

## STANDING ORDER 5 – SINGLE PROGRAMME GUIDE

### Introduction

1. On 12 May 2004, the Board approved the Agency's revised commissioning appraisal process. The Single Programme Guide brings together policies and guidance relevant to developing, appraising, delivering, monitoring and evaluating projects funded from the Single Programme.
2. The Guide was developed in compliance with the Single Programme Appraisal Guidance (SPAG), the Treasury's 'Green Book', the Office of the Deputy Prime Minister's (ODPM) 'Regeneration, Renewal and Regional Development (3R's)' and the Office of Government Commerce's (OGC) Gateway Reviews.

### Scope of the Guide

3. The Guide covers all stages of a project's lifecycle including project development and appraisal, investment decision, contract and delivery, and monitoring and evaluation.
4. The Code applies to members and all officers and employees of the Agency. In particular, all staff responsible for development and managing single programme projects on behalf of the LDA must comply with this Guide.

### Breach of the Guide

5. It is the responsibility of members and all employees and officers to comply with the rules and obligations of the Guide as amended from time to time. It is the responsibility of all Executive Directors and Directors to take steps to ensure that the provisions of the Guide are brought to the attention of their team. Failure to comply with the Code shall constitute a breach of Standing Orders. For employees and officers, a breach of this Code may result in disciplinary action being taken in accordance with the Agency's Disciplinary Procedure.

### Further Advice

6. Where any uncertainty exists about the application of this guidance, the advice of the Director of Finance or the Quality Solutions Manager should be sought.