

CAPITAL PROGRAMME 2009 BUSINESS CASE

This form is to enable indicative funding to be allocated to a project but must be followed by a PID to release funding via CPWG

Portfolio:

Project Name:

Project Owner:

Start date:

End Date:

1.0 Brief description of project and anticipated outcomes

(Include improvements in service delivery, customer facing outcomes and any other benefits/success criteria)

2.0 Strategic fit:

(which Council priorities, objectives and/or associated service delivery aims apply and why?)

This could incorporate the link to National PIs

3.0 Options Analysis

What options to achieve the desired outcome have been considered and if discounted, explain why
For each option you must complete a separate section 11 to show the whole life costs for each option

4.0 Milestones

Include anticipated start and end date of project and key milestones

5.0 Value for money statement - including efficiencies

To include details of when and how any efficiencies/savings etc will be achieved

6.0 Risk

Highlight any risks associated with the project or any risks if the project does not go ahead.

Refer to the Council's approved methodology for assessing riskR

7.0 VAT

Please liaise with Finance to highlight any VAT issues and include the cost of VAT advice in the revenue costs of section 11

8.0 Exit StrategyRisk

Explain arrangements for closing and sustaining the project

9.0 Stakeholder consultation/partnership involvement

What action have you taken with stakeholders on this proposal?

What partnership involvement if any is there in this proposal?

10.0 Other information

Detail any dependencies and whether you require support from Finance, ICT, procurement etc in addition to any consultancy advice identified in section 11

Please detail any qualitative considerations such as specification of products-see page 6 guidance notes

11.0 Breakdown of income and Expenditure

Cost Breakdown: CAPITAL

Cost heading	2009-10	2010-11	2011-12	2012-13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£	£	£	£	£	£	£	£	£	£	£
Land											0
Buildings											0
Equipment											0
Vehicles											0
Software											0
Hardware											0
Refurbishment											0
Other (please detail)											0
TOTAL	0	0	0	0	0	0	0	0	0	0	0

Cost Breakdown: REVENUE

Cost heading	2009-10	2010-11	2011-12	2012-13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£	£	£	£	£	£	£	£	£	£	£
Employee related											0
Transport											0
Premises related											0
Supplies and services											0
Consultancy											0
Capital Financing (to be competed by Finance)											0
Other (please detail)											0
TOTAL	0	0	0	0	0	0	0	0	0	0	0

Receipts: CAPITAL

Cost heading	2009-10	2010-11	2011-12	2012-13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£	£	£	£	£	£	£	£	£	£	£
Capital receipt (over £10,000)											0
Other (please detail)											0
											0
											0
											0
											0
											0
TOTAL	0	0	0	0	0	0	0	0	0	0	0

Income: REVENUE

Cost heading	2009-10	2010-11	2011-12	2012-13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total
	£	£	£	£	£	£	£	£	£	£	£
Grants											0
Rent											0
Efficency saving											0
Other (please detail)											0
											0
											0
											0
											0
TOTAL	0	0	0	0	0	0	0	0	0	0	0

NB

Provide further notes to explain figures where applicable

Section 11 - Guidance notes

The purpose of this "bid form" is to take account of cost and qualitative issues to achieve a suitable balance and demonstrate value for money. These issues need to be considered over the whole life of the project to ensure that a value for money decision in the short term, remains a suitable option over the longer term.

This "Whole Life Appraisal" should be carried out at the initial business case submission and also should be updated when requesting release of funding by the Capital projects Working Group

In this "Bid Form, Whole life is assumed to be up to 10yrs. The needs of individual projects will vary and you may be asked to extend this timeframe or provide additional information and in some cases, whole life may be significantly less and section 11 should be completed accordingly.

What should be taken into account?

To be effective, elements of cost and quality need to be considered as part of the whole life appraisal.

Cost areas to be considered are:

Initial capital costs

Procurement

Rent

Facilities management

Energy and Water costs

maintenance (planned and reactive)

Cleaning

Financing costs

Refurbishment and refit (downtime etc)

Staff and other equipment and security costs

Disposal values and demolition/decommissioning costs

Qualitative considerations may include:

Use of higher spec products to reduce maintenance, replacement or cleaning

Use of products to minimise energy use and environmental impact

Use of products or services that are sourced locally

Use or siting of products to encourage sustainability

Increase of specification to provide more flexibility in future service delivery

Increase in design to reduce need for security or prevent vandalism

Use of materials from renewable sources

12.0 SCORING		
Please score each category and enter scores in the right hand column.		
Score 1 - 10 10 = essential 1 = not relevant	Policy Statutory & legislative support for the project	SCORE
Score 1 - 5 5 = fully complies with 1 or more Aim 1 = does not comply with any	Policy Meets Council Aims & Objectives as per the Business Plan - "Growing Together"	SCORE
Score 1 - 5 5 = fully complies with 1 or more objective 1 = does not comply with any	Policy Meets operational objectives, ADP, STP	SCORE
Score 1 - 5 5 = meets established return on investment 1 = no significant return	Financial Project generates additional income and provides acceptable return on investment	SCORE
Score 1 - 5 5 = provides significant savings 1 = no significant savings	Financial Project generates significant value for money efficiencies or revenue savings	SCORE
Score 1 - 5 5 = essential (see risks above) 1 = not essential	Project Need Replacement/refurbishments rather than new provision	SCORE
Score 1 - 5 5 = well considered (low risk) 1 = appraisal not complete (? risk above)	Project Need Project appraised in full including whole life costing and risk appraisal	SCORE
TARGET = 40	TOTAL SCORE	0
NB		
Please ensure that you comply with adequate project management and have constitutional awareness		
The accountancy, procurement, legal and member team will advise you		
Completed by:		
Date:		
Scheme bid supported in principle by:		
Portfolio Name:		
Portfolio Holder Signature:		