

**SSLEP Business Case Proforma**

All Business Cases will be developed and submitted in accordance with the Stoke-on-Trent and Staffordshire Enterprise Partnership (February 2017) Assurance Framework and the Accountable Body Agreement between Staffordshire County Council and Stoke-on-Trent and Staffordshire Enterprise Partnership.

Please also refer to [The Green Book](https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-governent) for guidance in completing this business case.

Please delete all purple text from the final version.

1. **Project title and proposing organisation(s)**

*Enter brief project title and organisation raising the business case.*

1. **Is the business case proforma (during the consultation phase of the process) and decision exempt from being publicly reported on the LEP’s and applicant’s website (if so, please specify the reasons why)?**

*If the decision is subject to a non-disclosure agreement or for example, in commercial confidence and should not be publicly reported, please state reasons.*

1. **Options appraisal**

*In addition to considering guidance above please consider background to the recommendation including reasons and justification for decision; include any alternative options considered and reasons for rejection e.g. Do Nothing / Do Minimum / Do Something. Benefits and Disbenefits (potential outcomes perceived as negative by one or more stakeholders, which would arise as actual consequences (not risks) of carrying out proposal). Highlight the preferred option from the options appraisal.*

*Clearly state what the objective(s) is/are in “SMART” terms?*

*(Specific, Measurable (delivery / achievement can be objectively Monitored), Achievable, Relevant and Time constrained.*

* 1. **Strategic case**

*In addition to considering guidance above please consider the extent to which the proposal supports one or more of the strategic priorities in the SSLEP Strategic Economic Plan and / or raise productivity levels.*

* *Rehearse strategic risks and mitigation.*
* *Identify any learning incorporated from previous projects.*
* *Outline consultation that has taken place.*
* *Identify stakeholders.*
  1. **Economic case**

*In addition to considering guidance above please explain how the proposal will support and contribute to economic growth and productivity within the SSLEP area.*

*In particular, SSLEP are seeking proposals that are able to deliver core GBF outputs including:*

* *Jobs created*
* *Construction jobs created*
* *Jobs safeguarded*
* *Commercial / R&D / Training floor space delivered*
* *New learners / New Businesses assisted*
* *Roads/Cycle Lanes/Walkways unlocked (km)*

*Clearly state why is this the preferred option?*

*Additionality*

*The extent to which a project’s benefits will be realised without the funding (deadweight); the impact of the funding on the speed of delivery of the economic benefits; and the extent to which the funding will shift economic activity from other areas (displacement).*

*Benefit Cost Ratio*

*The extent to which the net project benefits are expected to deliver value for money. Costs and benefits should be presented in line with Green Book Principles – i.e. net additional costs and benefits expressed as present value.*

*Wider Economic Impacts*

*The wider impact on the economy of the Stoke on Trent and Staffordshire LEP area (i.e. will it help unlock or bring forward other development sites or economic activity; will it help grow the priority sectors; and the knock-on impacts to other companies in a supply-chain).*

*Social Impact/Community Impact*

*The extent to which the proposal will have wider social or environmental benefits to the Stoke-on-Trent and Staffordshire LEP area (e.g. providing employment opportunities in deprived areas, supporting people into work through apprenticeships and other access to employment routes).*

* 1. **Commercial case**

*In addition to considering guidance above: Is the proposal commercially feasible/deliverable? How does the proposal represent value for money to the SSLEP area and UK as a whole? What procurement arrangements are being used and has market testing to ensure effective delivery been undertaken?*

*State who will own the asset after project completes.*

* 1. **Financial case**

*In addition to considering guidance above, please set out financial appraisal.*

*Include statements on:*

* *Lifetime costing*
* *Financial sustainability*
* *If all funding is secured or not (any dependencies)*
* *Rehearse VFM & LVU, and other indicators.*
  1. **Management case**

*In addition to considering guidance above what project management tools, principles and personnel are in place to ensure successful delivery of the proposal? Is a risk management strategy in place and how will risks be mitigated against and managed?*

*Show delivery plan/timeline with critical dates and milestones.*

*Are all necessary approvals in place?*

* 1. **Resource and VFM analysis**

*In addition to considering guidance above please consider and respond to all of the following prompts:*

*What is the calculated GVA of the project?*

*What is the Land Value Uplift?*

*What is the status of the funding identified for the proposal?*

*What is the return on investment and how do you guarantee the benefits will be realised?*

*Private Sector Investment/ Other Investment/Match Funding/Leverage - The ability to lever other funding, in particular, private sector funding and the scale of the Investment.*

*Explain the status of project cost estimates including the use of contingency/optimism bias/ /Inflation/Displacement/Deadweight and additionality assumptions.*

*Infrastructure – What type of infrastructure is being proposed?*

*Jobs*

1. *Forecasted number of jobs created.*
2. *Forecast of the average salary*
3. *The value (quality i.e. permanent vs. temporary and construction jobs)*

*Homes – How many new housing units will be delivered as a result of the proposal- (where applicable)?*

*Skills - Delivery of skills outcomes (where applicable).*

*Transport - Total length of new or improved/resurfaced road/cycleway/footways created.*

*Service Improvements - How will the proposal lead to quantified improvements for Bus/Rail/Road/Other users?*

1. **Consultation process**

*Outline relevant organisational approvals (such as Cabinet or Board approvals) and how the proposal has been developed to date, including details of how consultation has shaped/is shaping the preferred option.*

1. **Location of proposal**

*Insert an OS location plan of the proposal if possible, or attach as an appendix plan.*

1. **Risk analysis**

*Summary of key risks, including indication of likelihood and impact of each risk and proposals for how risks will be mitigated against, managed and controlled. Attach the risk register.*

1. **Legal analysis**

*Provide details of Land ownership/Contractual etc. agreements between proposing party and other key parties. Demonstrate state aid compliance. Confirm applicants Equal Opportunities Policy and compliance with SSLEP SLA with Accountable Body.*

1. **Delivery**

*The ability to demonstrate that the proposal is deliverable including: the extent to which it has planning permissions and other legal consents in place; the adequacy of the funding package and contingency arrangements; the financial standing of the delivery partners, risks to timely delivery, land ownerships and acquisition issues which may present a risk to delivery.*

*Benefits Realisation – how will you make sure you actually get the intended benefits (outcomes, changed processes) originally planned for your project? A Benefits Realisation Plan should be developed.*

1. **Timetable**

*Provide details of the length of proposal and relevant major milestones to completion. Include period over which benefits will be realised.*

1. **Author**

*Business case author’s name and contact details. Please identify all supporting documentation and reports and where they can be found.*

*Please date and sign this form to confirm that the business case has been developed in accordance with Treasury Green Book.*

1. **Decision details**

*For official use only – details of date considered by SSLEP Strategic Programme Management Group and any additional information for decision record.*