

## *Capital Projects Policy and Procedure*

### **1 Introduction**

#### **1.1** The Heart of Mercia Multi Academy Trust (the Trust) is committed to educational excellence, ensuring its students are ready for the real world, delivering a sustainable future and creating an enjoyable experience for all.

To achieve this the Trust needs to manage, develop, and maintain its estates portfolio in order that it best meets the needs of all academies within the Trust. This policy sets out how the Trust will manage capital activity in a way that supports high-quality teaching and learning, ensuring a safe and compliant environment for learners, whilst protecting the long-term condition and value of its buildings.

This policy establishes consistent expectations for project governance, financial control, procurement, and risk management across all settings, recognising that sixth form colleges often operate with specialist facilities and curriculum-driven estate needs, while secondary schools may require different patterns of maintenance, expansion, and adaptation.

This policy will ensure that capital investment decisions are transparent, equitable and aligned with the Trust's strategic priorities, including curriculum delivery, safeguarding, financial sustainability, and environmental responsibility.

The clear definition of roles and responsibilities for Trust Leaders, local governing bodies and academy level staff will support coherent planning and effective oversight of projects, thus allowing the Trust to meet its statutory duties for health and safety, procurement, and value for money in the use of public funds.

### **2 Purpose and Scope**

#### **2.1** This policy and procedure set out the framework for the planning, approval, delivery, monitoring, and review of capital projects across the Trust. It will ensure that capital investment is well-governed, strategically aligned, delivers value for money, complies with statutory and regulatory requirements, is auditable and transparent and manages risk effectively.

#### **2.2** This policy applies to all capital projects undertaken by the Trust and its academies, including, but not limited to:

- New builds
- Extensions
- Major refurbishments
- Material alterations to its estates
- Significant change of use
- Condition improvement and remedial works
- Significant mechanical and electrical upgrades

- Structural, thermal or services work (incl. boilers, roofs, lifts, solar panels, heat pumps)
- Compliance-related works (health and safety, fire safety, accessibility, safeguarding)
- Temporary buildings and modular classrooms
- Mini-buses and vans
- Digital/Technology and infrastructure projects that are capital in nature
- Estate rationalisation

For the purposes of this policy, a capital project is defined as any project resulting in the acquisition, construction, material alteration, or enhancement of an asset with a useful life of more than one year and a value above the Trust's capitalisation threshold as established in the Financial Regulations and Scheme of Delegation.

This policy and procedure apply to all capital projects valued at £20,000 or over undertaken by an individual academy or the Trust itself.

Digital and technology projects valued at over £15,000 must be approved by the Trust Technology Adoption Group.

### **3. Strategic Principles**

Capital projects will be:

- aligned with the Trust's strategic plan, estates strategy, educational priorities and statutory duties
- either creating new opportunities, fulfilling existing needs and/or delivering strategic or financial benefits to the individual academy and the Trust.
- prioritised on the basis of condition, compliance, safeguarding, capacity, and educational impact.
- affordable and sustainable within the individual academy and the Trust's long-term financial plan.
- delivered in a manner that is timely and professional, demonstrating both value for money and effective use of public funds.
- compliant with all relevant legislation, guidance, and funding conditions.

All capital projects must include a cost-benefit justification and clearly defined outcomes, that align with the Trust's Strategic Plan, Financial Regulations, Scheme of Delegation and Trust-wide priorities.

- All capital projects must have a completed Project Identification Document, found in Appendix 1.
- All capital projects must be submitted to the Trust Director of Operations (DoO) or for ICT projects, Trust the Chief Data and Technology Officer (CDTO).
- All capital projects and associated contracts valued up to £100,000 must be approved by the Chief Financial Officer (CFO).

- All capital projects and associated contracts valued over £100,000 must be approved by the Chief Executive Officer (CEO).
- Projects valued at over £200,000 require approval of the Trust Finance and Resources Committee and the Trust Board.

Where a series of capital projects are planned and/or undertaken by an academy in a single year that cumulatively reach one of the thresholds above, the appropriate approval will be required.

## 4 Roles and Responsibilities

4.1 The **Board of Trustees** is responsible for:

- Approving this policy and any material amendments
- Approving the overall capital strategy and estates strategy of the Trust
- Approving capital projects above the delegated financial threshold
- Ensuring compliance with legislation and funding rules
- Ensuring appropriate oversight, assurance, and risk management

4.1.1 **The Board** may delegate oversight of capital projects to a committee (e.g. Finance and Resources Committee), which will:

- Scrutinise business cases and recommendations
- Monitor delivery, cost, and risk
- Escalate issues and seek Board approval where required

4.2 **The Chief Executive** is responsible for:

- Ensuring capital expenditure is undertaken with regularity, propriety, and value for money
- Ensuring compliance with the Academy Trust Handbook and funding agreements
- Overseeing the implementation of approved projects

4.3 **The Chief Financial Officer** is responsible for:

- Ensuring affordability and alignment with the Trust's financial plan
- Approving projects within delegated limits
- Advising on funding sources, cash flow, and accounting treatment
- Ensuring appropriate financial controls and reporting

4.4 The **Director of Operations** is responsible for the strategic and operational leadership of the Trust's capital programme and estates-related capital projects. This includes:

- Leading the development and delivery of the Trust's estates strategy and long-term capital plan
- Translating the Trust's strategic priorities into deliverable capital programmes
- Overseeing the identification, prioritisation, and scoping of capital projects across the Trust
- Ensuring capital projects comply with relevant statutory frameworks, DfE guidance, and funding conditions

- Acting as the Trust's senior responsible officer for capital projects, where delegated
- Commissioning and managing professional advisers and consultants, including surveyors, architects, engineers, and project managers
- Ensuring robust project governance, reporting, and escalation arrangements are in place
- Monitoring delivery against cost, programme, quality, and risk, and taking corrective action where required
- Working closely with the Chief Financial Officer to ensure affordability, value for money, and appropriate financial control
- Reporting regularly to the Chief Executive Officer, Trust Central Team, and relevant Board committees

**4.5** The Trust **Chief Data and Technology Officer** is responsible for the strategic and operational leadership of the Trust's digital/technology provision and related capital projects. This includes:

- Leading the development and delivery of the Trust's Digital and Technology strategy.
- Ensuring digital/technology projects comply with relevant statutory frameworks, DfE guidance, and funding conditions
- Acting as the Trust's senior responsible officer for digital/technology projects, where delegated
- Commissioning and managing professional advisers and consultants as appropriate
- Working closely with the Chief Financial Officer to ensure affordability, value for money, and appropriate financial control
- Reporting regularly to the Chief Executive Officer, Trust Central Team, and relevant Board committees

**4.6** The Trust **Capital Team** is responsible for:

- Overseeing the management and development of the Trust's estates portfolio so as to best meet the needs of all academies within the Trust, ensuring educational excellence alongside financial sustainability, compliance, and environmental responsibility.
- Reviewing proposed capital projects and allocating resources to ensure that projects contribute to the development of the Trust estates portfolio and the masterplan for each academy.
- Making decisions regarding the allocation of MAT held School Condition Allowance Funding on the basis of the criteria established in the Trust's Estates Strategy 2024-27.

The Trust Capital Team is comprised of the CEO, CFO, DoO and an independent expert member (currently, WMC Partnership).

In making decisions, the Trust Capital team will consider the balance between current, medium-term, and long-term needs and priorities for the Trust's estate(s) and place weight on the advice received from its independent, expert member.

**4.7** The **Trust Central Estates Team** is responsible for:

- Overseeing project development and delivery, including documentation and record keeping, handover and completion of estates projects
- Verifying appropriate competencies of contractors and staff as appropriate/necessary
- Reviewing risks and compliance matters for all estates capital projects
- Providing administrative support where appropriate
- Capturing lessons learned and sharing these across the Trust

**4.8** The **Trust Technology Adoption Group** outline when hardware and infrastructure projects must come to that group.

This includes hardware procurement including replacement of end-user devices and, replacement or renewal of network infrastructure that:

- exceeds £15,000 in cost.
- diverges from existing or approved brands/models/device-types/deployment patterns.
- has other significant cyber security implications (e.g. a new firewall).

**4.9** **Academy Principal or Headteacher**

Principals or Headteachers are responsible for:

- Identifying potential areas of need for capital investment in the estate.
- Working with the CEO, CFO, DoO, CDTO and other members of the Trust central team as appropriate to identify, plan and deliver capital projects in their academy.
- Working with the Trust central team to manage procurement and delivery
- Working with the Trust central team to monitor progress, costs, quality, and risk
- Managing any academy staff involved in the delivery of capital projects
- Engaging with the Trust Director of Operations or Chief Data and Technology Officer regarding the progress of projects as appropriate

## 5 Project Identification and Prioritisation

Capital projects may be identified through:

- Condition surveys and asset management plans
- Health and safety or compliance requirements
- Strategic growth or curriculum needs
- Funding opportunities (e.g. DfE or other capital grants)

- Emergency or unforeseen circumstances
- The needs of the academy as identified by the Principal or Head

When making decisions regarding project prioritisation, the Trust will consider the following:

- Risk to health, safety, or safeguarding
- Statutory or regulatory compliance
- Emergency or urgent condition issues
- Educational impact and strategic fit
- Environmental Sustainability
- Affordability and deliverability
- Opportunities to generate a return for the Trust over time.
- Opportunities to significantly improve the condition of the Trust's estates.

## 6 Business Case and Approval

All capital projects must be supported by a proportionate business case, which will normally include:

- Project description and objectives
- Options appraisal (including do-nothing option)
- Defining the project benefits and reasons to go forward with it
- Financial planning and funding sources
- Risk assessment and mitigation
- Programme of delivery and key milestones
- Procurement route

Approval levels will be determined by the Trust's Scheme of Delegation and Financial Regulations. Projects exceeding delegated limits must be approved by the Board of Trustees.

Capital Projects must be commensurate with the Trusts Sustainability Policy and academy sustainability action plan.

## 7 Funding Sources

Capital projects may be funded through:

- Trust capital reserves
- Academy capital reserves
- Devolved Formula Capital (DFC)
- School Condition Allocations (SCA), where applicable
- Other DfE funding schemes
- Other grants, contributions, or approved borrowing e.g. relating to the Public Sector Decarbonisation Scheme

All funding conditions must be fully understood and complied with.

### 8 Procurement

Procurement of works, goods, and services must:

- comply with the Trust's Financial Regulations and Procurement policy
- follow the principles of transparency, fairness, and value for money
- comply with relevant public procurement legislation

Where appropriate, professional advice will be sought and could include but is not limited to legal, technical, and cost consultancy support.

Tendering documentation must clearly define the scope of work or services, contract terms and conditions, evaluation criteria, instructions to bidders, compliance and eligibility requirements, and pricing structure.

Capital projects are subject to the tendering process detailed in the Trust Financial Regulations. Limits and authorisations are as follows:

- Up to £10,000: reasonable source with quotation.
- £10,001 to £200,000: minimum of three quotations.
- Over £200,000: At least three competitive tenders in accordance with Trust tendering procedures.

Contracts should use appropriate industry standard forms, such as NEC or JCT contracts, and must include clear provisions for performance, defects, and handover.

### 9 Project Delivery and Monitoring

Approved projects will be:

- Managed in accordance with an agreed project plan
- Monitored against cost, time, quality, and risk
- Subject to regular reporting to senior leaders and relevant Trust committees

Material changes to scope, cost, or risk must be reported promptly and may require further approval.

Pre-construction information must be prepared and shared with all duty-holders.

A construction-phase plan must be in place before work commences.

The Project Lead must monitor compliance, including site safety, welfare, and risk management.

### 10 Risk Management

Capital projects will be managed in line with the Trust's risk management framework. Key risks may include cost overruns, programme delays, health and safety issues, and compliance or funding challenges.

Appropriate mitigation measures must be identified and actively monitored throughout the project lifecycle.

## **11 Handover and Completion**

Practical completion of a project must be certified by the contract administrator and/or the Central Estates Team.

Handover must include Operation and Maintenance Manuals, warranties, as-built drawings, commissioning records, statutory certificates and the updated Health and Safety File

Training for site staff, including teaching and support staff if appropriate, must be provided for new systems or equipment.

A defects liability period must be managed, with clear processes for reporting and rectification.

## **12 Post-Project Review**

On completion, projects will be reviewed within 3 - 12 months of practical completion to assess outcomes vs. objectives. Contractor and consultant performance should be assessed as part of this process.

Lessons learned should be documented and shared across the Trust to inform future capital planning.

User feedback from staff and students should be used to inform future planning.

## **13 Financial Controls and Asset Management**

All expenditure on capital projects must comply with the Trust's accounting policies and the Academy Trust Handbook. To support this, there will be mandatory monthly monitoring of budget vs. actual with any variations requiring approval in line with the Scheme of Delegation. All financial records must be retained for audit purposes.

The Trust's asset register must be updated in line with the Trust's estates asset management arrangements.

## **14 Safeguarding and Child Protection**

The Trust recognises its statutory responsibility to safeguard and promote the welfare of children and young people. All capital projects undertaken on Trust premises must be planned and managed in a way that protects pupils, staff, and visitors from harm.

### **Safeguarding Risk Assessment**

Before any capital project begins, the project lead (e.g., Trust Estates Lead, School Business Professional, or Project Manager) must complete a safeguarding risk assessment proportionate to the works. The assessment should consider:

- Whether contractors will have access to areas used by pupils
- Whether works will occur during term time or outside academy's hours
- Levels of required supervision when contractors are present
- Segregation of construction areas from pupil areas
- Safe access routes for contractors, vehicles, and plant equipment

Mitigation measures must be implemented prior to work commencing.

### **Contractor Vetting, Safer Recruitment & Checks**

The Trust must ensure appropriate checks are completed for contractors who may have unsupervised or regular contact with pupils. This includes:

- Enhanced DBS checks (with or without barred-list information, depending on role and level of contact)
- Identity verification
- Confirmation of employment status and contractor organisation assurances
- Assurance that the contractor's organisation follows safer-recruitment procedures

Where DBS checks are not required, contractors must be appropriately supervised at all times.

### **Single Central Record (SCR)**

Where checks are carried out, relevant information must be recorded on the SCR.

### **Site Management, Segregation & Access Control**

Construction and maintenance areas must be clearly separated from areas used by pupils. This may include:

- Secure fencing or barriers
- Controlled access points
- Clear signage marking restricted areas
- Scheduled delivery times designed to reduce interaction with pupils

Short-stay contractors (e.g., delivery drivers) must not have unsupervised access to pupils and should use designated delivery points wherever possible.

### **Contractor Conduct, Digital Safety & Expectations**

All contractors must:

- Sign in/out via visitor procedures
- Wear visible ID at all times
- Follow all site safeguarding and health and safety procedures
- Report safeguarding concerns immediately
- Avoid unnecessary conversation or contact with pupils

### **Digital and Device Use**

To protect pupils and maintain safeguarding standards:

- Contractors must not use personal devices to photograph or record on site
- Any required photography for project purposes must be authorised, risk-assessed, and supervised
- Contractors must not access the academy's Wi-Fi or digital systems
- Digital interaction with pupils is strictly prohibited

### **Safeguarding Induction for Contractors**

Contractors working during operational hours must receive a safeguarding induction. This should include:

- Key safeguarding expectations
- Identification of the DSL and deputy DSL(s)
- Procedures for reporting concerns
- Behaviour expectations and professional boundaries
- A brief overview of what safeguarding concerns may look like

### **Allegations, Low-Level Concerns & Reporting**

All concerns or allegations involving contractors must be managed under the Trust's safeguarding and allegations procedures. This includes:

- Concerns that may meet the harm threshold
- Low-level concerns about behaviour or conduct
- Immediate escalation to senior leaders or the DSL
- Removal from site where behaviour compromises safety

Contractors must also be made aware of the Trust's whistleblowing procedures.

**Monitoring and Compliance**

The project lead or site manager must:

- Regularly review safeguarding measures on site
- Ensure contractors follow all requirements and restrictions
- Record and escalate any safeguarding breaches immediately
- Remove or replace contractors who do not comply with safeguarding expectations

**15 Health and Safety**

The Trust is committed to ensuring that all capital projects are delivered in a manner that protects the health, safety, and welfare of pupils/students, staff, contractors, and visitors. All capital works must be planned and managed in accordance with relevant legislation including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design and Management) Regulations 2015 (CDM 2015).

**Roles and Responsibilities**

The Trust will ensure that appropriate duty holders are appointed for all capital projects in line with CDM 2015. Depending on the scale and nature of the project, this may include:

- Client (the Trust) – responsible for ensuring suitable arrangements for managing projects safely, including allocating sufficient time and resources.
- Principal Designer – responsible for planning, managing, and monitoring the pre-construction phase and coordinating health and safety matters.
- Principal Contractor – responsible for planning, managing, and monitoring the construction phase and ensuring work is carried out safely.
- Contractors and Designers – responsible for managing their own health and safety risks and complying with relevant legislation.

The Trust Central Estates Team will oversee compliance with these requirements on behalf of the Trust.

**Risk Assessments and Method Statements**

Contractors must provide suitable Risk Assessments and Method Statements (RAMS) prior to the commencement of any work. These must be reviewed and approved by the project lead before work begins.

RAMS must clearly identify:

- The hazards associated with the work
- The control measures to mitigate risk
- Safe systems of work
- Emergency procedures

Work must not commence until satisfactory RAMS have been reviewed and accepted.  
Site Safety Management

Contractors are responsible for maintaining a safe and secure work environment at all times. This includes:

- Clearly defined and secure work areas
- Safe storage of materials, tools, and equipment
- Appropriate signage and hazard warnings
- Safe access routes for pedestrians and vehicles
- Control of dust, noise, and other environmental hazards

Where works take place during term time, additional precautions must be taken to minimise disruption and risk to the school community.

### **Access and Security**

Access to construction or maintenance areas must be controlled to prevent unauthorised entry. Measures may include:

- Temporary fencing or hoarding
- Locked access points
- Supervised entry for contractors and delivery personnel
- Clear signage identifying restricted areas

Contractors must follow school visitor procedures, including signing in and wearing identification.

### **Incident Reporting**

All accidents, incidents, near misses, or unsafe conditions occurring during a capital project must be reported immediately to the site representative and recorded in accordance with Trust health and safety procedures.

Where required, incidents will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

### **Monitoring and Compliance**

The Trust reserves the right to monitor health and safety compliance throughout the duration of the project. Site inspections may be carried out by the Trust, school leadership, or appointed consultants.

Failure by contractors to comply with health and safety requirements may result in work being stopped or contractors being removed from site.

## **15 Statutory and Regulatory Guidance**

This policy operates within, and should be read in conjunction with, the following statutory frameworks, regulations, and guidance (as amended from time to time):

- **Academies Accounts Direction**
- **Academies Act 2010**
- **Academy Trust Handbook** (Department for Education)

- **Building Regulations, Planning Law** and associated Approved Documents
- **Charities Act 2011** and guidance issued by the Charity Commission
- **Construction (Design and Management) Regulations 2015 (CDM 2015)**
- **Companies Act 2006** (where applicable to academy trusts as charitable companies)
- **DfE Good Estates Managements for Schools (GEMS)**, including condition, compliance, and safeguarding requirements
- **DfE Capital Funding Guidance**, including Devolved Formula Capital (DFC), Condition Improvement Fund (CIF), School Condition Allocations (SCA), or successor schemes
- **DFE Technology Standards in Schools and Colleges**
- **Funding Agreement** between the Trust and the Secretary of State for Education
- **Health and Safety at Work etc. Act 1974** and related health and safety legislation
- **Keeping Children Safe in Education, 2025**
- **Managing Public Money** (HM Treasury)
- **Procurement Act 2023**
- **Public Contracts Regulations 2015** and associated procurement guidance

The Trust will ensure that capital projects comply with all applicable statutory duties, regulatory requirements, and funding conditions, and that appropriate professional advice is obtained where necessary.

## 15 Equality, Diversity, and Inclusion

The Trust is committed to promoting equality, diversity, and inclusion in the planning and delivery of all capital projects. In discharging its responsibilities, the Trust will:

- Comply with the Equality Act 2010, including the Public Sector Equality Duty (PSED), having due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations
- Consider the impact of capital projects on all protected characteristics, including pupils, staff, visitors, and the wider community
- Ensure that new buildings, refurbishments, and alterations promote inclusive design and accessibility, including compliance with relevant accessibility standards and Building Regulations
- Have regard to the needs of disabled users and those with additional needs when designing or modifying Trust premises
- Seek to remove or minimise physical, sensory, and environmental barriers through thoughtful design and reasonable adjustments
- Require contractors, consultants, and suppliers to comply with relevant equality, diversity, and inclusion legislation and Trust expectations

- Where appropriate, undertake equality impact considerations as part of project planning and decision-making

Equality, diversity, and inclusion considerations will be embedded throughout the project lifecycle, from initial feasibility and design through to delivery and post-project review.

### 16 Review

This policy will be reviewed at least every three years, or sooner if required by changes in legislation, regulation, Trust operations, or significant issues arising in project delivery.

Authored	Date agreed	LGBs	MAT Board	Review date	Comments
March 2026	March 2026	Summer 2026	April 2026	March 2027	

**Project Identification Document (PID)****Appendix 1**

ALL SECTIONS SHOULD BE COMPLETED BEFORE THE COMMENCEMENT OF WORK

**ACADEMY NAME:****DATE:****PROJECT TITLE:****PROJECT MANAGER:**

*Responsible for day-to-day delivery, programme, cost, quality, risk management, and CDM 2015 compliance*

**1. PROJECT OVERVIEW**

*Provide a concise summary of the capital project, including purpose, the problem it addresses, what will be delivered, why it is required, what the expected benefits may include and an estimated cost*

**2. Needs Analysis and Evidence Base**

Evidence should be provided and include

**Condition Need** - findings from condition surveys (e.g., CDC, asset management plans), health & safety or statutory compliance issues

**Capacity Need** - overcrowding evidence, forecast student numbers, admission pressures

**Curriculum Need** - how the project enables curriculum delivery

**Operational Need** – how the project enables operational efficiency and/or alignment with the Trust strategic priorities and estate strategy

**Risk Analysis** - risks of not proceeding (safeguarding, building failure, operational disruption)

**3. IN SCOPE**

*List key activities such as physical works, spaces included in the project, design, procurement, construction, commissioning, and handover activities.*

**4. OUT OF SCOPE**

*Clarify exclusions to avoid ambiguity; for example, operational changes unrelated to the built environment, works to adjacent buildings that are not part of the project, ICT arrangements beyond installation*

**5. OPTIONS APPRAISAL**

Each option should outline costs, benefits, lifecycle and strategic fit.

- Do nothing (with implications)
- Repair/refurbish
- Replace/rebuild
- Alternative configurations

## 6. KEY DELIVERABLES *(listed below are some common examples)*

- Approved design
- Fully tendered and contracted construction programme
- Completed building handed over and ready for occupation
- Updated maintenance plans, asset records, and warranties
- Health and Safety File and all compliance documentation
- Training for staff
- Post occupancy evaluation

## 7. BUDGET AND FINANCIAL CASE

### Capital Budget:

Estimated Project Cost: £

Contingency Allocation: £

Professional Fees: £

Equipment: £

### Funding Source:

- Trust capital reserves
- Academy capital reserves
- Devolved Formula Capital (DFC)
- Condition Improvement Fund (CIF) or successor schemes
- School Condition Allocations (SCA), where applicable
- Other grants, contributions, or approved borrowing

### Value for Money:

*Explain how value for money will be demonstrated, for example competitive tendering, benchmarking against industry cost models, robust change-control processes.*

## 8. PROCUREMENT STRATEGY

*The outline should include route to market (open, restricted, framework, mini-competition), tender documentation and evaluation criteria, social value considerations, supplier due diligence, contract type (e.g., JCT, NEC)*

## 9. RISK MANAGEMENT

**Key risks:** *(listed below are some common examples)*

Risk	Likelihood	Impact	Mitigation
Cost overrun			Contingency, cost control, regular quantity surveyor reviews
Planning delays			Early engagement with planning authorities
Contractor performance			Pre-qualification, robust KPIs
Health & safety incidents			CMD compliance, site safety protocols

Supply chain delays			Early ordering, project phasing flexibility
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## 10. TIMELINE AND MILESTONES/TARGETS

Milestone/Targe	Target Date
Submit planning application	
Planning approval	
Tender issue	
Contract awarded	
Construction to start	
Practical completion	
Handover and occupancy	

## 11. CHANGE CONTROL

Any changes to cost, scope, or timeline must be approved through the college's official change-control process, documented, and authorised in accordance with the Capital Project Policy and Procedure

## 12. ENVIRONMENTAL & SUSTAINABILITY CONSIDERATIONS

Include information relating to energy efficiency improvements, carbon reduction, and long-term lifecycle benefits.

## 13. REPORTING

Regular reporting to senior stakeholders will include:

- Highlight reports.
- Cost reports and cashflow tracking
- Risk and issues logs.
- Progress reports

## 14. APPROVAL/AUTHORISATION SIGN OFF

*Approval levels will be determined by the Trust's Scheme of Delegation and Financial Regulations. Projects exceeding delegated limits must be approved by the Board of Trustees*

Role	Name	Signature	Date

## Policy document

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### Capital Spend Planning (insert year) for (insert Academy name)

Please use the table below to give details of your plans for capital spend on Estates and IT for the forthcoming year (1<sup>st</sup> April – 31<sup>st</sup> March). This document should be submitted to the DoO or CDTO as appropriate.

#### Estates Projects

Project description	Spend to date	Committed (✓ or X)	Total Project Cost	Approval from CFO/CEO/Trust required	Funding stream - SCA	Funding stream – other (Please specify).	Timescales

#### IT Projects

Project description	Spend to date	Committed	Total Project Cost	Approval from CFO/CEO/Trust required	Funding stream	Timescales

# Policy document

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