



Capital Project Business Case

Project Title: _____

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Section 1: Project Details & Objectives

1.1 Project Title:

1.2 Project Reference:

1.3 Project Description:

1.4 Sponsoring Service:

1.5 Service Lead Officer:

1.6 Project Purpose/Need:

1.7 Impact if the Project is not Undertaken (Service Risks)



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Section 2: Link to Council Plan Objectives and Asset Management Plan

2.1 Relationship with Council Plan:

This section is to be used to identify the main strategic objectives which the project will satisfy. Full definitions of these Corporate objectives are detailed in the South Ayrshire Council Plan 2018-2022.

From the lists below please identify the most appropriate Local Outcomes Improvement Plan (LOIP) areas, Council Plan Objective or Current strategy that the project links to:

| Link to LOIP Areas |  | Link to Council Plan Objectives |  | Link to Current Plans & Strategies |  |
|---|---|---------------------------------|---|------------------------------------|---|
| Integrated Children's Services | | Spaces and Places | | Programme for Effective Governance | |
| Community Safety | | Live, Work, Learn | | Directorate Plans | |
| Health and Wellbeing | | Civic and Community Pride | | Council Financial Strategy | |
| Economy, Employability and Sustainability | | | | Council Asset Management Plan | |
| | | | | Corporate Workforce Plan | |
| | | | | | |
| | | | | | |
| | | | | | |

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2.2 Link to Asset Management Plan:

| |
|--|
| |
|--|

2.3 Assessment Criteria:

| Please provide details of how the project fits in with the following assessment criteria: | |
|--|-------------------------------------|
| What is the current condition of the property? | Property Condition various |
| | Suitability Rating various |
| | Accessibility (Pass/Fail) various |
| | EPC Rating various |
| How does the project improve / enhance assets? | |
| Is the project required to fulfil a statutory obligation, Health & Safety, or legal requirement and if so, what reasons? | |
| Will the project lead to increased efficiency and / or reduced revenue running costs and if so, please provide details? | |
| Are there any other factors not covered by the above which need to be taken into account? | |

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Section 3: Project Financial Details and Delivery Schedule

3.1 Project Delivery Schedule:

| Milestone/Deliverables | Timescales |
|----------------------------|------------|
| Project Development Phase: | |
| Construction Phase: | |

3.2 Project Implementation Costs – Capital Expenditure (excluding Revenue - £000):

| Financial Year | Purchase of site | Site Prep | Fees | Build Costs | Equipment/Furniture | IT Costs | Demolition of old site | Other Costs | Total |
|----------------|------------------|-----------|----------|-------------|---------------------|----------|------------------------|-------------|----------|
| 2023/24 | | | | | | | | | 0 |
| 2024/25 | | | | | | | | | 0 |
| 2025/26 | | | | | | | | | 0 |
| 2026/27 | | | | | | | | | 0 |
| 2027/28 | | | | | | | | | 0 |
| 2028/29 | | | | | | | | | 0 |
| 2029/30 | | | | | | | | | 0 |
| 2030/31 | | | | | | | | | 0 |
| 2031/32 | | | | | | | | | 0 |
| 2032/33 | | | | | | | | | 0 |
| 2033/34 | | | | | | | | | |
| 2034/35 | | | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

3.3 Impact on the Council Revenue Budget:

| |
|---------------------|
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Section 4: Options Appraisal

4.1 Options Appraisal:

a concise summary of the options considered should be detailed below. An example has been given to illustrate how this should be completed.

| Number | Options Considered | Comments |
|--------|--------------------|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

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Section 5: Evaluation Criteria / Scoring

5.1 Relationship with Council Plan:

| Stipulate the outcome that the proposed scheme contributes to and score accordingly | Score |
|---|-------|
| Very Low - No Real Impact | 1 |
| Low - Some Impact | 2 |
| Medium - A Noticeable Contribution | 3 |
| High - A Significant Contribution | 4 |
| Very High - A major Contribution | 5 |

| Objective | Score | Comments |
|---|----------|----------|
| Reduce poverty and disadvantage | | |
| Health and care systems that meet people's needs | | |
| Make the most of the local economy | | |
| Increase the profile and reputation of South Ayrshire and the Council | | |
| Enhanced environment through social, cultural and economic activities | | |
| Total Score to Summary = | 0 | |

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5.2 Relationship with Asset Management Plan:

| Indicate how the proposed scheme contributes to the Priorities set out in the Corporate Property Asset Management Plan | Score |
|--|-------|
| Very Low - No Real Impact | 1 |
| Low - Some Impact | 2 |
| Medium - A Noticeable Contribution | 3 |
| High - A Significant Contribution | 4 |
| Very High - A Major Contribution | 5 |

Where proposals affect existing assets the Property Asset Management Plan should be consulted to identify issues relating to the following priorities:

| Outcome | Score | Comments |
|---|----------|----------|
| Accessibility (improve Access for all) | | |
| Suitability (Ability of asset to support and contribute to the effectiveness of service delivery) | | |
| Sufficiency (Capacity) | | |
| Condition (Improve Rating) | | |
| Energy Efficiency | | |
| Total Score to Summary = | 0 | |

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5.3 Summary:

| No | Evaluation Criteria | Score | Weighting | Weighted Score |
|---------------|---|----------|-----------|----------------|
| 5.1 | Relationship with Council Plan | 0 | 0.6 | 0 |
| 5.2 | Relationship with Asset Management Plan | 0 | 0.4 | 0 |
| Total: | | 0 | | 0 |

Please ensure all relevant persons verify the information contained on the Business Case, and sign/date where appropriate.

5.4 Verification of Accuracy and Relevance of Bid Paper

By signing below, you are confirming the accuracy of details included within this Capital project business case. This includes :

- Accuracy of Costs (current financial year prices or beyond if appropriate)
- Revenue Implications
- Project Impact
- Relationship with Local Outcomes Improvement Plan
- Relationship with Council Plan
- Link to Asset Management Plan

| | Signature | Date |
|---|-----------|------|
| Service Lead Asset Management & Community Asset Transfer | | |
| Service Lead | | |
| Head of Finance & ICT | | |

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Notes for Completion

The purpose of this form is to provide sufficient information to the Corporate Asset Management Group to allow them to determine the priority of the project within the Capital Programme.

It is understood that submissions will range from minor work items to large scale projects and that the range and depth of the submission will be commensurate

Detail comments on sections:

Project Description: Should be sufficient to allow all readers to understand the precise nature and scope of the project.

Project Purpose/Need: Set out clearly the need for and purpose of the project highlighting any particular drivers.

Links to Corporate and Asset Management Plans: All projects should demonstrate compliance with current plans.

Project Delivery Schedule: A reasonable estimate should be provided as to long will the project take from initial design to completion.

Project Implementation Costs – Capital Expenditure: Capital costs would typically be provided by Professional Design Services. Specific Client lines like furniture and ICT should be provided by the sponsoring service.

Options: All potential options to satisfy the project need should be explained, examined and disposed of. Large scale projects should have a formal option appraisal attached.