Annex 1

Figure 12 Decision chart

For consideration at Programme / Directorate Level	Programme / Directorate action	Central Portfolio Team	Management board action
1. Have you got the budget ? 2. Have you got the delegated financial authority ? 3. Does the initiative affect only your command? 4. Does it cost less than £0.5 m including staff costs ? 5. Would the initiative be better done at a broader level ?	All these questions answered yes except question (5): Ensure proposal passes Stage 1 P&P Criteria. Approve and send one page summary (pro forma attached) to the Central Portfolio Team	Log proposal, score benefits and share lessons across HSE	Decision not required
	Questions 1-4 – One or more answered no or question 5 answered yes: Ensure that Stage 1 P&P Criteria have been considered at a high level and contact the Central Portfolio Team at an early stage for advice on criteria for inclusion in HSEs portfolio	Carry out stages 2, 3 and 4 of the Portfolio Process	Decide on inclusion in HSE Portfolio
6. Is authorisation being requested from the HSE Board ?	Question 6 answered Yes Ensure that the Impact Of Change In HSE paragraph, in the board paper, is cleared by the Central Portfolio Team.	Carry out stages 2, 3 and 4 of the Portfolio Process and then make recommendation to Management Board re inclusion in HSE Portfolio and log proposal, score benefits and share lessons across HSE	Decide on inclusion in HSE Portfolio.