

Business Case

Accommodation Repurposing Programme (HCPB)

Terms of Reference

Senior Responsible Officer:	Sam Irving	Executive Director:	Alan Denby
Document Date:		Template version:	1.2
Project Officer:		Report type:	Choose an item.
Governance Route:	Choose an item.	Report version:	0.1

Document History

Document Version	Date	Author	Description
0.1	Click or tap to enter a date.	Choose an item.	

Quality Assurance

Designated Officer	Status	Date
Senior Responsible Officer:	Choose an item.	Click or tap to enter a date.
Finance:	Choose an item.	Click or tap to enter a date.
Capital Programme:	Choose an item.	Click or tap to enter a date.
Client Service Lead:	Choose an item.	Click or tap to enter a date.

CGB

Housing Capital Programme Board date:	Click or tap to enter a date.
Decision	Choose an item.

Recommendation(s)

The following are recommended for approval by the Capital Growth Board:

Conditions of approval

In consideration of the report, and recommendations made, it was **AGREED** to:

Key investment parameters - Summary

Anticipated units:	XX	IRR:	%
Total Scheme Cost:	£x,xxx,xxx	(Cost per unit)	£xxx,xxx
Total Subsidy:	£x,xxx,xxx	(Council subsidy)	£xxx,xxx
NPV at first handover:	£x	ROI Year:	

1. Scheme information
Description:

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Housing Mix:
Social Rent
Affordable Rent

Total =

Total =

Commentary:
Planning Status:

No planning <input type="checkbox"/>	Outline Planning <input type="checkbox"/>	Detailed Planning <input type="checkbox"/>	Allocated site <input type="checkbox"/>
Consent granted:	Click or tap to enter a date.	Click or tap to enter a date.	

Approvals required to proceed (from this point)

1.

Proposed layout (if available)
2. Sustainability
Construction standards:

Housing Management considerations
Detailed scheme evaluation (including financial appraisal)
Total Scheme cost:
Cost breakdown:

- Build
- Fees & On-costs
- Contingency
- Cost of finance/key borrowing assumptions

Income:

- Rents
- How have rents been calculated

Sensitivity Testing of assumptions

- Cost increases
- Borrowing costs
- Project delays

Key Performance Indicators:

- NPV
- IRR
- ROI

Project Cashflow Summary

Capital Cost Summary	(£m)	Year of first expenditure	Year of last expenditure
Acquisition			
Construction			
Professional fees & Contingency			
SDLT			
Total			

Project Income

Capital/Revenue income summary	Capital (£m)	Revenue (£m) (per annum)
Net rent (rounded)		
Homes England Subsidy		
Other Public Subsidy		
Total		

Key finance & Procurement considerations

- Procurement of technical services

- Procurement of construction partner
- Tender process/evaluation
- VfM
- Contract method: D&B, JCT, NEC, Traditional etc.
- Opportunities for VE
- Funding strategy – how much prudential borrowing? What interest rate has been applied?

3. Programme

Key Milestones

Include:

- Governance
- Acquisition (where relevant)
- SoS
- Completion
- First Handovers
- Final Handover
- Retention period
- Project Closedown Report & Evaluation

4. Capital Risks

Risks	Impact	Likelihood	Timescale
Mitigation			

5. Financial Monitor – project allocation

Capital allocation:	£
Revenue allocation: (at-risk design etc.)	£

6. Scheme submission

Officer:	
Signature:	