

Business Case (Spending Controls)

This form is to be used to submit a Business Case - Request for Spend over £10,000.

Only complete this form once you have evidence of Corporate Director approval.

Please do not raise a Purchase Order (PO) until you have received confirmation of approval, along with a reference number, which must be input on to your PO description.

The form automatically documents your name and email address.

Contract Name	1. Please provide evidence that the Corporate Director responsible for this budget is aware of and has approved this spend request.	2. Directorate	3. Cost Centre/Analysis Code/Agresso Code	4. Amount Requested (£)	5. Is this revenue or capital expenditure?	6. Has this expenditure been approved previously? If so please provide details
Guidance notes:::	Mandip to do	People & Communities	Contact Paul Martin	Total Annual Amount	Revenue	Yes/No (Most likely Yes, unless it is a new contract)
Approval to Award Homecare Contracts through CCC's Home and Community Support DPS		People & Communities	PF1930	£3,771,882	Revenue	Yes

7. Summary of the spending requirement	8. Have other options been considered? if so, please outline them, and explain the reason for the requesting this option	9. Is this spend request business critical?	10. If this is business critical, please outline the reasons why? For example, will this have an impact on service delivery? (service user impact) the successful deliver of savings? (financial impact) or is there a legal implication, or is the delivery of an ongoing or new project dependent on this?
<p>Is the amount being shared/split? and/or</p> <p>Are there other parties involved?</p> <p>Frequency – Monthly, Quarterly, Annually</p>	Yes/No (Explain)	Yes/No	<p>Is the spend supporting a statutory function in some way? If so, how?</p> <p>Is the spend meeting otherwise unmet needs of service users? If so, how? Is the spend on a service which is performing as it should be? If, so how?</p>
Spend is on a spot purchase basis, when a package cannot be met through PCC's existing framework. PCC rates will be used.	Yes (see note)	Yes	<p>Failure to use providers outside of the framework would leave individuals without care and put immense strain on families, informal carers and the wider hospital and social care system. This will also impact on the Council's statutory duty placed under the Care Act to meet assessed needs.</p> <p>In order to support timely hospital discharges the council must ensure a plentiful supply of homecare now and in preparedness for further COVID-19 waves and winter pressures.</p>

11. Please explain the Procurement activity you will undertake for the contract/spend?	12. If the contract/spend relates to consultant's, interim and agency workers (ie non-payrolled workers) have you followed the process set out in the Consultant, Interim & Agency Worker Policy on onsite?		
Contact Richard McCarthy	N/A		
Spend will be through CCC's DPS	N/A		
