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.

Please ensure when you insert the ink in to the director approval box you have selected the blue circle 'people in CCC and PCC with the link'

It is important to understand that this process additionally requires officer's to ensure that the processes set out in the Constitution, Contract Riles, Consultant Policy are complied with prior to placing a contract or providing grant funding. If you require further assistance on this then please contact Israr Ahmed/Alexandra Maxey - Contracts and Procurement Team, Legal Services or Serco procurement, before you submit the business case. Officer's will be required to confirm that the appropriate governance is in place prior to the business case being considered.

IMPORTANT - THE	AUTHORISATION FOR THE SPEND IS NOT A SUBS	TITUTE FOR OBTAINING	G APPROVAL FOR THE CONTRACT	/GRANT AWARD. THIS IS	REQUIRED TO BE SOUG	HT PRIOR TO SUBMITTING THE BUSINESS CASE	E AND YOUR BUSINESS C	ASE WILL NOT BE CON	SIDERED UNTIL THE GOVERNANCE IS CONFIRMED.				
Contract Name	Please provide evidence that the Corporate Director responsible for this budget is aware of and has approved this spend request.	Centr	re/Analysis (£) /Agresso	ted 5. Is this revenue or capital expenditure?		7. Summary of the spending requirement	 Have other options been considered? if so, please outline them, and explain the reason for the requesting this option 	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?	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		n 14.Contract in place? Y/N
Guidance notes:::		People & Conta Communities Marti	act Paul Total Annual Amor in	int Revenue	Yes/No (Most likely Yes, unless it is a new contract)	Is the amount being shared/split? and/or Are there other parties involved? Frequency – Monthly, Quarterly, Annually	Yes/No (Explain)	Yes/No	Is the spend supporting a statutory function in some way? If so, how? 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?	Contact Richard McCarthy	N/A	Enter Yes or No	Enter Yes or No
	Will Patten will have approved the CMDN prior to us submitting	People & Communities PF14 AC00	04 A56015 130 £203,500.00 Please note the this is the figure per year and the Grant Agreeme is in place for a total of 5 years	e e ent	Decision - Transfer of Commissioning Responsibility For Healthwatch - MAR17/CMDN/33 Peterborough City Council	It is a joint agreement with Cambridgeshire but the values for each LA are completely seperate and not shared	Yes we did consider going out to tender but this is a statutory function and there is not anyone else in the market who can offer this statutory service		on their behalf. The Act established Healthwatch England nationally and required each Local Authority area to have their own local Healthwatch or arrange for a corporate body that is a social enterprise to deliver an effective Healthwatch Service in their local area.	Agreement and not a contract, the usual contract and procurement rules do no apply. Usually, when awarding a Grant Agreement, it is procurement policy to advertise the grant to the public. However, given that the commissioning of Healthwatch is a staturoty requirement, advertisement of		Yes	Grant Agreement will commence on the 1st April subject to cabinet approval