



Department
for Education



Infrastructure
and Projects
Authority

To: **Rizwana Parveen**, Senior Responsible Owner for the **FE Capital Transformation Programme**

From: **Susan Acland-Hood**, **Permanent Secretary of Department for Education**; and
Nick Smallwood, Chief Executive Officer of the Infrastructure and Projects Authority

16 01 2023

Dear **Rizwana**,

APPOINTMENT AS SENIOR RESPONSIBLE OWNER FOR THE FE CAPITAL TRANSFORMATION PROGRAMME

We are writing to confirm your appointment as Senior Responsible Owner (SRO) of the **FE Capital Transformation Programme** with effect from **01/04/2021**. This letter sets out your responsibilities and the support you can expect from your department and the Infrastructure and Projects Authority.

As SRO, you are directly accountable to your **Director General under the oversight of the Permanent Secretary as accounting officer for the Department for Education, and Secretary of State**.

Your **programme** forms part of the **Major Projects Portfolio**, under the oversight of the Chair of the **Performance and Risk Committee** and is included in the Government Major Projects Portfolio (GMPP).

You have personal responsibility for the delivery of the **FE Capital Transformation Programme – through three phases** and will be held accountable for the delivery of its objectives, with policy intent and outcomes expected. This encompasses securing and protecting its vision, ensuring that it is governed responsibly, reported on honestly, escalated appropriately and for influencing the context, culture, and operating environment of the **programme**. You are also responsible for ensuring the ongoing viability of the **programme** and recommending its pause or termination if appropriate. Where issues arise which you are unable to resolve, you are responsible for escalating these to **your Director General and the Performance and Risk Committee**.

You remain accountable to Ministers, as set out in the Civil Service Code, and should deliver the project in accordance with the objectives and policy intent as set by Ministers.

In addition to your internal accountabilities, SROs for GMPP projects and programmes are personally accountable to Parliamentary Select Committees. This means that, from the date of this letter, you will be held personally accountable to and could be called by Select Committees to account for and explain the decisions and actions you have taken to deliver the **FE Capital Transformation programme**.

It is important to be clear that your accountability relates only to implementation, within the agreed terms in this letter; it will remain for the Minister to account for the relevant policy decisions and development.

More information on this is set out in [Giving Evidence to Select Committees - Guidance for Civil Servants](#), sometimes known as the Osmotherly Rules. Information on the roles and responsibilities of the SRO are detailed in the Infrastructure and Project Authority's guidance on [the role of the senior responsible owner](#). You should also make yourself familiar with the [Government Functional Standard for Project Delivery](#), the requirements of the Government Project Delivery Framework, and the guidance and requirements for project delivery as set by the **Performance and Major Projects portfolio office**.

Time commitment and tenure

This role will require around 50% of your time to enable effective delivery of the role and execute your responsibilities in full.

You are required to undertake this role until achievement of **programme closure**, planned for **June 2025**. Progress towards this will be reflected in your personal objectives. Any changes to the agreed time commitment or tenure of the role, as set out above, will require both departmental and Infrastructure & Projects Authority consent.

Objectives and performance criteria

The FE Capital Transformation Programme was agreed in the March 2020 budget to deliver a manifesto commitment to upgrade and support transformation of the FE college estate. The programme is integral to helping deliver the government's reform agenda set out in the recent White Paper entitled "Skills for jobs: lifelong learning for opportunity and growth." It will embrace many of the themes set out in the National Infrastructure Strategy and is part of the Chancellor's "project speed" commission aimed at reinvigorating the UK economy with infrastructure spend.

Any proposed changes to scope which impacts on this intent or the realisation of benefits must be authorised by **your Director General** and may be subject to further levels of approval.

The programme will deliver the government's manifesto commitment to upgrade and transform the further education college estate. This will support the FE sector to deliver on its reform agenda and to support the levelling up of learner and labour market needs across the country with greater emphasis on technical education and vocational training and its objectives are to:

- **Upgrading facilities to address condition need across the FE college estate nationally**
- **Supporting the delivery of improved vocational skills training that will help to generate economic growth**
- **Support the Government's reform agenda for the FE sector**

Your personal objectives and performance criteria which relate to the **programme** are:

- **significant reduction in the critical condition need, as measured per m2 across the worst 15% of sites (categories C&D as measured between the 2019 and 2025 FECDC surveys)**
- **30% reduction in existing condition need, as measured across all sites between the 2019 and 2025 FECDC surveys**
- **contribute to the department's delivery of net zero carbon objectives including for the new-build schemes delivered centrally by the department to achieve net zero carbon in operation**

You are expected to run your project in accordance with the [Government Functional Standard for Project Delivery](#), the other [Functional Standards](#) as applicable to this **programme** and the requirements of the Government Project Delivery Framework.

Extent and limit of accountability

Finance and Controls

HM Treasury spending controls will apply on the basis set out within the department's delegated authority letter. Where the **programme** exceeds the delegated authority set by HM Treasury, the Treasury Approval Point process will apply, and the details of each approval process must be agreed with your HM Treasury spending team. You should consult departmental finance colleagues on how to go about this.

You should note that where expenditure is considered novel, contentious, repercussive, or likely to result in costs to other parts of the public sector, HM Treasury approval will be required, regardless of whether the programme expenditure exceeds the delegated authority set by HM Treasury. If in doubt about whether approval is required you should, in the first instance, consult departmental finance colleagues before raising with the relevant HM Treasury spending team.

The overall estimated budget, resourcing requirements and tolerances for your project/programme will be agreed as part of the approval process. You will be expected to deliver within these tolerances and report quarterly on these as part of GMPP reporting.

You should operate at all times within the rules set out in [Managing Public Money](#). In addition, you must be mindful of, and act in accordance with, the specific HM Treasury delegated limits and Cabinet Office controls relevant to the **FE Capital Transformation Programme – through three phases** Information on these controls can be found here: [Cabinet Office controls](#).

Delegated authority

You are authorised to:

- **approve expenditure within the approved programme budgets and subject to the requirements of Ministers.**
- **agree project rescheduling within scope of agreed milestones but rescheduling beyond that must be agreed with your Director General, the FE Capital Transformation programme board and Investment Committee or Performance and Risk Committee subject to level of scope change.**
- **recommend to your Director General and the FE Capital Transformation programme Board the need to either pause or terminate the programme where necessary and in a timely manner.**

These authority limits are subject to change and other conditions or tolerances may be set as part of the business case approval and ongoing monitoring processes which you should then operate within.

Where issues arise which take you outside of these authority limits which you are unable to resolve, you are responsible for escalating these issues to the **FE Capital Transformation programme board** and the **Performance and Risk Committee**.

Appointments

You should appoint a full-time **programme** director to support you in the management of this **programme** and make other appointments as required for the control and delivery of your programme within your delegated authority.

Governance and assurance

You should pay attention to ensuring effective governance for your **programme**, including the establishment of a **programme** board with appropriate membership and clear terms of reference.

As primary owner, you must ensure that the **programme** secures business case approval from **Investment Committee including CO and HMT**. You should also ensure that the **programme** remains aligned to the strategic outcomes, costs, timescales, and benefits in line with the approved business case as well as monitoring the context within which the **programme** is being delivered to ensure it remains valid.

Where a change impacts the scope, costs, benefits, or planned delivery milestones agreed as part of an agreed business case, you are responsible for following the agreed change request approval process and setting a new, approved, business case baseline.

You should ensure that an accounting officer assessment is completed alongside the approval of the Outline Business Case and that this is published on GOV.UK as part of the government's transparency requirements on major projects. You are responsible for bringing to the attention of the accounting officer any material changes in the **programme** which could require a new accounting officer assessment to be completed and published. [Guidance on completing accounting officer assessments](#) for major projects is available from HM Treasury.

Although you are directly accountable for this **programme**, you are also expected to support delivery of the department's overall strategic objectives. This means that you are expected to work collaboratively with other SROs and project directors in adjacent projects and programmes and with the **Performance and Major Projects** portfolio management office and portfolio director to manage dependencies, resources, schedules, and funding to support delivery of the overall change the department needs to achieve its strategic objectives.

You should ensure that appropriate and proportionate assurance is in place and agree on the level and frequency of assurance reviews through the maintenance of an integrated assurance and approvals plan. You should develop this plan and its maintenance in collaboration with the Departmental Assurance Coordinator and the Infrastructure and Projects Authority.

Programme status, reporting and transparency requirements

The **programme** status at the date of your appointment is reflected in the most recent quarterly return on the **programme** to the Infrastructure and Projects Authority and is the agreed position as you assume formal ownership of the programme.

You are responsible for ensuring the honest and timely reporting on the position of the **programme** to the Infrastructure and Projects Authority while it remains on the GMPP and for providing reports and information to the **Performance and Major Projects** portfolio management office as required. Reporting should include carbon measurement, and other sustainable development goals demonstrating evidence

that the project contributes to an overarching environmental strategy and is aligned with defined Net Zero pathways. Information on the **programme** will be published annually by the Infrastructure and Projects Authority.

You are responsible for publishing on GOV.UK a summary of the accounting office assessment completed in line with the approval of the Outline Business Case and summaries of any subsequent assessments should they be required.

Development and support

SROs of GMPP programmes are required to complete the Major Projects Leadership Academy and you have recently graduated.

To widen experience and understanding of the role, SROs are also expected to become accredited assurance reviewers and to lead or participate in such reviews for other government departments, the wider public sector, and other areas of the Department for Education as appropriate. Becoming an assurance reviewer and completing a review will form part of your time at the Major Projects Leadership Academy. To maintain your accreditation, you will be required to participate in a review at least once every 12 months.

The department will assist you in securing the necessary resources to support the **programme**, and will set clear guidance, requirements and standards, which align to the [Government Functional Standard on Project Delivery](#), to enable good governance and effective delivery. You will be part of the department's cohort of major project leaders who will be expected to support each other, share good practice and lessons learned and to collectively develop solutions. You should liaise with the department's Head of Profession for project delivery to discuss the maintenance and development of your delivery and leadership skills.

The Infrastructure and Projects Authority will be available to you for support, advice, and assurance throughout the **programme's** time on the GMPP.

Following approval of the business case and entry onto the **Performance and Major Projects portfolio**, the **Performance and Risk Committee** will provide ongoing oversight and support and will take steps to help resolve and escalate risks, issues or constraints that are acting as a blocker to successful delivery.

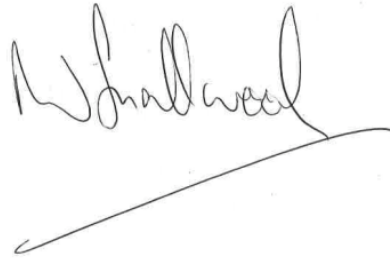
We would like to take this opportunity to wish you every success in your role as SRO.

Yours sincerely,



SUSAN ACLAND-HOOD

Permanent Secretary, Department for Education



NICK SMALLWOOD

Chief Executive Officer, Infrastructure and
Projects Authority

CONFIRMATION OF ACCEPTANCE OF APPOINTMENT

I confirm that I accept the appointment of Senior Responsible Owner for the **programme**, including my personal accountability for implementation, as set out in the letter above.



RIZWANA PARVEEN

17/01/2023