

## Appendix B - Surrey CC Self Delivery Agreement: Process Map

PROJECT STAGE	WHAT IS REQUIRED
1. School or Trust express interest in self-delivery & submit a business case	School or Trust contact the SCC representative for the scheme to discuss their interest in self-delivery.
	Self-delivery guidance provided to School or Trust.
	School or Trust submit self-delivery business case to liaison officer
	SCC consider self-delivery business case
	SCC request signed confirmation by School or Trust that the procedures in the Self-Delivery Guidance document will be followed by the School or Trust. School or Trust provides signed confirmation in writing.
2. Feasibility stage	SCC confirms construction budget, including fees.
	Business case to be approved via SCC appropriate governance route. SCC confirm funding available to undertake the feasibility stage. School or Trust confirm agreement.
	School or Trust undertake feasibility.
	School or Trust submit feasibility for SCC approval, approval of which is required prior to advancement to the pre-contract procurement stage.
3. Procurement through to Contract Award	SCC confirm when feasibility approved, including details of funding available.
	School or Trust undertake appropriate procurement exercise and submit contract award report to SCC.
	SCC review contract award report and approve when satisfactory, and confirm funding is available up to the Contract Value.
4. Project Delivery (Contract award through to making good defects)  Throughout project	SCC approval is the Gateway to entering into contract.
	Copies of contracts and Certification issued to SCC (payment certificates, sectional completion / practical completion/making good defects).  Monthly project progress reports submitted by the School or Trust to SCC. Progress and Milestone Meetings with SCC.

14

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