

APPENDIX 2

OADBY & WIGSTON BOROUGH COUNCIL - BUDGETARY PROCESS 2008/09
CAPITAL PROJECT APPLICATION AND APPRAISAL

PROJECT NUMBER:

SPECIFICATION

1.	Project Title:
2.	Description of the project (to include sufficient information to serve as the committee narrative)
3.	Committee/Service Area:
4.	Proposed Start (Month/Year):
5.	Proposed Finish (Month/Year):
6.	Location:
7.	<p>What type of project is this? (Please tick as appropriate)</p> <p> <input type="checkbox"/> New <input type="checkbox"/> Improvement <input type="checkbox"/> Refurbishment <input type="checkbox"/> Replacement </p> <p> <input type="checkbox"/> Other (please specify) </p>

POLICIES AND OBJECTIVES

8.	What legal or statutory requirements, if any, support the undertaking of this project?
9.	What policies/corporate objectives/development priorities will be met by undertaking the project?
10.	What are the aims and objectives of the project?

11.	Has the project been approved in principle by any of the following? (Please tick as appropriate) <input type="checkbox"/> Committee <input type="checkbox"/> Political Group <input type="checkbox"/> Chair <input type="checkbox"/> Working Group
12.	What consultation has taken place with any interested stakeholders?

FINANCIAL IMPLICATIONS

13.	Analysis of Capital Cost (including elements that may be funded by other bodies):					
	<u>Estimated Total Cost</u> £	<u>2007/08 and earlier</u> £	<u>2008/09</u> £	<u>2009/10</u> £	<u>2010/11</u> £	<u>2011/12 and later</u> £
	Land					
	Construction					
	Furniture & Equipment					
	Equipment					
	Vehicles & Plant					
	Fees					
	TOTAL					

14.	Is the financial cost a firm estimate?	Yes/No (please delete)
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15.	Analysis of Potential External Funding. Totals must agree to section 13 above.					
	£	£	£	£	£	£
	Lottery					
	Other Auths.					
	Private Sector					
	Other (please specify)					
	Sub-total					
	O & W funding					
	TOTAL					

16.	Revenue Implications of Capital Cost: (Please show any reductions in cost or increases in income as negative i.e. in brackets)	
	<u>Year of Completion</u> £	<u>Full Year</u> £
<u>Expenditure:</u>		
Employee Costs		
Repairs & Maintenance		
Fuel, Light & Cleaning Materials		
Rates & Water		
Other (please specify):		
TOTAL EXPENDITURE		
<u>Income:</u>		
Rents, Fees & Charges		
Other (please specify)		
TOTAL INCOME		
NET REVENUE COST		

GENERAL

17.	What are the expected outputs from the proposed scheme and how can these be measured? E.g. increase in service users, additional jobs created, impact on performance indicators.

18.	What are the potential risks associated with this scheme?
	a) Through not undertaking the scheme?

	b) In undertaking the scheme?

19.	<p>What, if any, would be the consequences of not undertaking the scheme in the proposed timescale?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
20.	<p>If sufficient financial resources are not allocated or the external funding resources do not materialise, could the project be reduced, phased over a period of time or achieved in any other way?</p> <p>.....</p> <p>.....</p> <p>.....</p>												
21.	<p>Detail the possible impact of the scheme on any other proposed project.</p> <p>.....</p> <p>.....</p> <p>.....</p>												
22.	<p>What would you assess the overall priority for this project to be? (Please tick as appropriate)</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td></td> <td>High</td> <td>Medium</td> <td>Low</td> </tr> <tr> <td>Public</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Political</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		High	Medium	Low	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Political	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High	Medium	Low										
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Political	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

NAME OF OFFICER COMPLETING THIS FORM

TEL. EXTN.

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SCORE FOR CAPITAL PROJECT SUBMISSION

<u>POLICY</u>	<u>FACTORS</u>	<u>SCORE</u>	<u>RANGE OF SCORES</u>
A.	Statutory and legislative support for the project.	<input type="checkbox"/>	10 - Essential 1 - Not relevant
B.	Compliance with the Council's core values, corporate objectives and service priorities as laid down in the Corporate Plan.	<input type="checkbox"/>	5 - Fully complies 3 - Partially complies 1 - Does not comply
C.	Compliance with the Council's service objectives and key tasks as laid down in strategy documents or service delivery plans.	<input type="checkbox"/>	5 - Fully complies 3 - Partially complies 1 - Does not comply
 <u>FINANCIAL</u>			
D.	Ability to generate long-term revenue savings in relation to the amount of the capital scheme.	<input type="checkbox"/>	5 - Significant savings 3 - No revenue effect 1 - Significant cost
E.	Oadby & Wigston's share of overall capital cost in relation to other partnership contributions	<input type="checkbox"/>	10 - Less than 10% 5 - Less than 50% 1 - 100%
 <u>NEEDS</u>			
F.	Represents replacement/refurbishment of current assets rather than new provision.	<input type="checkbox"/>	5 - Essential replacement 3 - Desirable replacement 1 - New asset provision
	<u>or</u>		
	Represents range of initiatives (e.g. grant aid) to support Council functions.	<input type="checkbox"/>	5 - Wholly contributes 3 - Partially contributes 1 - Contributes little
G.	Assessment of brief for project including consultation and potential risks.	<input type="checkbox"/>	5 - Well considered, little risk 1 - Work still to be done, high risk.
H.	Overall assessment of political and public priority.	<input type="checkbox"/>	5 - Both regarded as high 1 - Both regarded as low
	<u>OVERALL TOTAL</u>	<input type="checkbox"/>	