

Infrastructure Delivery Framework

Appendix F: A process to enable officers to seek early views in respect of proposed projects

August 2016

1. Introduction and Purpose of Protocol

- 1.1 This protocol has been formed to set out a new process to enable officers to seek initial views on potential infrastructure projects from the Infrastructure Delivery Board (IDB) through the IDF process. It is hoped this process will ensure the most efficient use of officer resources and will help prevent the formal submission of inappropriate projects.

2. Proposed process: Officers seeking initial views of potential projects

- 2.1 Please find attached at Appendix A an 'Initial Project Proposal Form' that officers can submit through the IDF process to enable discussion regarding the potential project, initially at the Infrastructure Delivery Steering Group (IDSG) meeting and then, assuming the matter is approved for referral, at the IDB meeting.

- 2.2 In terms of the preparation and submission of the relevant form, please refer to the step-by-step process set out below:

Step 1: Relevant officer to complete the 'Initial Project Proposal Form' attached at Appendix A.

Step 2: Relevant officer to ensure that the 'Initial Project Proposal Form' is submitted to the Infrastructure Planning Team at least two days ahead of the Agenda publication deadline for the IDSG meeting.

Step 3: 'Initial Project Proposal Form' to be considered by the IDSG. If appropriate this forum can approve the referral of this project to the IDB.

Step 4: 'Initial Project Proposal Form' to be included within the Agenda pack for the IDB meeting.

Step 5: Potential project discussed at the IDB meeting. Depending on the outcomes of discussion, the relevant officer may then submit more detailed proposals for the project through subsequent IDF meetings cycles.

Appendix A: Initial Project Proposal Form

Project Reference	
Project Location (Ward)	
Project Description	
Potential Community Benefits	
Other Relevant Information	
Matters for Consideration	