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| **Growth Deal – Five Case Assessment** |

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| **Risk Rating Key** | |
| **Red** | **Critical –** the gap in information or issue(s) raised fundamentally undermines the overall case or specific, critical elements being assessed. Without resolution, it would not be recommended the case move forward for approval at this stage. |
| **Amber** | **Important –** additional information is required to strengthen the business case providing a higher degree of confidence when seeking approval. |
| **Green** | **Complete –** sufficient information is provided to move on to the next stage; no further action required. |
| **Grey** | **Not applicable** |

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| **Project Title** |  | | | | |
| **Applicant** |  | | | | |
| **Coverage / Location** |  | | | | |
| **Project Cost** |  | **Investment Request** |  | **Intervention Rate** |  |
| **Project Description** | | | | | |
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| **Strategic Case** | | |
| **Information Required (Relevant Section In Business Case)** | **Comment** | **Risk Rating** |
| Has a clear and comprehensive project description been provided? (Summary Info) |  |  |
| Has a clear location for the project been identified? Have site plans / designs been provided? (Applicant Details / Appendices) |  |  |
| What is the aim of the project, and how will it address the problem identified? (1.1 & 1.4) |  |  |
| Are there clear SMART objectives in terms of outcomes? (1.5) |  |  |
| What are the organisation’s strategic objectives, and how does the project fit within these? (1.7) |  |  |
| Rationale – the context and origination of the project. What is the current situation, what are the drivers for change and why does it need to change now? (1.1 – 1.3 & 1.6) |  |  |
| How are the objectives of the SEP and LIS met? Has consideration been given to wider strategic fit? (1.8 & 1.9) |  |  |
| Have linkages to other projects been considered? (Summary Info) |  |  |
| What are the key risks, constraints and dependencies in relation to the strategic case? (1.10) |  |  |
| **Strategic Case Summary** | | |
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| **Economic Case** | | |
| **Information Required** | **Comment** | **Risk Rating** |
| Has there been a long list of options considered?  Have critical success factors been identified and prioritised?  Is the process for shortlisting options clearly described? Is ruling out of potentially promising options clearly justified? (2.1) |  |  |
| Do the options reflect a range of service solutions / methods of service delivery / choices for implementation and funding? Has the reference case been included? (2.1) |  |  |
| If the project is over £5m, has a full economic appraisal been carried out? (Appendices) |  |  |
| Do all shortlisted options (not only the preferred one) have their costs (capital and revenue) and benefits calculated, including BCR? (2.2) |  |  |
| Have economic costs been provided for each option on a discounted basis? (2.2) |  |  |
| Has VFM been assessed on a compliant basis in accordance with the CLEP Assurance Framework and Green Book? (2.2) |  |  |
| Has sensitivity analysis been undertaken? (2.2) |  |  |
| Are the assumptions behind benefit explained and are they valid? (2.2) |  |  |
| Are any unquantifiable benefits clearly described? Are these backed up by relevant experience? (2.2) |  |  |
| Has additionality been demonstrated? (2.1 & 2.2) |  |  |
| What is the justification for the quality standards chosen- BREEAM? (2.3) |  |  |
| Is there a profile of output and outcome delivery in place (including post implementation)? Is this apportioned between funders? (2.2 & 5.3) |  |  |
| Has optimism bias been assessed and aligned with risk? Are the assumptions for this reasonable? (2.2) |  |  |
| Are the key risks to implementation and delivery of benefits identified in relation to the preferred option? (Appendices) |  |  |
| **Economic Case Summary (To Include VFM Statement)** | | |
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| **Commercial Case** | | |
| **Information Required** | **Comment** | **Risk Rating** |
| Legal status of applicant/partner? (Applicant Details) | Considered as part of Accountable Body Due Diligence. |  |
| Are all the partners involved in the project (public and private sector), and their roles in delivery identified? (3.4, 5.1 & 5.7) |  |  |
| If the applicant is not a public body, has a Companies House search been undertaken and are there any issues arising from this? (N/A) | Considered as part of Accountable Body Due Diligence. |  |
| Is a business plan or financial model in place identifying the viability of the project and whether there is a rate of return? (3.1) |  |  |
| Is an after value clause appropriate? (N/A) |  |  |
| Is a clear procurement strategy in place (where appropriate)? (3.2) |  |  |
| Is there a requirement for the project to be compliant with public procurement regulations, and if so, does the identified strategy meet this? (3.2) | Considered as part of Accountable Body Due Diligence. |  |
| Is there clear identification of risks and allocation of risks to each party? (3.3) |  |  |
| Are the contractual / partner selection arrangements for delivering the proposed scheme clear? (3.4) |  |  |
| Have constraints and dependencies in relation to the commercial case been considered and are appropriate mitigations in place? (3.5) |  |  |
| Has the social value that may be delivered by the project been considered? (3.6) |  |  |
| Has the ongoing sustainability of the project been considered? (3.7) |  |  |
| Has an independent legal state aid opinion been provided? Is the project considered to be state aid compliant and what are the reasons for this? (3.8) | Considered as part of Accountable Body Due Diligence. |  |
| **Commercial Case Summary** | | |
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| **Financial Case** | | |
| **Information Required** | **Comment** | **Risk Rating** |
| Has a detailed elemental cost plan been provided? Is this clear and realistic? What is the basis for the assumption of costs and at what stage are costs? (4.1) | Considered as part of Accountable Body Due Diligence. |  |
| Are costs considered to be eligible (e.g. capital) for Growth Deal? (4.1) | Considered as part of Accountable Body Due Diligence. |  |
| Are there any risks associated with the costs of the project? (4.1) |  |  |
| Has appropriate provision for contingency been made? (4.3) |  |  |
| Is a complete funding package in place? (4.2) | Considered as part of Accountable Body Due Diligence. |  |
| Is the Growth Deal funding consistent with the agreed Growth Deal programme profile? (N/A) | Considered as part of Accountable Body Due Diligence. |  |
| Are there any risks associated with the match funding? (4.2) |  |  |
| Has it been identified how cost over runs will be managed and / or shared with other parties / funding bodies? (4.5) |  |  |
| Have risks associated with delivery timescales been considered? Are any other risks not covered elsewhere identified and are appropriate mitigations in place? Are there further risks which have not been considered within the Business Case? (4.5 / Appendices) |  |  |
| Does the applicant have appropriate financial procedures in place to deliver the project? (4.4) | Considered as part of Accountable Body Due Diligence. |  |
| Have cash flows been provided and does this demonstrate deliverability of the project? (Appendices) | Considered as part of Accountable Body Due Diligence. |  |
| **Financial Case Summary** | | |
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| **Management Case** | | |
| **Information Required** | **Comment** | **Risk Rating** |
| Has a clear management structure for the delivery of the project been identified? Has an SRO been identified? (5.1) | Considered as part of Accountable Body Due Diligence. |  |
| Has a detailed project plan including milestones been provided? (5.2) |  |  |
| Is the project deliverable within the timescales and do these meet Growth Deal requirements? (5.2) | Considered as part of Accountable Body Due Diligence. |  |
| Is the applicant able to demonstrate a suitable track record in delivery of similar schemes? (5.2) |  |  |
| Have appropriate outputs been identified and are these realistic? Are these comparable against other activity? Has a baseline been provided against which to measure? (5.3) |  |  |
| Are there any additional outcomes? (5.3) |  |  |
| Are appropriate arrangements in place for evaluation of the project? (5.4) |  |  |
| Has evidence of land ownership been provided? Are there any issues in relation to land ownership? (5.5) | Considered as part of Accountable Body Due Diligence. |  |
| Are the required permissions / statutory consents for the project in place? (5.6) | Considered as part of Accountable Body Due Diligence. |  |
| Is there a plan for the ongoing management and maintenance of assets? (5.7) |  |  |
| Have the project risks been assessed and are suitable mitigation measures in place? (Appendices) |  |  |
| Are there any risks that should be included in the programme risk register? (Appendices) |  |  |
| **Management Case Summary** | | |
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| **Additional Info** | | |
| **Information Required** | **Comment** | **Risk Rating** |
| Is this a skills project? |  |  |
| Is the project over £5m? If yes complete the HM treasury assessment form and detail issues. |  |  |

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| **Five Case Assessment Summary & Recommendation** |
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| **Recommendation:**  **Recommended Conditions:**   |  |  |  | | --- | --- | --- | | **Condition Number** | **Condition** | **Condition Type (Prior to Funding Agreement/ Pre-payment/Conditions for Delivery)** | |  |  |  | |  |  |  | |  |  |  | |
| **Clep Sign Off & QA** |
| **Completed By:**  **Position:**  **Date:** |
| **Quality Assurance Check Completed By:**  **Position:**  **Date:**  **Comments:** |