



Capital Project Assessment Bid

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:

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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.