

Managing Carer Implementation Funding

The IJB have already approved the Programme Management Governance Framework and the process for Transformation Business Cases Approval. It is proposed that the prioritisation and approval process for the allocation of Carers Act Implementation Funding follows the same process. The steps are: -

1. Identify Need
2. Categorise Project/Service
3. Develop, Refine and Agree Outline Business Case
4. Develop, Refine and Agree Full Business Case
5. Obtain Approval for Funding
6. Project/Service Delivery

1. Identify Need

Firstly we need to identify the need – what is the problem or issue and how do we think we can solve it. In understanding how the problem or issue could be solved, an options appraisal should also be undertaken. This will assist with considering whether we can actually solve the problem from within existing resources by perhaps doing things differently or collaboratively or whether funding is required. If the preferred option is to commission a funded option then this process can also help identify the level of funding required which helps with the next stage which is categorisation.

At this stage it is also useful to consider which Programme Board (PB) portfolio the option is aligned to. The three Programme Boards within Aberdeen City Health and Social Care Partnership are Strategic Commissioning, Enabling Systems and Transforming Communities.

2. Categorisation

Categorisation of options is done on a Cost and Risk basis as per the following: -

- Category 1 = Cost >£50,000 and High Risk
- Category 2 = Cost = <£50,000 and Medium Risk
- Category 3 = Cost <£30,000 and Low Risk

The cost identification is clear however the allocation of risk is more subjective and will ultimately determine whether the approval is sought from the Executive Programme Board or the IJB. Reference should be made the Strategic and Operational Risk Registers. Anything that impacts a strategic risk should be classified as high and ultimately directed to the IJB.

3. Develop, Refine and Agree Outline Business Case

An outline business case should be developed for all categories of project or service. Templates are available for this purpose and the work already completed for the identification of the business need and the options appraisal will form part of the completed Business Case. Additional considerations which are requested in the Business Case are the Benefits, Costs, Risks, and proposed Timescales of the project or service delivery along with any dependencies or constraints. In all categories a project team is responsible for the development of the Business Case. This can be an informal group of people with the relevant knowledge and expertise to provide or obtain the required information or it could even be one person. Outline Business Cases for category 2 and 3 projects or services would be refined and agreed by an appropriate Working Group. In the case of Carers Act Implementation Funding this would be the Carers Strategy Implementation Group (CSIG) or

the Young Carers Development Group (YCDG). Category 1 Outline Business Cases would be refined and agreed by the relevant Portfolio Programme Board and the Executive Programme Board. Portfolio Programme Boards can approve Outline Business Cases for Category 2 and 3 projects and services. The IJB will approve Outline Business Cases for Category 1 projects and services.

4. Develop, Refine and Agree Full Business Case

Full Business Cases are a more developed and detailed version of the Outline Business Case. These are not required for category 3 projects and services. Again these would be developed by a project team but for category 2 projects or services they are refined and agreed by the Working Group and the Portfolio Programme Board. For Category 1 projects or services they are refined and agreed by the Working Group, the Portfolio Programme Board and the Executive Programme. Category 2 Full Business Cases are approved by the Executive Programme Board and Category 1 Full Business Cases are approved by the IJB. For some projects and services it may be decided that they are processed directly via the Full Business Case route. This is acceptable as long as they ultimately get the relevant approval for their category.

5. Obtain Approval for Funding

Approval of an Outline Business Case for Category 3 projects or services is the final approval required for their funding. The approval of the Full Business Case for category 2 projects or services by the Executive Programme Board is the approval of their funding and the approval of the Full Business Case for Category 1 projects or services by the IJB is the approval of their funding.

6. Project/Service Delivery

Once Outline or Full Business Cases, and therefore the funding, are approved as required, the project or service can then move on to the delivery stage. This may involve the recruitment of staff, the allocation of a grant, the purchase of products or equipment or the commissioning of a service from an external provider. The method of delivery and the procedures employed to achieve that delivery will have been detailed in the appropriate Business Case and any rules, regulations or procedures governing such activity e.g. Procurement Regulations, Following the Public Pound etc. will be adhered to as appropriate.

Table of Activity and Responsibility by Category

	Category 1	Category 2	Category 3
Develop Outline Business Case	Project Team	Project Team	Project Team
Refine and Agree Outline Business Case	CSIG/YCDG Portfolio PB Executive PB	CSIG/YCDG	CSIG/YCDG
Approval of Outline Business Case	IJB	Portfolio PB	Portfolio PB
Develop Full Business Case	Project Team	Project Team	N/A
Refine and Agree Full Business Case	CSIG/YCDG Portfolio PB Executive PB	CSIG/YCDG Portfolio PB	N/A
Approval of Full Business Case	IJB/operational delivery committee	Executive PB	N/A