

Annex 4 – Business case template

Business case

Briefly outline the circumstances of the request

Please provide full details of the request, including the discretion being requested

How will the proposal meet or contribute to the Directorate workforce planning objectives? Please state the objective.

How will the proposal meet or contribute to the Council's efficiency objectives?

Overall total cost of the request

Please provide details of alternative courses of action with advantages and disadvantages of each

Comparative cost information

Return on Investment (RoI) of both the overall costs and the comparative cost (RoI is calculated using by dividing the cost of making saving by the annual saving made)

If containing pension costs, proposal for payment to the scheme, i.e. lump sum or over 3 or 5 years with associated costs.

HR Comments

Name..... Date.....

Finance Comments (to include source of funding and associated budget code)

Name..... Date.....

Date considered by DMT:

DMT's comments

Date of corporate panel:

Outcome of corporate panel

Name..... *Date*.....