

Business Case

Date: 22nd December 2017

Part A - Document Control

A 1 - Key personnel

Project	DCLG – Additional DFG funding
Sponsor	
Project Manager	Victoria Clarke

A 2 - Version history

Version	Date	Summary of changes	Changes marked

A 3 - Distribution

Name	Area

Part B – Project Background/Overview

B 1 – Background to the Project

DCLG is offering MBC an additional £25k for the provision of adaptations to disabled people's homes to help them better access, and move around, their homes and/or gardens. Home adaptations can be a welcome intervention for many, enabling people to live independently and safely.

While this additional funding should continue to be used for home adaptations, there is also flexibility to use some of the additional funding on **wider social care capital projects**. This additional funding should be spent in the 2017-18 financial year.

B 2 –Key Service Areas Affected

timesage lifeline and possibly environmental health

B 3 – Strategic fit

Minimum content needed for this section:

Having discussed with the DCLG, this is capital funding which could be used to purchase equipment to help people remain safely in their own homes. The lifeline and key safe products were discussed and it was determined that this would fit with the wider social care agenda above.

Critical Success Factor - The additional funding should be spent in the 2017-18 financial year.

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B 4 - Options appraisal

The current budget for DFGs has not all been allocated, therefore additional funding is not required for this purpose. Therefore the wider social care agenda could benefit from this funding.

B5 - Key Business Risks/Contingency plans

Key risks - failure to obtain permission to spend
Failure to spend within financial year

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B 6- Financial Implications
Capital

Please define if these are capital or revenue and the financial years they will be incurred. Also consider if they are Special or General Expenses or HRA

	£	£	£	£	Comment
Year	2017-18				
Initial Costs	0				
External Funding	£25,104.60				
Net Cost	0				
Ongoing Savings(-) /costs					

Detailed estimates should be provided to finance to assist with budget monitoring and reporting

B 7 – Project Scoring Matrix

Scoring – for your project – calculate the points				
Criteria	1 Point	2 Points	3 Points	Score
Cost £ (budget, time and human resource)	<£10k	£10k - £50K	>£50K	2
Timescale	< 6 months	6 – 12 months	> 12 months	1
Impact if project failed on the organisation	Minor disruption	Moderate	Major	1
Melton's Track Record	Done Successfully Many Times Before	Done Successfully Once or Twice Before	New Area of Working	2
Stakeholder Interest (internal and external)	Minimal	Moderate	Major	2
Project Complexity	Straight-forward	Moderately Complex	Highly Complex	1
Total score				9

Projects scoring 6 – 10 points - Formal methodology **not** necessary
 Projects scoring > 10 points - Formal methodology **is** necessary

Note

The business case must be submitted initially to the Programme Board and will allow schemes to be prioritised and feasibility to be assessed. Programme board to agree the on-going project management required based on the above scoring and documented on the Project List

Part C – Project Details

This section sets out the direction, scope and objectives of the project and forms essentially the “contract” between the Project Sponsor and Project Manager as to what will need to be delivered.

C 1 - Project Objectives, outcomes and benefits

To enable people be to able to remain in their own home with the confidence of the enhanced lifeline packages.

Part D – Project Management

D 1- Delivery

We will purchase stock for supplying to resident (outside de-minimis levels)

D 2 - Key Stakeholders

This section should identify the key stakeholders, both internal and external to Melton Borough Council, for example:

External Stakeholders

Residents particularly living on their own or spending time on their own when they feel they need support.

Internal Stakeholders must be consulted in drafting the business case and again if there are any subsequent changes during delivery. The stages that internal stakeholders wished to be engaged during project delivery should be agreed at the outset however any changes to the original assumptions/criteria should involve the original stakeholders.

Finance – Yes

Appendix B2, – Standard Risk Management Template

Project Name:

Updated:

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
Risk No.	Grade [red, amber, green]	Risk Owner	Cause	Potential Consequences	Current Score	Original Score	Movement [↔,↑,↓]	Current controls [working]	Adequacy of mitigation measures	Planned actions (For key risks only)
1				•						
2				•						
3				•						
4				•						
5				•						

Last updated:

Risk Number	This is the unique identification number given to each individual risk
Owner/project	Who is the risk owner and therefore responsible for ensuring the mitigation work is undertaken
Cause	This describes the existing, potential or perceived risk/threat to the project objectives
Consequence	The impact of the cause is often a chain of events that can impact on many stakeholders
Current score and original score	Based on the risk matrix, how is the risk likelihood scored e.g. A, B, C, D or E Based on the risk matrix, how is the impact scored e.g. 1, 2, 3 or 4 The original score is as per the first time it was raised.
Current mitigation	The existing measures that are in place to control /prevent the risk (risk mitigation)
Adequacy	An assessment on the suitability of the current mitigation measures (adequate, poor, good)

Appendix C2 – Project Plans

Project Plan							
No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost (£)
1							
2							
3							
4							

- **Task:** What is the task that has to be completed to move the project on?
- **Possible Start Date:** When would you anticipate the task starting
- **Time to Complete:** How long will the task take to complete?
- **Dependencies:** If the task is 'Dependent' on other things happening, what other task needs to be completed first?
- **Responsible:** who is responsible for the task?
- **Cost:** What is the cost?