



HELPING
OUR HOSPITALS
DO MORE

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IHC E-mandate Guidance

Summary

Any changes to the hospital building (new electrical points, change of room use, redecoration, complete refurbishment etc) require an e-mandate to be completed. The Charity will not release any funding for this type of work without a completed e-mandate and the appropriate authorisations from the Trust.

Costs not covered by Imperial Health Charity

Imperial Health Charity funding for capital projects is subject to our charitable governance and therefore must be used to support direct costs only. As a principle we impose with Estates that Charity funded projects do not cover the following in-direct costs:

- **Estates costs** - *these are costs incurred by the estates team and are separate from the project costs*
- **Optimism bias** - *Optimism bias is the tendency by works providers to overestimate key project parameters, including capital costs and operating costs, based on increases/decreases on previous projects.*
- **Contingency**
- **Fire alarm upgrades**
- **Engineer fees**
- **CDM (construction, design and management regulations)**
- **Asbestos surveys**
- **Deep cleaning**

E-mandate process

1. Once you have submitted your [e-mandate](#) on the Trust intranet, it will be reviewed by the capital project team.
2. They will assign a project manager to your proposal and the project manager will work with you to give an estimation for the cost of the works.
3. If you feel the quote provided is too expensive, you can ask your project manager to get additional quotes.
4. When you are happy with the costs, your proposal will be submitted and reviewed by your divisional lead. The divisional lead will make the final decision on whether it is approved.

Trust refurbishment categories

Small works (up to £4,999)

Works costing under £4,999 will be managed by the hospital estates teams. You will be assigned a project manager and you must inform them of any updates or changes to your proposal. If your proposal is approved by your divisional lead, the FM managers will review your case and allocate the job to a contractor.

Minor works (£5000 - £50,000)

These works will be managed by the capital works team. You will be assigned a project manager and you must inform them of any updates or changes to your proposal.

Minor works will be reviewed by the divisional leads and will also require sign off from Andrew Angwin, Deputy Divisional Director of Operations.

Major works (£50,000+)

These works will be managed by the capital works team. You will be assigned a project manager and you must inform them of any updates or changes to your proposal.

Major works will be reviewed by the Trust Capital Steering Group.

If your proposal is approved, your project manager will work with the assigned contractors and hospital stakeholders to begin the works.

Funding

Imperial Health Charity cannot release funding for capital works until a project has been signed off by a divisional lead and has been fully costed by the capital works/estates teams.