

## Hill Crest Business Park

### Appendix A D2N2 Final Business Case Requirement

The final submission requires a full business case to be submitted by the Section 151 officer or equivalent (CEO, MD, FD) of the promoter. The business case needs to be submitted to the LEP and the Accountable Body. The final stage of the approval process is submitted when the project has met the following milestones:

1. A detailed 'Green Book' compliant business case has been completed detailing the project and its alignment to the 5-case model. 'The Checklist1' published by HM Treasury is a useful one-page guidance paper.
  2. A VFM assessment must be completed. This VFM assessment will be independently assessed by D2N2 and must show an overall score of 'High'.
  3. Details confirming that all planning consents have been granted and that all pre-start conditions have been met.
  4. Confirmation that any 'Section 106' or other agreements have been entered.
  5. Confirmation of the results of the procurement exercise detailing: - The tenders received (along with the detailed costs) - The tender accepted (along with timescales/ conditions)
  6. Details of the construction contract to be entered into by the promoter detailing: - Start date - Completion date - Liquidated damages/ cost over runs
  7. Confirmation that the promoter will be responsible for any variations to the contract price and that once entered, the contract will be completed in line with the details submitted. The promoter should submit a separate letter appended to the Business Case which confirms this from their Financial Director or equivalent.
  8. Confirmation that the project has been designed to RIBA Stage 4 or its equivalent.
  9. Details of any outstanding points preventing/ delaying the start-up of the construction contract.
  10. Details of any changes for the project from the initial EOI and OBC submissions with reasoning behind these changes. Including an updated viability report as submitted in point 5 of the OBC.
  11. Confirmation that all funding is now in place with details of the sources of funding, please include letters from third party funders confirming any conditions and timescales. (To be annexed to the business case) 1
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/19](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/19)

12. Confirmation that all land/ legal agreements have been completed and are in the control of the promoter to deliver the entire project.

13. A phasing plan identifying the start and completion elements of the project along with costs associated with each phase and the outputs/outcomes that will be delivered on a quarterly basis.

14. An updated risk register identifying the key risks and the project manager responsible. The risk register needs to be scored and include a mitigation plan.

15. The project sponsor must provide details of how this intervention will deliver on sustainability and inclusion outcomes, including through the procurement and construction of the project. For example, projects are requested to provide details on impacts to local communities, levels of affordable housing, low carbon and environmental impacts and levels of skills and training. The promoter is required to address all the points above, failure to supply this information may delay any recommendation being put forward to the Investment Board.