

MINOR EXPENDITURE PROPOSAL BUSINESS CASE

VERSION JULY 2013

NIA Contract Reference Number:

NIA-CON-022-2015

1. EXPENDITURE PROPOSAL DETAILS

1.1 Short Description:	Purchase of Electronic Vehicle Charge point
1.2 Anticipated Whole Life Costs:	£3,288.17 (75% of this cost will be covered by an grant from O.L.E.V., The Office for Low Emission Vehicles)
<i>('Whole Life Costs' is defined as the total anticipated expenditure over the life of the Business Case/Contract. If greater than £25k, this Minor Expenditure Proposal template must NOT be used).</i>	
1.3 Originating Directorate:	Facilities
1.4 Is funding available from within Directorate budgets?	Yes
<i>(If "NO", written confirmation MUST be obtained from the Head of Finance that sufficient funds are available elsewhere in existing Assembly budgets)</i>	
1.5 Brief summary of the recommended option to deliver expenditure proposal with:	The expenditure proposal will be delivered through a third party framework by the Department of Regional Development.
1.6 Expected start date (dd/mm/yyyy):	1st April 2015
1.7 Expected end date (dd/mm/yyyy):	31st August 2015
1.8 Please indicate the specific objective(s) in the Assembly's Corporate Plan, in a Directorate Business Plan or in an associated Risk Register that this expenditure proposal will meet:	Directorate Business Plan 1.1 ENSURE THE EFFECTIVE OPERATION AND ENHANCED EFFECTIVENESS OF THE ASSEMBLY AS A DEVOLVED LEGISLATURE :- Provision of appropriate Facilities Management activities to underpin the delivery of outstanding Parliamentary services
1.9 Please identify the main stakeholders for the expenditure proposal (the person responsible for delivering the proposal MUST be identified) and describe any input that will be needed from outside the originating Directorate to deliver the expenditure proposal (for instance will you require lead buyer input or technical support from ICT etc.). If you require support from outside of your directorate or the proposal significantly impacts upon other Directorates this business case must also be signed by the relevant Director:	

Main stakeholders: All Parliament Building Electric motor vehicle users
Contract Manager: Stephen Welch Director of Facilities/ Keeper of the House

Project Manager (if different from the above): Christine Watts

1.10 Please describe the impact (and risks) of not proceeding with the expenditure proposal:

The Assembly Sustainable Development Office is responsible for maintaining the ISO 14001 National accreditation. As part of the third party audit process Sustainable Development is required to demonstrate and promote best practice in all areas of Environmental Services. The Sustainable Development Office is already actively promoting sustainable forms of transport including the "Cycle to Work Scheme" and a car charging port is a natural and necessary progression in order to service motor vehicles which are not fossil fuel reliant. Not proceeding with this expenditure proposal (of which 75% of the cost will be covered by an O.L.E.V. grant) and providing the vehicle charge point leaves the N.I.A. open to criticism for not supporting greener forms of transport.

1.11 If this proposal is likely to result in a procurement exercise please engage with the Procurement Office:

N/A

1.12 Was this proposal included in a previously approved, by SMG, work programme or is it newly generated. (The purpose of this section & 1.13 is to allow SMG to prioritise, if required, the work programme:

No

1.13 If this is a new proposal, what priority rating would you recommend SMG assigning to it with 1 = Highest, 2 = Medium and 3 = Lowest

1

Priority assigned by SMG

1.14 This Business Case was prepared by:

NAME: Christine Watts

SIGN: 

DATE: 26/9/14

1.15 Agreement from other impacted stakeholders (those who will be required to commit resources to the achievement of this proposal)

a) Sign: _____ Contract Manager

Date: 26/3/15.

b) Sign: _____

Date: _____

c) Sign: _____

Date: _____

d) Sign: _____

Date: _____

Please ensure that as a minimum all impacted stakeholders have signed this box

2. APPROVALS – DIRECTORATE RESPONSIBLE

Approval for any expenditure where funds are available from within existing Directorate budgets is given by the relevant Director level. Where funds are NOT available from within existing Director budgets, the Head of Finance must confirm that funds are available from elsewhere in the Assembly. If this confirmation cannot be given, SMG must be consulted on the possibility of re-allocating funds between Directors or the desirability of a bid to DFP.

2.1 (a) Can the costs noted above be met from existing Directorate budget provision?

YES ☒

NO ☐

2.1 (b) If "YES" please identify the existing budgets that will be reduced to fund this expenditure proposal and explain why the existing budgets that will fund this expenditure proposal can now be reduced:
There is funding in the existing budget from Building Services for the purpose (5400)

2.1 (c) If "NO", can the costs noted above be met from existing Assembly budget provision?

YES ☐

NO ☐

2.1 (d) Expenditure proposal approved by (this field should be allocated to whoever has the authority to approve):

Sign: _____ Director

Date: 26.2.15

2.1 (e) I confirm that Christine Watts will be the nominated Contract Manager of this contract

2.1 (f) Christine Watts has received the appropriate Contract Management training in the last 2 years.

2.2 APPROVAL(S) – FINANCIAL

2.2 (a) Head of Finance Confirmation:

I confirm that the funds required to deliver the above expenditure proposal are/are not available from within the Assembly's budget

Sign: _____ Head of Finance

Date: 23/3/15

Revenue/GAE

YES ☐

NO ☒

Capital Expenditure

YES ☒

NO ☐

This is capital expenditure and must be included + coded as such. While the area doesn't have this in the plan there is sufficient to cover it - Activity code is required for PECOS.
*

Comments:

4 * Grant funding required to be CFER'd directly to DFP if received in 15/16 we cannot net it off other costs.

2.3 APPROVALS – PROCUREMENT

2.3 Single Tender Approval, if required, from Head of Procurement

Sign: _____ Head of Procurement

Date: _____

Comments:

2.4 APPROVALS – SPEAKER

2.4.1 Speaker's Approval

Expenditure approved GIVEN / NOT GIVEN* by The Speaker

CONFIRMED BY: _____

DATE: _____