



6 May 2009

Dear Colleague

SCOTTISH CAPITAL INVESTMENT MANUAL FOR NHSSCOTLAND

Summary

1. This letter notifies colleagues of the publication of the updated Scottish Capital Investment Manual (SCIM) for NHSScotland. **This guidance must be followed in respect of all infrastructure investment by NHSScotland bodies.**
2. This CEL consolidates and updates a range of guidance and supersedes the following extant guidance - Scottish Capital Investment Manual (1996), HDL (2002)40, HDL (2002)87, HDL (2003)13, HDL (2003)58 and HDL (2005)19.
3. The guidance has been prepared by Scottish Government Health Directorates in consultation with relevant Scottish Government stakeholders including Health Facilities Scotland and NHS Boards and takes into account all relevant policy and technical requirements. The updated SCIM creates a framework within which NHS Boards can plan, develop, procure and manage their infrastructure projects effectively and efficiently.

Action

4. **The guidance contained within the SCIM is mandatory and must be followed by NHSScotland bodies. All NHSScotland Bodies and the SGHD Capital Investment Group should consider business cases in the context of the updated SCIM.**

Access and Updating

5. The SCIM is only being made available in electronic format at <http://www.scim.scot.nhs.uk/>. By holding the SCIM in electronic form, the SCIM will be updated on a regular basis to reflect emerging best practice and developing policy.
6. These updates will be notified to NHSScotland bodies via e mail notification. The established network of nominated contacts within NHS Boards and Special Boards will be consulted on proposed changes.

Addresses

For action

Chief Executives, NHS Boards.
Chief Executives, Special Health Boards.
Directors of Finance, NHSScotland Strategic Facilities Group.
NHSScotland Property Advisory Group.

For information

Director, Health Facilities Scotland.

General enquires:

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7. In addition to the existing manuals a new guide on Option Appraisal has been prepared which can, in addition to supporting the production of business cases, be used to support the assessment of service change proposals. The Scottish Health Council has been consulted on the development of this guidance.

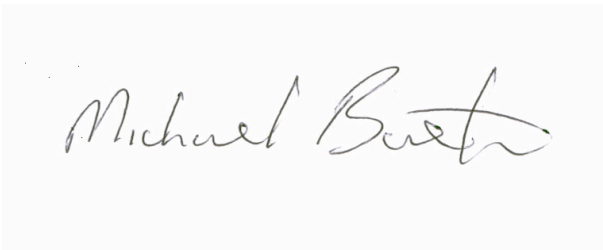
Transitional Arrangements

8. Projects for which an Outline Business Case, Standard Business Case or Full Business Case submission has been scheduled for consideration by the CIG up to and including June 2009 will be made using the existing SCIM and supplementary guidance. Projects for which a case is scheduled for submission at the July 2009 CIG meeting or beyond must follow the revised SCIM guidance.

Advice on the Updated SCIM

9. Requests for advice should be directed to me in the first instance. A series of training and development courses are being developed and notification of these will be made through the SCIM website and through Health Facilities Scotland's Training and Development Programme for 2009-10.

Yours sincerely



Mike Baxter

Deputy Director, Capital Planning and Asset Management