



Appendix E4

South Hams District Council

Business Case Outline

The Business Case is used to obtain management commitment and approval for investment in business change including projects and programmes, through rationale for the investment. The Business Case provides a framework for planning and management of the business change. The ongoing viability of a project or programme will be monitored against the Business Case.

Assets HQ Improvements			
Senior Responsible Officer:	Gavin Priest	Project Sponsor ELT Member:	Laura Wotton
Date Updated:	20/12/22	Version:	2.0
Programme/Project Description:	Follaton House (Old House Ground Floor Area)		
Reviewers:			
Author(s):	Assets team		

Guidance

An outline business case is a document setting out the initial justification for investment of resources (people, time and money) into a project or change being considered. This outline business case is to be completed at the initial idea stage of any project.

Once approval has been given to the outline case, solution design work will begin and the project will undertake a more detailed Business case setting out full implementation and business running costs, the benefits of implementation and an assessment of how implementation would be managed and the associated change risks and issues.

Capital projects will be scored on the following criteria:

- Health and Safety compliance
- Essential to keep operational assets open
- Fit with the Council's Delivery Plans for 'Better Lives for All
- To rationalise service delivery or service improvement
- To generate income, capital value or to reduce revenue costs

It is important that future bids for capital are aligned with the review of the thematic delivery plans and aims within 'Better Lives for All'.



1. Project Summary – Project objectives and what it aims to achieve.

In order to ensure our headquarter building, Follaton House is fit for purpose, meets the needs of the organisation and continues to provide good quality rental accommodation to our tenants, changes are required in communal areas and meeting rooms in the Old House Ground Floor Area.

Work has already been completed to SHDC's office agile area and the Council Chamber at Follaton House but a continuing programme of repairs are required, mainly in the Old House (Grade 2*) as follows:

Follaton House (Old House Ground Floor Area):

- Old House Ground Floor Area £40k
- Main Lobby (former reception) – estimated costs £35k
- Site Signage – estimated £15k

2. Why we need the Project – Background and problem/opportunity to be addressed.

Aligned to our Corporate Strategy, we are committed to maximising Council assets and providing quality customer services.

3. Project Scope – State what's IN and OUT of Scope.

IN:

- Old House Ground Floor Area £40k
- Main Lobby (former reception) – estimated costs £35k
- Site Signage – estimated £15k

OUT: Old House Roof repairs, car park resurfacing, boiler upgrades, EV and PV upgrades

4. Benefits – Brief indication of any potential financial and non-financial.

Quality accommodation which meets the need of the organisation, our staff, customers and tenants.

5. Links and Dependencies – To other projects currently live.

None



6. Risks – Note of any significant potential risks.

No risks to undertaking the works other than the need to resource the project from within Assets.

7. Project Resources – What people will the project need?

Gavin Priest – Principal Building & Facilities Officer
Property Services
External Contractors

8. Explain how the project meets the five criteria listed below.

Health and Safety compliance	Yes, by providing a fit for purpose environment to latest regulations
Essential to keep operational assets open	Yes
Fit with the Council's Delivery Plans for 'Better Lives for All'	Yes
To rationalise service delivery or service improvement	Yes
To generate income, capital value or to reduce revenue costs	Yes (3rd party occupation of buildings and limited voids). Attraction of additional tenants, services.

Capital costs and revenue implications

In the table below, please detail the capital budget requirement over the next three financial years as well as any revenue implications (maintenance, repairs, etc...)

Financial year	Capital cost	Revenue implications
2023/24	£90K	
Total cost	£90k	

Please detail in the box below how this project will be financed:

Financial Year	Capital grants/ contributions	S106	Reserves	Capital receipts	No funding source identified
2023/24			£90K Capital Programme Earmarked Reserve		