

CHERWELL DISTRICT COUNCIL
CAPITAL PROJECT APPRAISAL FORM
NEW BIDS 2015/16

1) Capital Scheme Name

2) Service Head

3) Service Manager

4) Portfolio Holder

5) Driver (select)

Desired

Statutory

Highly Recommended

Health & Safety

6) Finances

CDC funding required	£
Partners/Match Funding	£
Grant Funding	£
Borrowing Required	£
Total Scheme Cost	£

7) Full-year net revenue impact (see section 13)

8) Detailed Outline / description of project

A clear and concise outline of the proposed project and how it is intended to be procured and managed.

9) Cherwell Corporate Priorities

Outline which corporate priorities the proposal will address.

10) Service Objectives (Please select one)

1: Cherwell: A District of Opportunity

2: Cherwell: Safe, Clean, Green

3: Cherwell: Thriving Communities

4: Cherwell: Sound Budgets and a Customer Focused Council

5: Other – consultation priority

11) Consultation Priority Rank (Please select one)

- 1: Refuse collection & recycling, housing (needs, strategic & private sector), anti-social behaviour
- 2: Economic development & regeneration
- 3: Sports facilities, local, community & leisure development, safer communities, health promotion
- 4: Cleansing, local transport & concessionary fares, environmental protection, conservation & urban centres, arts, rural areas, car parking, estates
- 5: Building control & engineering, public protection, enforcement
- 6: Planning control, diversity & equality
- 7: Landscape, Banbury Museum, tourism, licensing
- Corporate: Revenue & benefits, democratic services, chief executive office, member services, corporate charges, communications, treasury, improvement, community planning, elections, land charges

12) Implications of not undertaking the Project

The implications to the Authority/Service of not undertaking the project e.g. failure to meet statutory responsibilities, reduction in service provision etc.

13) Efficiency Savings/Value for Money

Will the scheme contribute to the Council's requirement to demonstrate that we are improving value for money in the services provided? Please give details of possible revenue savings, income generation and/or associated costs (e.g. maintenance).

	2015-16	2016-17	2017-18
Revenue cost of scheme			
Income generation opportunities			
Cost of borrowing			
Revenue savings			
Net Revenue Impact of Scheme			

14) Identification and Assessment of Risk in undertaking the Project

What risks have been considered and how would they be mitigated?

15) Other Authorities, Departments, Partnerships or Bodies involved and funding available

Details of other bodies involved in the scheme and the form of their contribution e.g. financial (including grants), practical, advisory etc.

Organisation	Funding Contribution £	Other (please describe)
1.		
2.		
3.		
4.		

Please select if this a Shared scheme with South Northants and/or Stratford

16) Estimate of Asset Life

17) Category (please tick as appropriate)

Enhancement of Existing Asset

New Asset

18) Componentisation

Will the asset have 2 or more components which will have differing useful economic lives? If so, please provide details of components, values and lives.

19) ALL SCHEMES – please complete the Profile of Capital Spend and Financing on the following page.

20) ICT Projects – please also complete ANNEX 1 & ANNEX 2.

Profile of Capital Spend and Financing

Capital Expenditure Description of Cost	Account Code	2014/15				2015/16	2016/17	2017/18	Total
		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Contractors	73910								0
Professional Fees	74910								0
Construction Services (internal)	74930								0
Equipment	75920								0
Other Capital Costs	76910								0
Initial Purchase of Vehicle or Plant	76920								0
IT - Software	76930								0
IT - Hardware	76940								0
Grants	77940								0
Total		0	0	0	0	0	0	0	0
External Financing									
Description :-									
Capital grants and contributions (please specify)									0
Partnership Funding (please specify)									0
Other									0
Total		0	0	0	0	0	0	0	0
Total CDC Funding		0	0	0	0	0	0	0	0

ANNEX 1 – IT CAPITAL

Budget Planner

Capital (One-off)

	Primary	DR	Description/Comments
Hardware	Server		
	Desktop/Client		
	SAN/Disk		
	Network Hardware		
	Network Circuit		
Software	MS/Operating System		
	Standard Package		
	Application		
Manpower	Project Delivery		
	Consultancy/Training		

"MS/Operating System" defines anything that will impact on the Microsoft Enterprise Agreement by either consuming existing licenses or requiring new products or licenses to be acquired which need to be added to the existing MSEA

"Standard Package" defines anything that is identified as a common industry package (middleware products, SSL licenses, etc.) These items are likely to already exist in CDC service catalogue and hence having co-terminus renewal dates might yield cost savings for CDC if renewing higher volumes at the same time. Please check with ICT to confirm if any items are Standard Packages

"Application" defines anything that is a unique application software package which probably occurs once in the CDC IS/IT landscape

Consider whether your project requires additional provisions to be made to provide Disaster Recovery capability in the event that the Primary solution is no longer available or cannot be accessed by Cherwell DC employees or agents. Please check with ICT for any extra requirements

ANNEX 2 – IT REVENUE

Budget Planner

Operational (Recurring)	Year 0	Year 1	Year 2	Year 3	Year 4	Renewal Date	Description/Comment
Hardware Maintenance							
Software/License Maintenance							
Software Product Support							
Additional Training							

Year 0 is the budget year in which the Capital Cost is incurred, so consider whether initial 1st year warranty provides suitable cover, or if it warranty should be negotiated out of the price so that it can be covered in Year 0 by adding or amending existing Maintenance and Support Contracts (if higher levels of replace/response are required).	Have 1st year Warranty and Support values been considered and negotiated in/out of the prices of the goods or services being requisitioned?	Yes/No
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Year 0 value should also be pro-rata to the end of the current financial year	Has Year 0 value been pro rata adjusted?	Yes/No
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If any item being procured is a pre-existing product or service, then renewal dates should be negotiated and synchronised so that they are all co-terminus to enable volume discounts to be negotiated at the co-terminus renewal date.	Has the Service catalogue been reviewed to see if there are existing Products or services with defined renewal dates?	Yes/No
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Unless explicitly stated in contracts, maintenance and support renewal dates should default to be 12 months from the initial procurement date of the goods or service. These should be added to the Calendar of the Core Software License Control Spreadsheet (and ITIL Change Management DB).

Regardless of the final treatment of line items as Capital or Revenue, the recurring operational items should be identified here to allow ICT to properly manage and plan for the eventual revenue impact of maintenance oand support of new proiducts and services.