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| **TITLE OF ITEM:** | |
| **1.0** | **INTRODUCTION** |
| Please use this space to summarise the overall business case you are presenting to SIG | |
| **2.0** | **IMPACTS** |
| * 1. Activity Impact: Please summarise the Activity Impact   2. Capital Impact: Please summarise the Capital Impact   3. Revenue Impact: Please summarise the Revenue Impact   4. WTE Impact: Please summarise the WTE Impact | |
| **3.0** | **GOVERNANCE ROUTE** |
| Please use this space to explain the route this business case has taken before arriving at the Triple-Lock Process (SIG) | |
| **4.0** | **FUNDING** |
| * 1. Funding Source: Please summarise the funding source and value   2. Existing Cost: Please state the existing cost   3. Cost per year: Please state the cost per year | |
| **5.0** | **REVISIONS** |
| This is the first version of this summary paper. When future revisions are made, details regarding which sections have been amended will be documented here. | |

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| **6.0** | **PROCEDURE** |
| The System Investment Group (SIG) occurs bi-weekly on Fridays, from 11:00-11:30. To present an item, contact must be made ahead of the meeting with the ICB Business Manager (Finance). To ensure the appropriate time is given to the attendees to review your case, the papers must be submitted by the **Wednesday of the week prior** to the meeting that you intend to present at.  Please specify in the email who will be presenting the papers at the meeting. The meeting is 30 minutes in duration so please read the agenda before attending to know your timeslot. | |
| **6.1** | **Timescales** |
| **Papers Deadline:** Wednesday of the week prior to your intended SIG meeting.  **Agenda published:** Tuesday AM of the week of your intended SIG meeting.  **Quoracy confirmation:** Tuesday of the week your meeting takes place.  **SIG Meeting:** Every other Friday from 11:00-11:30. | |
| **6.2** | **Agenda** |
| The agenda is collated from the papers provided by the presenters. The agenda provides the details and timings within the meeting, the Terms of Reference, and previously agreed items that have come through SIG. | |
| **6.3** | **Call for papers** |
| SIG does not do a call for papers. You will need to contact the ICB Business Manager (Finance) within the timescale provided above. | |
| **6.4** | **During the meeting** |
| The ICB CFO (or a nominated Deputy if unavailable) will chair the meeting. Prior to handing over to the first item on the agenda, the chair will ensure quoracy is met and we are able to proceed. The presenter will briefly explain what the proposal is before the chair opens up the group for feedback. After the feedback has been responded to, a decision is made on the proposal, and the chair will move on to the next item of the agenda. This will be repeated until the meeting is concluded. | |
| **6.5** | **Post meeting** |
| The ICB Business Manager (Finance) will record the feedback and results from SIG and update a master spreadsheet, which will be distributed to the System Recovery Group, and SIG members. | |
| **6.6** | **Membership** |
| The membership for SIG is explained within the Terms of Reference. At each meeting, there must be the following to ensure quoracy is met:   * ICB CFO * NHSE Regional Lead * CNO Representative or Delegate * CMO Representative or Delegate * COO Representative or Delegate   Additionally, each organisation (UHD, DCH, DHC) must attend to be quorate. | |