# Annex 7: Business justification case (BJC) template

**Executive summary**

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| **1000 Words Maximum**This should be a concise summary of the proposal and be updated to include the finalised position.* What do you want to do? (At this point, you will have analysed your short list of options and have a preferred option)
* Who are the beneficiaries?
* Why do you need to do it?
* What will it achieve in terms of benefits to condition, capacity and reduction of costs?
* What is the estimated cost?

For example: * This is a proposal to build a primary school on an existing site for 320 learners.
* This will address surplus capacity/poor building condition in the existing school.
* It will result in the replacement of a Category D school with one that is Category A. It will reduce surplus capacity by 100 places, bringing the current surplus down to below 10% and we anticipate a £10k per annum revenue saving in respect of energy costs.
* The cost of the preferred option is £4 million.
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**Strategic context**

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| **1500 Words Maximum**Please provide an overview of the context within which the investment will be made. In other words, the strategy, work programme, service, project or operation, which the investment supports. There are a number of key questions that should be answered when the case for change is addressed. These include:**General*** What are the names, location and types (e.g. community, voluntary aided) of schools affected by the proposal?
* What is the proposed age range and language medium of the provision?
* What is the location of the provision and the location of any provision which is to be replaced, if different?
* Why has this location been chosen?
* What is the condition of the school or college that you wish to replace/refurbish/relocate?
* What is the current capacity of the school?
* What is the demand for places at the school? If an increase in demand is forecast please provide evidence of the uptake in future years.
* What are the results of any catchment area review? (as an alternative to expanding provision at a location).
* How will the proposed project reduce surplus capacity/how will the proposed project meet demand for school places?
* What is the proposed size of provision, with details of any nursery, sixth form or additional learning needs provision?
* If additional needs provision is proposed, information on the needs of the pupils to be admitted;
* Proposed transitional arrangements and the impact on standards
* What is the condition of the school/college that you wish to replace/refurbish/relocate or amend catchment?
* What is the current capacity of the school/college?
* What is the demand for places at the school/college? (with regard to secondary and all through schools, has a timetable been run across the proposed room/facility capacity to ensure the proposed school size isn’t too big/too small?)
* How will the proposed project reduce surplus capacity meet demand for school/college places?
* What will be the impact of this project be on nearby schools and colleges – will it increase surplus capacity elsewhere/will it address sufficiency of places in the area?
* How does the school/college work with other providers in the area?
* Please confirm that you have completed and appended an Equality Impact Assessment and a Children's Rights Impact Assessment.

**Welsh medium education** – this is a mandatory requirement.  If the information is not detailed in your business case, it will be rejected.* Does the proposed project impact upon the availability of Welsh medium provision? Confirm that the project is in accordance with (or enhances) commitments in your Welsh in Education Strategic Plan (WESP)
* Provide details about how the proposal will contribute to the Welsh Government’s commitment of 1 million Welsh speakers by 2050 (e.g. expanded provision or change of linguistic category) or clarify why this is not appropriate and note the evidence base to support that decision

Examples might include:* + How the project will lead to an increase in the number of Welsh medium places available (e.g. new Welsh medium school or unit; expansion of existing school or unit).
	+ How the investment will be used as a catalyst to move schools along the linguistic continuum (e.g. increasing Welsh medium provision within the school; establishing a Welsh medium unit).

**Childcare/Nursery**Provide details about the way you have considered how your proposal could accommodate early years and/or pre school service provision.Will the project have any impact on:* nursery places
* early years education
* play areas
* after school care
* wrap around childcare
* Special Educational Needs provision
* Welsh medium provision
* Further Education provision
* sports facilities
* holiday play schemes

outside space for play and recreational opportunities* wider community benefits for instance use of building and facilities outside school hours?

An appraisal of the childcare needs in the locality of the proposed development need to be taken into consideration within the business case. This appraisal should take into account the Local Authority Childcare Sufficiency Assessment. Both current and future needs must be assessed. It should be ensured that there are sufficient flexible and additional spaces in each development to ensure that new and innovative ways of supporting parent’s child care needs can be met. This should include facilities which could provide full day care, wrap around care, breakfast clubs, out of school and holiday provision and be accessible to children with special educational needs. **Learner Travel Policy*** Has the local authority assessed the travel needs of learners in their area in accordance with their statutory duty under Learner Travel Measure 2008?
* Has the local authority assessed the potential travel needs of learners who will attend the new school?
* What will be the impact on the number of learners eligible for free transport under the age, distance, aptitude criteria? Have the on-going cost implications of this been considered?
* What is the impact on journey times between home and school?
* Has the local authority risk assessed the walked routes to school?
* What will the impact on learner travel be? Will the project reduce or increase the opportunities for learners to walk or cycle to school?

**School Performance*** What are your transitional arrangements for learners – how will learner outcomes be maintained during the period of the build?
* What are the proposed curriculum benefits?
* What are the proposed targets for improvements in attainment?
* Please give details of current school performance, including Estyn inspection outcomes, and learner outcomes along with projections of measureable improvements to these figures for each phase of learning. This will ensure that a comparison pre and post-investment can be made and will demonstrate that the impact on learner outcomes has been fully considered. Please confirm whether your regional education consortium is appraised of the proposals.

**Community/sports facilities*** What impact will the project have on the community? Will there be any loss or addition to community facilities such as leisure centres or sports/playing grounds/fields/community halls? If so:
* have you actively consulted/involved the local authority’s own leisure/sports development team in the early stages of the preparation of the business case?
* is the project being considered as part of the wider collaboration work around rugby, football and hockey pitches (3G, ATP & grass)?
* has the guidance document, *Facilities for Future Generations: A blueprint for sport and active recreation in Wales* been considered?  <http://sport.wales/news--events/news--events/our-news/latest-news/new-blueprint-launched-for-future-fit-sports-facilities-in-wales.aspx?lang=en&>

You may also wish to speak to Sport Wales for technical advice regarding projects that impact upon existing sports facilities or include the development of new facilities. Please contact Ceri Richards, Sport Wales ceri.richards@sport.wales or 029 20338246.**Youth Engagement** * Proposals must consider wider government priorities so that new buildings or refurbishments provide appropriate or flexible spaces to deliver Welsh Government education strategies including curriculum reform.
* Does the proposed project enable effective delivery of the new curriculum in Wales? For example, does it consider open-plan areas, individual or quiet learning areas, discussion zones, innovative spaces to learn and play or outdoor learning facilities?

Please provide a summary of the **main** benefits associated with the investment, distinguishing between qualitative and quantitative; cash releasing and non-cash releasing; direct and indirect to the organisation, as appropriate. Please also highlight how you would seek to achieve added value and maximise Welsh Government’s Community Benefits policy.Please provide a summary of the **main** risks associated with the investment, distinguishing between business and service risks during the design, build and operational phases of the project, as appropriate. |

**Available options**

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| **2000 Words Maximum**Please provide a description of the main options (or choices) for investment, together with their relative advantages and disadvantages (a SWOT analysis).Please bear in mind:* that a minimum of **four options** should be considered, including the ‘do minimum’ or ‘status quo’ (unless there are compelling reasons to the contrary)
* that these options may differ in potential business scope, service solution, service delivery, implementation and funding, depending on the nature of the investment
* that the investment appraisal for each option should be contained as an appendix and prepared in accordance with the tools and techniques set out in the Capital Investment Manual and HM Treasury Green Book.

**Preferred Option**On the basis of the above, please:* state why the recommended option optimises value for money(VFM)
* describe the services and/or assets required.
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**Procurement route**

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| **1000 Words Maximum**Please state how the asset or service will be procured in compliance with the EU directives, Public Contract Regulations 2015and Welsh procurement policy aligned with the principles of the Wales Procurement Policy Statement.This may involve the use of an existing contract; a call-off contract or framework agreement; or the requirement for a new OJEU tender exercise. |

**Funding and affordability**

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| **1000 Words Maximum**Please indicate:* the capital and revenue costs of the proposed investment
* how the investment will be funded
* any affordability gap
* Please complete the table in Section 2.5
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**Management arrangements**

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| **1000 Words Maximum**Please indicate how the investment will be delivered successfully with particular reference to:* project management arrangements
* business assurance arrangements
* benefits realisation monitoring
* risk management
* post project evaluation
* contingency plans
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**Signed………………………………………………………………………….…………..**

**Printed………………………………………………………………………………….……**

**Position in the organisation………………………………………………………..………………………**

**Date…………………………………………………………………………………………….**