

REFERENCE

APPLICATION FOR CAPITAL RESOURCES

EXPRESSION OF INTEREST

SERVICE: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

CHIEF OFFICER : \_\_\_\_\_

PROJECT OFFICER: \_\_\_\_\_

Ext. \_\_\_\_\_

SCHEME DETAILS:-

EXAMPLE



## EXPRESSION OF INTEREST - GUIDANCE NOTES

### EXPRESSIONS OF INTEREST FORMS ARE TO BE COMPLETED FOR EVERY POTENTIAL CAPITAL SCHEME REGARDLESS OF FUNDING SOURCE

The guidance notes below give more detail on what should be included in each Section and / or how it is to be completed.

#### REFERENCE

This will be provided by Finance

#### STRATEGIC PLANNING

Please note that all applications for capital resources **MUST** arise from issues raised in the relevant Portfolio Business Plan, Improvement Plan, or other relevant Corporate Strategy

#### DETAILS OF THE SCHEME

Please provide brief but meaningful details of the scheme, to include:-

Summary of work(s)

Location

Reasons for the scheme including any standards / statutory / regulatory justification

Links between proposed scheme and Portfolio business plan / Improvement plan / other corporate strategy and an explanation of how the scheme achieves strategic aims / objectives

Consequences of not completing the scheme

Timescales

Any other relevant information

#### ESTIMATED COST OF THE SCHEME

Please use the box to detail the estimated cost of the scheme, including any funding available.

The figures should be in £000's and includes formulas to produce the totals.

If the scheme includes a number of elements, please provide summary details of each eg:-

Refurb of Primary School - Total £300k

	Year 1 £000	Year 2 £000	Year 3 £000	Year 4 £000	TOTAL £000
<b>Project</b>					
Refurb Kitchen	50				50
Replace Windows	100	100			200
DDA Access		100			100
Car Park		50			50
<b>Funding (If applicable)</b>					
Revenue					0
Grant/Contrib		(100)			(100)
	150	150	0	0	300

#### Funding

If any funding has been identified for the scheme, whether externally via grant/contribution or via a revenue contribution, please enter the amount on the appropriate line as a minus figure (See above).

#### REVENUE CONSEQUENCES

Please provide details of the associated revenue consequences and an estimate of the annual amount.

Some schemes will have negative revenue consequences, e.g. increased running costs from a higher spec building, NNDR etc

If the revenue costs can be met from existing budgets, please indicate clearly and identify the relevant budget.

If the revenue costs cannot be met from existing budgets, please indicate clearly. Any revenue pressures as a result of capital schemes need to be flagged for early consideration

Some schemes will have positive revenue consequences, perhaps as a result of income generation, energy efficiency measures or service efficiencies.

Some schemes which may be wholly funded from Grant or other sources may have significant ongoing revenue implications, hence the need to include them as part of the process.

#### CERTIFICATION

All pressures requiring resources **MUST** be identified in Business Plans. Please certify that this is the case.

The Portfolio Finance Manager also signs to certify that they are happy with the figures quoted.

Once the form is completed please have it signed by the relevant persons and forwarded as a PDF document.

EXAMPLE

**GENERIC BUSINESS CASE**

<b>Project Details</b>	
<b>Brief Description:</b>	
<b>Portfolio:</b>	
<b>Project Officer:</b>	

**Business Need**

**Strategic Context of the Project**

**Outcomes of the Project**

**Current Position**

**Impact on Stakeholders**

EXAMPLE

Partnerships	

Timescales & Exit Strategy	

Description of Alternatives Considered	
Option A – Do Nothing (Base Case):	
Option B:	
Option C:	

Anticipated Benefits of the Project - Cash Releasing	
Option A:	
Option B:	
Option C:	

Anticipated Benefits of the Project - Other	
Option A:	
Option B:	
Option C:	

<b>Anticipated Risks of the Project</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	

<b>Risk Mitigation</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	

<b>Implementation Implications</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	

<b>Operational Implications</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	

<b>Personnel Implications</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	

<b>Cost Summary (Whole Life Basis – Use attached Spreadsheet)</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	

<b>External Funding</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	

<b>Sustainability / Long Term Viability</b>	
<b>Option A:</b>	
<b>Option B:</b>	
<b>Option C:</b>	



Option Appraisal Evaluation	

Preferred Option	

Sensitivity Analysis	

Supporting Information	

Business Case Sign-Off - Author	
Name:	
Date:	
Signature:	

Business Case Sign-Off - Line / Business Manager	
Name:	
Date:	
Signature:	

Business Case Sign-Off - Accountant	
Name:	
Date:	
Signature:	

<b>Business Case Sign-Off – Chief Officer</b>	
<b>Comments:</b>	
<b>Name:</b>	
<b>Date:</b>	
<b>Signature:</b>	

<b>Business Case Sign-Off - Cabinet Member</b>	
<b>Comments:</b>	
<b>Name:</b>	
<b>Date:</b>	
<b>Signature:</b>	

EXAMPLE

## GUIDANCE NOTES FOR COMPLETION

Whilst some of the boxes may be self-explanatory, the following provides brief guidance as to what is expected within each.

**Business Need:** What is the business/service need that is driving this request?

**Strategic Context of the Project:** How does the proposed project fit in with the Council's strategies/priorities?

**Outcomes of the Project:** What are the desired outcomes at the completion of the project?

**Current Position:** A brief description of how the service/asset currently operates.

**Impact on Stakeholders:** What impact will the project have on clients/service users?

**Partnerships:** Will there be any opportunity for partnership working, will existing arrangements be strengthened/undermined?

**Timescales/Exit Strategy:** What is the expected duration of the project, if time limited, is a robust exit strategy in place?

**Description of Alternatives Considered:** What options (if appropriate), were considered for the project (add more lines if necessary). Give a brief description.

**Anticipated Benefits of the Project - Cash Releasing:** If approved, what will be the revenue benefit arising from the project?

**Anticipated Benefits of the Project - Other:** Will the project produce other benefits e.g. streamlined processes/time saving?

**Anticipated Risks of the Project:** What factors could affect the outcome of the project - timescales/external funding/planning etc.

**Risk Mitigation:** Can anything be done to mitigate the above, if so is there a cost involved?

**Implementation Implications:** Are there any factors which need to be taken into account in implementing this project - planning permission/procurement/consultation?

**Operational Implications:** Are there any operational factors which need to be taken into account in implementing this project - client transport/moving location?

**Personnel Implications:** Are there any factors which need to be taken into account which affect FCC staff – outsourcing/working patterns/moving location?

**Cost Summary:** Please use the attached spreadsheet to detail all costs relating to this project, both capital and revenue. At this stage ignore the costs of borrowing associated with funding the project.

**External Funding:** Is any external funding available for some/all of the project. Is the project dependant on this funding?

**Sustainability/Long Term Viability:** Is this a short term project, are there factors which may limit its long term viability?

**Option Appraisal Evaluation:** Include a brief summary of the above points for each option.

**Preferred Option:** Indicate from the above evaluation which is the preferred option.

**Sensitivity Analysis:** Are there any areas which could cause concern if they deviate from the assumed levels – legislation/higher costs/lower revenues?

**Supporting Information:** Use this section to provide any further information which may not be covered by any of the above.

EXAMPLE