

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## Project and Business Case Guidelines

Many projects undertaken by the Council will be relatively short in nature, running for a period of weeks or months until they become operational (eg. Annual Play in the Park events). Other projects may have a longer multi-year development period, whilst activities such as consultation with other bodies is undertaken. There will be some major projects that are multi-year in nature (eg. Infrastructure projects like the Hub building and CP toilet, Strategy projects such as the Neighbourhood Plan).

These all need to be delivered in accordance with Financial Regulations, which require different activities depending upon spend levels.

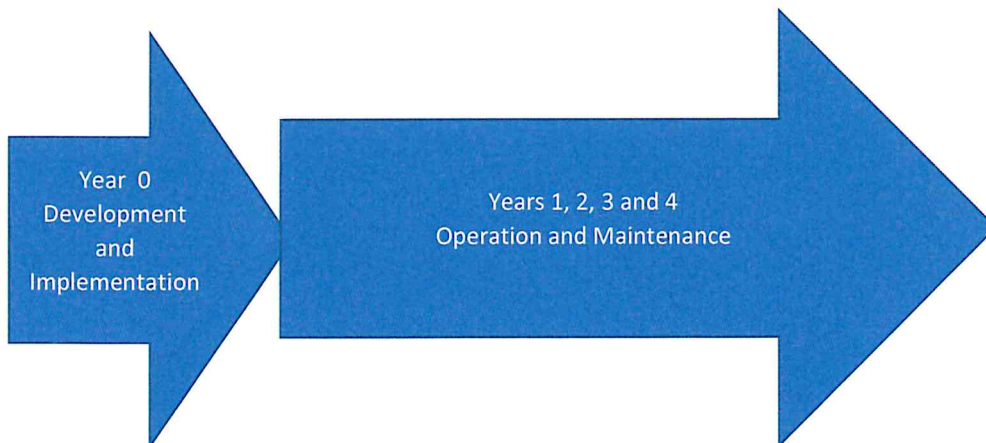
These guidelines and template documents are intended to allow Councillors, who are not expected to be project specialists, to navigate the process and produce robust justifications for Council projects that they are championing/sponsoring.

### Timescales

Some Council projects will last months, others will take longer. Projects need to be costed over an appropriate timescale, to ensure that Council funds are appropriately allocated. For projects that deliver a physical asset this should cover the lifetime of that asset, larger infrastructure assets will have a longer lifetime.

In accordance with general project management practice the convention of classing the development and implementation period of a project as Year 0, and the ongoing operation and maintenance being as Year 1 onwards will be adopted.

In practice many Council projects will complete within Year 0 and so have development, implementation and operation and maintenance costs within one year.



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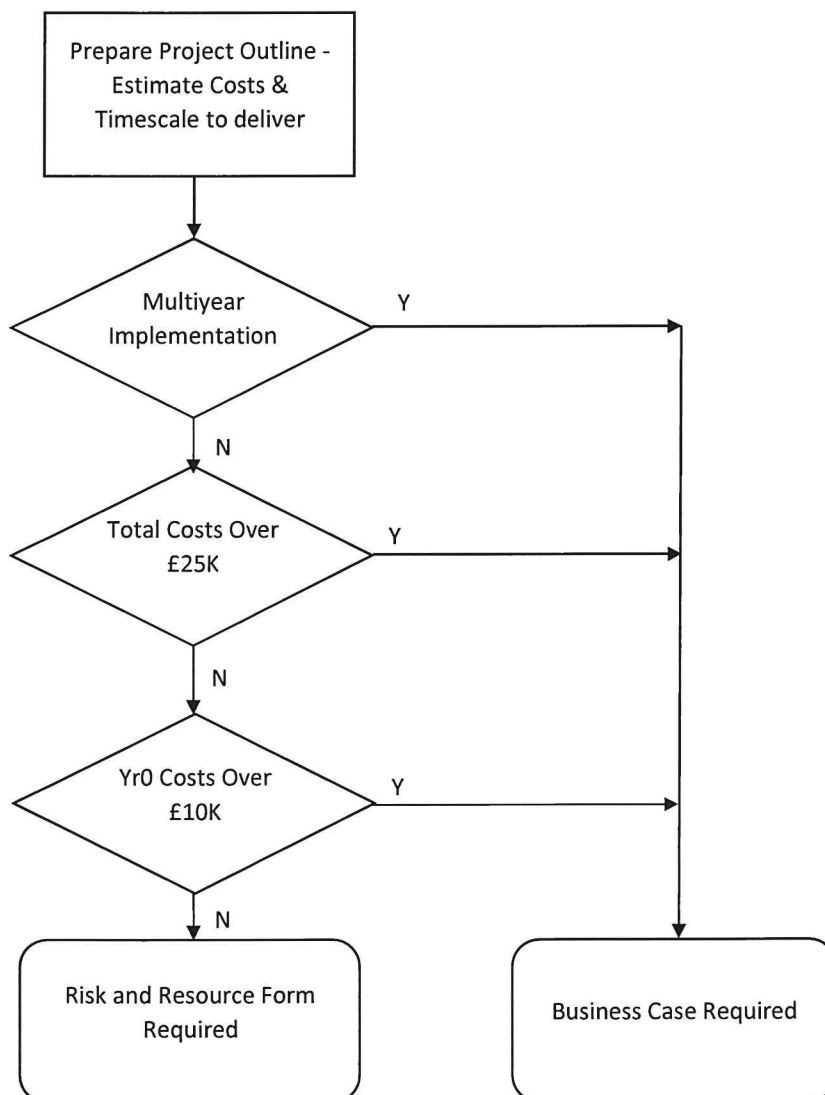


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## Options Appraisal and Business Case

Where a Business Case is required, the template document includes two parts an Options Appraisal and the Business Case for the recommended option. The nature of the project will determine whether this document is completed together or in two separate parts, with the Options Appraisal being completed first and the recommended option approved by Council before resources are committed to progressing the development of the project. For longer projects or projects involving ongoing maintenance or service costs this first stage of approval should include the cost headings for replacement or servicing costs items that will be included in the resulting Business Case. These early steps will help to ensure that the Council is aware of the costs to be collated or estimated as part of the project.

## Flowchart for Determining Appropriate Documentation to be Completed





**<Project Name>**

# **Options Appraisal & Business Case [template]**

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# 1 Executive Summary

*Anyone reading this should have a good overview of the whole Business Case.*

*So needs to highlight the key points in the business case, which should include important considerations, costs, benefits and the return on investment and main risks.*

## 1.1 PROJECT OVERVIEW

## 1.2 OPTIONS

## 1.3 RECOMMENDATION

## 1.4 SOLUTION OVERVIEW

## 2 Project Description

*Explains what the project is, why it should be undertaken and explains how it will enable the achievement of Bingley Town Council objectives.*

### 2.1 BACKGROUND

### 2.2 PROJECT

### 2.3 OBJECTIVES

## 3 Options Appraisal and Recommendation

*Evaluate possible options and identify a preferred solution. As a minimum three options should be included - do nothing, do the minimum or do something. 'Do nothing' should normally be the starting option to act as the basis for quantifying the other options.*

*The analysis of each option provides the Council with sufficient information to judge which option presents the best overall value in meeting the identified need.*

*Highlevel pros(benefits)/cons(dis-benefits and risks), and timescale and costs should be provided for each option.*

Describe the options under consideration

### 3.1 DO NOTHING

- Description
- Expected Benefits and Risks
- Project Timescale
- Project Costs

### 3.2 DO MINIMUM

- Description
- Expected Benefits and Risks
- Project Timescale
- Project Costs

### 3.3 DO SOMETHING

- Description
- Expected Benefits and Risks
- Project Timescale
- Project Costs

### 3.4 ANALYSIS AND RECOMMENDATION

*Which of the options are you recommending and why?*

	Do Nothing	Do Minimum	Do Project
Implementation Cost			
Operation & maintenance Costs			
Timescale			
Benefits			
Dis-benefits and risks			

## 4 Detail for Recommended Option

### 4.1 PROJECT SCOPE

*More detailed than content in section 2, looking at exactly what the recommended option will deliver. Should include the specification or statement of works for goods/services to be procured.*

### 4.2 PROJECT OBJECTIVES, BENEFITS AND SUCCESS CRITERIA

*How the recommended option will meet the objectives and the expected benefits and dis-benefits that will accrue. Success Criteria – how will we know we’ve the project has succeeded.*

*Should include how the project meets the public sector equality duty and sustainability benefits*

### 4.3 PROJECT PLAN

*Plan for the project on a single page with a defined timescale, should highlight main stages of the work and any dependencies between activities.*

### 4.4 FINANCIAL INFORMATION

#### 4.4.1 Profiled Project Costs

*Costs attributable to the appropriate year – taken from the Costs proforma. Detail of the cost/benefit of the project.*

#### 4.4.2 Funding

*Provide details of the source of the funds for the project, internal budget headings, external sources.*

### 4.5 PROJECT RISK LOG

*Details of all identified risks, to be scored according to the Council standard methodology from the overall Risk Register (ie. Risk elements scored between 1 and 3, multiplied to give Risk score – 1 & 2 green, 3 & 4 amber, 6 & 9 red).*

ID	Risk Description	Risk likelihood	Risk impact	Risk Score	Mitigation
1					
2					





Project Costing Project Name	Year 0					Yr0	Yr1	Yr2	Yr3	Yr4	Yr5	Totals
	Q1	Q2	Q3	Q4								
<b>Goods</b>						£0.00						
						£0.00						
						£0.00						
						£0.00						
<b>Goods Total</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Services</b>						£0.00						
						£0.00						
						£0.00						
						£0.00						
						£0.00						
<b>Services Total</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Staff Time</b>												
Hours						0						0
Cost	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Grand Total</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

12.5

## RISK AND RESOURCE ASSESSMENT FORM

Please use this form when submitting a motion, or proposal, to a meeting of the council, or a committee. Please identify any costs, resources or risks associated with the motion or proposal, and provide as much information as possible.

1) Name of councillor	
2) Date submitted	
3) Meeting you wish this to be considered at	<i>(NB. motions received after a deadline may not be accepted)</i>
4) Please provide wording for the motion(s) you are requesting.	
5) Please provide details of the project/work that you are proposing to be undertaken. NB. This should include specifications for all work against which quotes will be requested.  Details of any supporting documents?	
6) What resources would be needed?	
7) Please estimate how much time would be required by staff at each stage  (Include as much information as possible)	
8) How much do you anticipate the scheme would cost?	

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Which budget heading do you think any costs would come from?	
9) How does the scheme meet the town council's current priorities?	
10) Detail any potential risks to the council from this project/activity with suggested mitigations?  <i>(Please refer to the council's Risk Assessment Policy and Financial Risk Assessment Policy)</i>	
11) How has public sector equality duty been addressed?  <i>(Please refer to the council's Equality Policy)</i>	
12) What are the estimated sustainability implications and greenhouse gas emission impacts of the proposal?	