

Outline Business Case Template

Project Name: In-Comm Training Phase 2

1. What opportunity or barrier will this investment unlock? (approx. 300 words)

Support from the BCLGF will enable In-Comm to update its entire Apprentice training machinery, thereby ensuring that ALL Apprentices benefit from having up-to-date, industry standard machines upon which to be trained.

In-Comm's Engineering Training Centre provision is training apprentices employed by supply-chain companies to the automotive and aerospace sectors; i.e. the High Value Manufacturing sectors. It is imperative that these Apprentices are trained to a level of competence that enables them to machine to a level of accuracy expected by their employer and ultimate customer within the automotive/aerospace sectors. New machines, not having wear on spindles/slides etc. will support/enable Apprentices to achieve the standard required. Without this investment, only 30% of our Apprentice intake will have the benefit of new machinery and thus the potential to achieve the standard expected. In addition, the new 'Trailblazer' Apprenticeships currently being piloted by the automotive and aerospace sector will set new Apprenticeship standards. The Black Country must have training facilities capable of delivering these new qualifications. This investment not only gives us the delivery opportunity, but also unlocks the potential barrier of ensuring uniformity of delivery quality. OFSTED have again, (May 2015) graded In-Comm as a Grade 2 (Good), Provider. There is a danger that future OFSTED inspections may penalise In-Comm for not having sufficient new machinery that allows ALL Apprentices the same benefit. This investment will provide an engineering training facility that meets the expectations of Employers and Learners in their initial career development. Investment will support existing businesses and new businesses overcoming the barrier to growth of insufficient numbers of persons with the right skills.

2. Which of the BCSEP growth objectives and Measures of Success does this project address? (approx. 300 words)

This proposal impacts on the following:

- Supports Businesses and business growth, and thus the economy
- Supports business competitiveness
- Contributes to People improving, enhancing skills, and consequently their employability

The BCSEP focuses on increasing GVA by targeting the aerospace, automotive and construction sectors. Many of In-Comm's Group Training Association members are either 1st, 2nd, or 3rd Tier suppliers to these sectors. Providing support to this proposal will support these companies; will help provide sustainable Apprentice training facilities, which in turn help companies with the recruitment of additional apprentices every year.

3. How will this project unlock the specified BCSEP growth objectives (approx. 200 words)

The proposed project positively contributes to the achievement of the BCSEP because it directly delivers outputs reflected within

- The provision of training to meet specific needs of companies in the Engineering/Manufacturing sectors
- Supporting the development of skills for SME's in the high value manufacturing sectors and the supply chain.
- Capitalising on the expertise of older workers in up-skilling the workforce
- An Apprentice training facility that meets national Apprentice Framework requirements enhanced with specific sector led skill units.

The Strategic Economic Plan is structured around three core areas of activity, which form the 'golden thread':

- Business, competitiveness and the economy
- People, skills and employability
- Place, including sites for employment and housing, infrastructure and the environment

The proposal impacts on the following:

- Supports Businesses and business growth, and thus the economy
- Supports business competitiveness
- Contributes to People improving, enhancing skills and consequently their employability

4. What are the expected tangible Outputs/Outcomes to be realised?

Outputs/Outcomes	Metric	2015 / 16	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2020 / 21
Business assisted	no.						
Business created	no.						
Employment – Jobs created	no.	1					
Employment – Jobs safeguarded	no.	30					
Skills – Learners assisted (exc. Apprenticeships)	no.						
Skills - Apprenticeships	no.	50	50	50	50	50	50
Place – New Dwellings	units						
Place – Land remediated	Hectares						
Place – New floor space	Sq mtr						
Other (please specify)							

For Learners Assists/Apprenticeships please specify the course offering and the level of learning supported

Course Details	Level of Learning Supported
Framework – Improving Operational Performance Performing Engineering Operations	Level 2
Framework – Engineering Manufacture	Level 3
Advanced Engineering/Manufacturing Trailblazers	Level 2 / 3

5. Expected TOTAL Project Cost & Source of Funding £m

	% of Total Cost	2015 / 16 £m	2016 / 17 £m	2017 / 18 £m	2018 / 19 £m	2019 / 20 £m
Total Project Cost		0.102				
Applicants own funds	%	0.026				

Other Public funds	%					
Private sector funds	%					
Funding requested from Black Country LEP	%	0.076*				

**Please note, this profile may need to change if the exchange rate between the £ and EUR changes to ensure that the beneficiary remains within the 'de minimus' threshold set by the EU.*

For the BCLGF element of the funding only, please specify the projected costs using summary spend areas. What will the grant be spent on?

Projects costs	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
9 x EXCEL D420x1000 Lathe c/w DRO	0.076				

6. Main Issue (s) likely to derail the Project.

(List)

Without funding support; machine replacement will have to be phased over a significant number of years.

7. Main Risks the Project will need to manage.

(List)

This Project has the advantage that because the investment is into an existing facility, any expenditure will be tailored to match the funding available. That is to say that no piece of equipment is dependent upon another piece of equipment being installed. Therefore we believe the risks are nil; no expenditure will be incurred unless specific known funds have been allocated

8. Please indicate how your project complies with State aid Regulations without contravening the State Aid Legislation.

As stated by BIS, 'The total de minimis aid granted to any undertaking of any size must not exceed €200,000 over any period of three fiscal years'. The beneficiary has received £65k in grant award under the Local Growth Fund Programme during the 2015/16 fiscal year only. The request within this proposal is for £76k*. Therefore, cumulatively the beneficiary is within the de minimis threshold.

**Please note, this profile may need to change if the exchange rate between the £ and EUR changes to ensure that the beneficiary remains within the 'de minimus' threshold set by the EU.*

9. Any other Significant Constraints to delivering the Project not mentioned above.

(List)

None

Document Status

REVISION HISTORY

Revision Date	Version No.	Summary of Changes	Author / Editor
	Draft 1	Initial draft	
	Draft 2	Project team input	
08/08/2015	Draft 3	PMO amendments to funding request and state aid declaration	Rachel Goodwin
09/08/2015	V1.0 Final	Updated breakdown of funding table (p3)	Colin Mills

DOCUMENT LOCATION

This document is only valid on the day it was printed or revised.

DOCUMENT AUTHOR

Name	Title	Organisation	E-mail address	Telephone

DOCUMENT OWNER

Name	Title	Organisation	E-mail address	Telephone

DISTRIBUTION LIST

Introduction to the Project

Section A: Introduction to the Project				
Section A1: Applicant Details				
Project Sponsor:	(name and title)			
Lead organisation:	In-Comm Training & Business Services Ltd			
Lead contact:	Colin Mills	Position:	Director	
Phone number:	01922 457686	Email address:	colinm@in-comm.co.uk	
Postal address:	12 Vigo Place, Aldridge, Walsall WS9 8UG			
Local Authority area (please highlight)	Dudley	Sandwell	Walsall	Wolverhampton
Section A2: Project Description				
Project Location:	(including address and postcode) 12 Vigo Place, Aldridge, Walsall WS9 8UG			
Lead Delivery Organisation:	(name / dept) In-Comm Training & Business Services Ltd			
<p>Project Description: (50 words max)</p> <p>(Short statement about what the project is targeting to achieve)</p> <p>The Project will enable In-Comm to replace the remainder of its Apprentice training machines, thereby ensuring that ALL Apprentices benefit from having up-to-date, industry standard machines upon which to be trained; thus meeting the expectations of the supply chain businesses, and the Learners commencing their initial career development.</p>				
<p>Project Need & Additionality:</p> <p>(State the overall impact on GVA (Growth Value Add))</p> <p>The Strategic Economic Plan focuses on increasing GVA by targeting the aerospace, automotive and construction sectors. Apprentices being trained within the In-Comm Centre are employed by companies within the supply chain. Providing support to this proposal will support these companies, will help provide sustainable Apprentice training, which in turn will help companies with the recruitment of additional apprentices every year thus ensuring that the three core sectors are well serviced by the local supply chain.</p>				

Background to the Project

Section B: Background to Project Bid

Section B1: Status & Progress to-date

Present status of the Project. (approx. 100 words)

Project funding support is requested to enable existing old machinery to be replaced with modern industry standard machines. The initial part of the project has supported the replacement of 30% of the machines, enabling only 30% of the apprentice intake to benefit. Replacement of the remaining old machines has not commenced, and will not do so until finance is available. To be in a position to give ALL Apprentices the benefit of being trained on new industry standard machines we would ideally wish to have the new machines in place for the August 2015 intake or as soon thereafter.

Progress achieved prior to Bid. (approx. 300 words)

The overall objective of the Project is the creation of a Black Country Engineering Training facility capable of delivering the quality of training expected by local employers who are recruiting Apprentices and up skilling their workforce to sustain their future growth. Investment commenced 2013 and upto 30th July 2015, a total of £315,000 will have been invested, of which £65,000 is funding support from BCLEP In addition to the new machinery mentioned above; the investment has enabled: purchase of Hydraulics/Pneumatics training rigs, installation of new 6-bay Welding facility, upgrade to IT Training resource, purchase of Haas CNC Mini-Mill, purchase of Heidenhain Programming training stations, 5- new classrooms. Phase 1 of the overall project has utilised BCLGF support to replace/increase the number of machines within the Training Centre; thereby increasing group size to 15 from 10.

Section B2: Content of the Business Case

Section C

Strategic case and fit to Strategic Economic Plan Themes

Section D

Economic case – Options Appraisal

Section E

Commercial case – External Procurement (if appropriate)

Section F

Financial Case – Financial Analysis of the recommended Option

Section G

Programme Management Case – Achievability of Project Components

Section H

Recommendation

Section I

Appendices

- Stakeholder Map
- Profile for each Output / Outcome
- Evidence of planning permission
- Detailed breakdown of Project Costs by month
- Full Project Plan
- Issue Register
- Risk Register

Strategic Case

Section C: Strategic Case for Change and fit to BC LEP Strategic Economic Plan Themes

Context/Project Background

Describe the compelling case for change. Detail the problem or opportunity the project is intended to address, in terms of market failure or demand, and the contribution the project will make to the delivery of the Black Country Strategic Economic Plan (SEP) and other relevant plans and strategies.. A copy of the SEP can be found at www.blackcountrylep.co.uk/about-us/black-country-plans-for-growth/strategic-economic-plan (Word limit: 750)

Over the last two years substantial research has been undertaken by the Black Country Economic Intelligence Unit, in conjunction with local partners: Research on fast growth SMEs, Skills Provision Relevant to High Value Manufacturing in the Black Country, The Black Country Advanced Manufacturing Survey. Businesses indicated barriers to growth included:

- *Skill deficiencies and recruitment difficulties – access to a suitably skilled workforce*

The research has extensive evidence of the extent to which skill shortages and associated issues act as a constraint on growth in the key sectors. It has further identified that despite substantial investment in colleges, the problem is that in too many cases the right training is not available.

The Black Country, the historical heart of Engineering and Manufacturing within the UK experienced a downward trend in its employer base with the closure of such well known firms as; CHUBB Locks, YALE, Rubary Owen, Stuarts & Lloyds, GoodYear. The demise of these businesses had a consequential affect on both the supply chain base and the skilled workforce of the area. Thanks to the investment/marketing by the LEP and local councils those businesses of old are being replaced by such firms as MOOG, UTC Aerospace, JLR, CAB Automotive, HUF UK. As a result of this resurgence

- The Black Country generates £3.5 billion of GVA for the UK economy in High Value Manufacturing
- The Black Country has the largest cluster of businesses in High Value manufacturing within England
- The Black Country has the highest density of automotive businesses
- The Black Country supplies 20% of the UK aerospace output

We are seeing a direct growth on our supply chain businesses. JLR have said *“Being located in the Black Country enables us to capitalise on bigger supply chain opportunities within the UK”*.

To support this growth; investment in the engineering and manufacturing workforce is imperative. *“The lack of skilled workers is holding our growth back”* Understanding the Black Country Advanced Manufacturing Sector, M.E.L Research, March 2013.

In-Comm’s Engineering Training Centre provision is training apprentices employed by supply-chain companies to the automotive and aerospace sectors; i.e. the High Value Manufacturing sectors. It is imperative that these Apprentices are trained to a level of competence that enables them to machine to a level of accuracy expected by their employer and ultimate customer within the automotive/aerospace sectors. New machines, not having wear on spindles/slides etc. will support/enable Apprentices to achieve the standard required. In addition, the new ‘Trailblazer’ Apprenticeships currently being piloted by the automotive and aerospace sector will set new Apprenticeship standards. The Black Country must have training facilities capable of delivering these new qualifications. This investment not only gives us the delivery opportunity, but also unlocks the potential barrier of ensuring uniformity of delivery quality. This investment will provide an engineering training facility that meets the expectations of Employers and Learners in their initial career development. Investment will support existing businesses and new businesses overcoming the barrier to growth of insufficient numbers of persons with the right skills.

Supporting this proposal will enable In-Comm to ensure that all Apprentices benefit from the opportunity to be trained on up-to-date industry standard machines, thus allowing us to positively participate in the development of the skilled workforce of the Black Country and the growth of the supply chain companies.

Please indicate which of the SEP Growth Objective/s the project will contribute to:

- | | |
|---------------------|---------------------------|
| 1. 4,000 New Jobs | 3. 3,200 Business Assists |
| 2. +1,000 New Homes | 4. 7,000 Learner Assists |

Please indicate which SEP theme(s) and strategic programme(s) the project will contribute to:

Place Theme:	People Theme:	Business Theme:
PL1. Sites & Premises	P1. Skills for the supply chain	B1. Supply chain development
PL2. Infrastructure	P2. Skills Capital	B2. Global Opportunities
PL3. Housing	P3. Skills for the future	B3. Access to Finance
PL4. Local Distinctive Economies	P4. Upskilling	
PL5. Environment		

Objectives and Outcomes

(Detail the specific objectives to achieve the anticipated outcomes. The objectives and outcomes should be stated in clear and measurable terms with a specified time frame)

The Objective of this project is the creation of a Black Country Engineering Training facility capable of delivering

- a) the quality of training required for Apprentices employed by companies in the supply chain to the High Value Manufacturing sector.
- b) Engineering/Manufacturing Trailblazer Apprenticeships
- c) 102 Engineering Apprentice starts per year

In order to achieve the outcome of Apprentice starts in 2015/16 the new machinery needs to be ideally installed for the August/September 2015 Apprentice intake.

How does the project fit with national, sub-regional and local investment plans and strategies? (approx. 200 words)

The Black Country LEP is proposing a package of programmes to enable businesses in the target sectors (aerospace, automotive and construction) to grow and for local businesses to more effectively exploit the supply chain opportunities. These programmes include:

- Interventions aimed specifically at businesses in the target sectors which are designed to enable them to grow and deliver the Black Country’s contribution to the implementation of the UK Industrial strategy, (national strategy)

The national programmes are structured around the Black Country LEP commitment to meeting evidenced business demand for:

- Access to training and other skill provision to meet specific skill gaps
- Easy access to support for international marketing and inward investment, innovation, business leadership and support SMEs

The local programmes are designed to ensure that the Black Country provides an environment and context which is conducive to economic growth, including:

- A commitment to school improvement, a focus on employability and an integrated approach on the part of schools, colleges and other providers

The proposal is specifically targeted at:

- Training and skill provision to meet specific skill gaps
- Support to SMEs in the provision of skilled workforce and the up-skilling of their existing employees with employer led training programmes designed around their specific requirements.

- Business leadership programmes for which In-Comm is already accredited to deliver.
- The design of employer led vocational programmes which will enhance workforce employability.
- Creating a Centre that schools can link into and we can promote engineering as a career.

Detail the elements that are within scope of the project, this defines the range and boundaries of the project.

The funding support is specifically required to facilitate the purchase/installation of :

- 9 – EXCEL D420x1000 Lathe c/w DRO
- 11 –EXCEL ETM2VS Mill

What stakeholder consultation has been undertaken/support received? What stakeholder consultation remains to be undertaken? (approx. 100 words)

The project proposal is determined from two prime stakeholder sources. The black Country Consortium through various surveys imperative. “The lack of skilled workers is holding our growth back” Understanding the Black Country Advanced Manufacturing Sector, M.E.L Research, March have identified on behalf of local industry the need to invest, e.g. To support growth; investment in the engineering and manufacturing workforce is 2013. Our Group Training Association members are asking us to install industry standard machines and CNC’s in order that existing and future workforce may be trained. Confirming their support to the project our GTA has invested £30,000 into the initial proposal.

List the Key stakeholders and their Interest areas? (approx. 50 words)

(Include a Stakeholder Map if have one)

Group Training Association members – Apprentice training and skill development

Skills Funding Agency – Apprentice Training resource within Black Country

Supply chain businesses – Apprentice training and up-skilling

What are the Strategic Issues preventing successful delivery of the project? List. (approx. 100 words)

Key issue affecting projected outcomes is primarily that if the supply chain within the Black Country for whatever reason decides to reduce its investment in Apprentices and the workforce. That said, In-Comm has been in existence for 40+ years working with this supply chain, and throughout this period, have continued to have Apprentice numbers year on year

What are the Strategic Risks that could prevent successful delivery of the project? List. (approx. 100 words)

Failure to make an impact on the up-grade programme required for the Training Centre machine shop will result in the full replacement of machines not being completed for approximately 9-years. Not only does the failure to replace give the wrong image to future prospective Apprentices looking to commence a career in engineering but we are falling farther behind industry as they modernise.

Failure to invest will mean that the training infrastructure of the Black Country is at risk of not keeping up with demand and not able to fully support the anticipated growth within the Engineering/Manufacturing sector.

Summarise the overall assumptions that have been made when planning this project. State the impact to the project if these turn out to be wrong.

The overall assumption is that the Engineering sector will wish to keep on recruiting Apprentices. If this should not be the case then this could impact on outcomes numbers.

Summarise any project dependencies that the project has or if there are other projects/initiatives that are dependent on this delivery. State the impact to the project if these are not met.

This Project has the advantage that because the investment is into an existing facility, any expenditure will be tailored to match the funding available. That is to say that no piece of equipment is dependent upon another piece of

equipment being installed. Likewise the additional room are not co-dependent upon the new or replacement machines and visa-versa. Therefore we believe that risks are nil because every element of the project is fully within our control, no expenditure will be incurred unless specific known funds have been allocated.

Define any constraints that may impact the success of the project, e.g. resource, legal, 3rd party agreement constraints.
The only constraint that can affect the project is failure to secure funding support.

Economic Case

Section D: Economic Case - Options Appraisal

Section D1: Short List of Options considered

Please describe the options that have been considered in selecting the project proposal. This should include a minimum of 3 options : -

- A **reference case option** (the position in terms of outputs that would occur if the project did not proceed);
- The **proposed option** (as set out in Section A); and
- An **alternative option** (which may be based on changes to the scale, scope and cost of the proposed option).

Box 1:

Option Name:	Description:	Total Cost:	Amount requested:	Outputs
Reference Case	Not to proceed	Nil	Nil	Nil
Proposed Option	See section A2	0.186 £m	0.16 £m	50 App. Starts/yr
Alternative Options:				

Box 2:

Please explain why the proposed option has been selected.

Option Name:	Advantages:	Disadvantages:	Fit with Project Objectives:
Reference Case	None	Apprentices NOT trained on equipment that matches employers expectations/requirements	None
Proposed Option	All Apprentices benefit from being trained on new industry standard machines. A n Engineering training facility within the Black Country capable of meeting the needs of employers and their employees in the future. Projects the right image to prospective apprentices looking to start a career in engineering.		The proposed option is the ideal extension to the initial project providing a facility within the Black Country that will meet employers and learners expectations into the future and provide the skilled workforce required for economic growth
Alternative Options:			

Specify the Preferred Option, with supporting justification for selection. (approx. 200 words)

The preferred option is to purchase/install: 9- Lathes and 11 Millers.

The machines selected are of the same specification as those purchased under the initial project. These additional machines will ensure that ALL Apprentices benefit from being trained on up-to-date machinery and that the number of machines available maximises the number of Apprentices to be trained.

<p>Outline Opportunities for Innovation and increased Collaboration. (approx. 200 words)</p> <p>Investment into the Centre has enabled In-Comm to participate in the initiatives created by the Skills Factory. This collaboration will continue and potentially grow through an increased range of 'bite-sized' course provision for up-skilling, and the promotion of Apprenticeships, both Advanced and Higher. The investment in machinery has already caused a Wolverhampton based Training Provider to enquire about opportunities for In-Comm to deliver Level-2 training for their engineering apprentices. The development of the Centre and our plans for the future has resulted in an innovative development with one of our existing Apprentice Employers; who want In-Comm to work in partnership with them to create a replica Training Centre within their company premises.</p>
<p>Service Delivery options considered, with Pro's & Con's. e.g. using a 3rd party for delivery (approx. 200 words)</p> <p>N/A</p>
<p>Where applicable, specify the degree of Business Change required to exploit the Project output, e.g. the activities that need to happen to ensure that people enrol on a new course provided. (approx. 200 words)</p> <p>The development of the Training Centre is to a large extent influenced through our very close working relationship with employers through the Group Training Association. Project outputs, maximisation of training resources is from identified requests. Therefore, the degree of Business Change is nil.</p>
<p>Are there any Issues to be resolved before this option may proceed?</p> <p>Specify key Issues, and state resolution plan for each Issue.</p> <p>None</p>
<p>What are the associated Top 5 Risks of this option : (Quantification, Ownership, & Mitigation for each).</p> <p>This Project has the advantage that because the investment is into an existing facility, any expenditure will be tailored to match the funding available. That is to say that no piece of equipment is dependent upon another piece of equipment being installed. Likewise the additional room are not co-dependent upon the new or replacement machines and visa-versa. Therefore we believe that risks are nil because every element of the project is fully within our control, no expenditure will be incurred unless specific known funds have been allocated.</p>
<p>Provide a Profile for each Output / Outcome (Templates are provided in Appendix to this document)</p> <p>Indicate any wider reaching Outputs / Outcomes that could not be easily tracked.</p> <p>The ability of Apprentices being able to work to tighter tolerance, producing more accurate work is non-quantifiable. It may be evidenced by looking at each individuals work and Employer feedback.</p>
<p>What is the evidence of demand / market interest that supports your case for investment in this project? (approx. 500 words).</p> <p>We are seeing a direct growth on our supply chain businesses. JLR have said <i>"Being located in the Black Country enables us to capitalise on bigger supply chain opportunities within the UK"</i>.</p> <p>Vacancies/starts agreed for 10th August intake = 12</p> <p>Employers:- Brandauer, Speedform Tools, Baker & Finne more, Sulzer Dowding & Mills, Key Precision, Formrite</p> <p>Vacancies/starts agreed for 7th September intake = 25</p> <p>Employers:- I & M Carbide, A & M Ductwork, Baker & Finne more, Fastner Solutions, Birchils Automotive, Beacon Mouldings, Metal Processes, Norgren, R & R Midlands, Valen Fittings, Energy Tubes, Holbourne Plastics, Stechford Mouldings, Fastner Solutions, Bromford</p>
<p>Outline any market testing which has been undertaken to evidence the demand case. (approx. 300 words).</p> <p>Over the last two years substantial research has been undertaken by the Black Country Economic Intelligence Unit, in conjunction with local partners: Research on fast growth SMEs, Skills Provision Relevant to High Value Manufacturing in the Black Country, The Black Country Advanced Manufacturing Survey. Businesses indicated barriers to growth</p>

included:

- *Skill deficiencies and recruitment difficulties – access to a suitably skilled workforce*

The research has extensive evidence of the extent to which skill shortages and associated issues act as a constraint on growth in the key sectors. It has further identified that despite substantial investment in colleges, the problem is that in too many cases the right training is not available.

To support this growth; investment in the engineering and manufacturing workforce is imperative. *“The lack of skilled workers is holding our growth back”* Understanding the Black Country Advanced Manufacturing Sector, M.E.L Research, March 2013.

Have the running costs of this investment been calculated and are they financed by you or your partners?

Running costs are the same as currently being incurred. The investment is providing resources that are of greater benefit to Learners and Employers alike. New machines enabling Apprentices to work to higher accuracy and tighter tolerances.

Commercial Case

Section E: Commercial case – External Procurement (if appropriate)
<p>If private development partners will be required to deliver project outputs, at what stage are discussions/negotiations? (approx. 300 words).</p> <p>N/A</p>
<p>Detail any other 3rd party services that will be used to deliver this project, e.g. legal, finance, other consultancy</p> <p>N/A</p>
<p>Summarise Procurement requirements in terms of Outputs. (approx. 200 words)</p> <p>(inc: Work to be procured; potential value; who will lead)</p> <p>The ultimate outcome is Apprentices trained, and having skill competency to a level expected and required by their employer. For Apprentices to fully benefit from working with new machinery it is desirable to have the Lathes and Mills installed within Quarter 2 , 2015/16.</p>
<p>Will your Procurement trigger the OJEU process?</p> <p>N/A</p>
<p>Outline the sourcing Options: with a rationale for preferred option. (approx. 200 words)</p> <p>The preferred option is to purchase machinery of the same specification from the same manufacturer as identified for the original proposal. This uniformity then allows Apprentices to be allocated anyone of the machines upon which to work. Familiarity with the machine configuration, controls etc. greatly assists Safety</p>
<p>Are there any Personnel Implications, inc. TUPE? (approx. 200 words)</p> <p>None</p>
<p>Outline the Procurement Project Plan and Timescales, including statutory and other consents.</p> <p>Where the purchase of property or land is involved please confirm ownership status and state whether there are any charges over land/property interests critical to project delivery.</p> <p>N/A</p>
<p>Please provide evidence of planning permission (submit a copy of decision notice or committee resolution with this application), or a clear explanation of the timeframe for achieving this and how it fits with broader planning strategy.</p> <p>N/A</p>

Financial Case

Section F: - Financial Analysis of the recommended Option

Outline the anticipated cost and funding profile:

	<i>Capital/ Revenue</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>TOTAL</i>
BCLGF (Pre-Committed)*								
BCLGF (Competitive)		0.076						
Other Public Source (please indicate)								
Applicants Own Funds								
Private (3rd party)								
Total Capital		0.076						
Total Revenue								
Overall Total		0.076						

*LTB funding for Transport Major schemes

Please outline the strategy for securing the match funding as outlined above, and the progress made to date. What is the level of certainty of match funding remaining in place across the project duration? Please provide evidence to support any assumptions made

Project slippage – is there provision for dealing with the financing of any time or cost overruns? How will you deal with the impact on LGF & Match funding, & Private Investment?

For the BCLGF element of the funding only, please set out the projected costs using summary spend areas.
(Please note that a full a detailed breakdown of Costs by month will need to be included in the Appendices)

State date of this Estimate 01/08/2015

Projects costs (delete as appropriate):	2015/16	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m	£m
Land acquisition					
Planning and Feasibility Study					
Surveys					
Construction, inc. materials, equipment and labour					
Fit Out (Equipment and furnishings not included in construction)	0.076				
Project Management					
Consultancy					
Legal Services					
Other (please specify)					

Contingency*					

***Note - Contingency:** Where an element of contingency has been added on top of individual cost elements it is assumed that there is a significant level of doubt about the future costs (the level of contingency is influenced by the extent of the doubt).

What risk contingencies are included in your cost estimates?

Outline the areas where contingency has been applied, the level of the contingency in each case and the reason for the contingency in each case.

None

Section F: CashFlows

Please set out the Cashflow projections for the BCLGF element of Project funded costs being requested. (Indicate the estimated Quarterly Cash flows for each of the years affected):

Cashflows for Funding requested:	2015/16 Q1	2015/16 Q2	2015/16 Q3	2015/16 Q4	2016/17 Q1
	£m	£m	£m	£m	£m
Land acquisition					
Planning and Feasibility Study					
Surveys					
Construction, inc. materials, equipment and labour					
Fit Out (Equipment and furnishings not included in construction)		0.076			
Project Management					
Consultancy					
Legal Services					
Other (please specify)					

CONFIRMATION BY APPLICANT:

Please confirm that the funding requested is sufficient to deliver the Project as detailed above.

Confirm that funding requested is based on existing quotations for the Lathes and Mills

Management Case

Section G: Programme Management Case - Achievability of Project Components

Section G: Project Plan (Extract of Key Milestones)

Please set out the Key Project Milestones, including those Milestones shown below.

(Or extract Key Milestones view from your gantt chart & insert the picture here).

Key Milestone	Delivery Date
Place order for machines	July 2015*
Machine install	August 2015
*Dependent of approval of grant in July	

Please attach the project gantt chart as an Appendix.

Section G: Issue Resolution Plan

Please extract the top 5 Issues from your project Issue log:

Description of Issue	
Impact (H,M,L)	
Owner for resolution	
Resolution	
Resolution Date	

(Please see the Risk and Issue Log Template for guidance. Provided by the BCC Programme Office)

Please attach all your full Issue register as an Appendix.

Section G: Risk Management Plan

Please extract the details of the top 5 Risks from your project Risk Register:

Description of Risk	
Impact (1-4)	
Probability (1-4)	
RAG rating (Red, Amber, Green)	
Risk owner	
Mitigation	

(Please see the Risk and Issue Log Template for guidance. Provided by the BCC Programme Office)

Please attach all top ranked Risks in your risk register as an Appendix.

Section G: Freedom of Information

Please indicate whether any information in this proforma is considered exempt from release under Section 41 of the Freedom of Information Act 2000.

Section G: State Aid Condition

All applicants need to take steps to satisfy themselves that any BCLGF funding approved does not amount to unlawful State Aid. Further confirmation to this effect will be requested at the Full Business Case stage. A declaration of compliance with EU State Aid regulations will be required prior to any BCLGF funding being provided.

If your project is awarded funds from the BCLGF it will be subject to a condition requiring the repayment of any BCLGF funding in the event that the European Commission determines that the funding constitutes unlawful State Aid.

Please confirm your acceptance to this condition:

Yes

No

H: Recommendation / Conclusion

Please state clearly the Recommended action this Business Case supports. (approx. 100 words)

Section I: Appendices

I1: Stakeholder Map

I2: A Profile for each Output / Outcome

I3: Evidence of planning permission

I4: Detailed breakdown of Project Costs by month

I5: Full Project Plan

I6: Issue Register

I7: Risk Register