delivery of each capital project, based on reporting by exception, with a focus on variations in time, scope, and cost.
- Key risks and issues are escalated from Project Boards to the Capital Programme Board.
- The Director signs off business cases and change requests <£500k and defines a local scheme of</li> delegation for how those of a smaller value are managed at the project level.

## Programme & project level governance

- · The Project Lead is responsible for the performance of a project, to ensure it is delivered on time, to budget, and to the agreed scope and specification.
- The Project Board is the governance forum which monitors the progress of the project and facilitates decision-making between members of the project team, the SRO, and other key stakeholders, including the Service.

**Cabinet Senior Leadership** Team **Strategic Capital Board** 



Programme & project boards

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