

Appendix 2 Proposed Business Case to SMT

Business Case to withdraw monies from the Equipment Renewal Reserve

SMT Meeting Date

Service Area and Service

Description of item included on ERR schedule			
Amount on ERR Schedule**		Amount Requested **	
Estimated Replacement Date (per schedule) ***		Year Requested ***	

** explanation for variation where actual amount requested varies by more than 10% from that on ERR schedule approved by members (where applicable)

*** reason for requesting monies in a different year (where applicable)

Nature of the Service which the requested item is used to deliver

(this should include details of whether the service is mandatory or discretionary, and if it one of the Council's Core Services, also the impact and risks to the service if the request was refused and the benefits of the proposed item)

Have alternative options been considered?

Financial Implications

Current Budget provision for on-going running costs	
---	--

Running Costs of new item if approved	
Savings/Additional Costs	
If Additional cost will be incurred-specify how funded	
Life expectancy of new item	

Include any explanatory narrative to explain the figures where appropriate. If the new item will secure savings or additional income include the anticipated "Pay Back" period.

How has the amount requested been costed? Quotations, estimates?

Procurement

Advice to be sought from Procurement in line with the Code of Procurement Practice

Include brief details of the procurement process to be followed.

Approval

Portfolio Holder-

Date Approved-

Portfolio Holder comments-

After SMT approval is given, the Chief Executive (or Deputy) to seek approval of the Leader. The Report Author and Finance Department to be advised when final approval is obtained. Officers are reminded that the requisitioning of the item must follow the Code of Procurement Practice.