

APPENDIX 8

CAERPHILLY COUNTY BOROUGH COUNCIL SCORING MATRIX

Name of organisation	
Name of building	
Date of submission	

Mae'r cyhoeddiad hwn ar gael yn Gymraeg. Mae ar gael mewn ieithoedd a fformatau eraill ar gais.

This publication is available in Welsh. It is available in other languages and formats on request.



How applications are assessed and decisions made

Applications will be assessed by the CAT Officer and reported to the CAT Delivery Group for consideration and recommendation. This function is coordinated by the Corporate Property Division. A report outlining the recommendations of the CAT Delivery Group will then be submitted to the relevant decision group for approval.

Business Case Scoring Matrix

Core assessment requirements

- Clarity of the need for the project.
- Demonstrates community support for the project.
- Proposals for the full use, management and maintenance of the asset.
- Benefits to the authority, the community-based group and wider community, together with planned outcomes e.g. public health, economic, social and environmental benefits.
- Consideration of whether there are, and will continue to be, any conflicts/overlap of other similar facilities in the locality.
- Affordability information and evidence of financial support for future development, the detail of which to reflect the scale of the asset that is being considered.
- Liabilities and how these will be addressed.
- Support for community regeneration and tackling inequalities

Best value

- Vision and leadership: A clear plan for achieving intended outcomes, ideally showing links to local and national priorities
- Effective partnerships: detail of any partnerships and collaborations in place to help ensure effective delivery of intended benefits
- Governance and accountability: Appropriate structures and policies in place for long term success
- Use of resources: how current and future resources will be used as part of the medium to long term plan.
- Aligns with the Councils strategic objectives and contributes to the well-being goals outlined in the Well-being of Future Generations Act.

Business Case section	Scoring guide	Score	Comment
1. Our project	0 – Poor with no clear evidence of need for the project / no community benefit. 2 – Weak 5 – Moderate 8 - Strong 10 Very Strong with a clear need for the project / Additional community benefits.		
2. The Market	0 - Poor with no details of existing and target markets. 2 – Weak 5 – Moderate 8 – Strong 10 – Very Strong with opportunities to work collaboratively and build partnerships identified, consultation information provided which confirms project requirement. Demonstrated community support for the project.		
3. Business Growth and Development	0 - Poor understanding of proposal / weaknesses and threats outweigh benefits / strengths. 2 – Weak 5 – Moderate 8 – Strong 10 – Very strong with a balanced view identifying all areas with a good understanding of the proposals to inform decisions.		

Business Case section	Scoring guide	Score	Comment
4. Management and Operations	<p>0 – Poor as structure inadequately described, no proposals in place to form a suitable structure.</p> <p>2 – Weak</p> <p>5 – Moderate</p> <p>8 - Strong</p> <p>10 – Very strong with an established structure with clear decision making or proposals in place to achieve required structure if successful application with outline timescales provided. Evidence of organisations legal entity and governance.</p>		
5. Marketing Plan	<p>0 - Poor with no plan in place or no proposals for a plan.</p> <p>2 – Weak</p> <p>5 – Moderate</p> <p>8 – Strong</p> <p>10 – Very strong with a firm plan in place / proposals to promote activities.</p>		
6. Financial Plan	<p>0 – Poor with no evidence, projections not viable</p> <p>2 – Weak</p> <p>5 – Moderate</p> <p>8 – Strong</p> <p>10 – Very strong with sound projections and considerations.</p>		

Business Case section	Scoring guide	Score	Comment
7. Funding	0 – Poor no evidence of discussions / no funding support in place or preliminary discussions undertaken. 2 – Weak 5 – Moderate, e.g. discussions underway 8 - Strong e.g. an in principle agreement in place 10 – Very strong e.g. self-funding/funding in place		
8. Risk Analysis	0 – Poor as there are risks with no/little control 2 – Weak 5 – Moderate. 8 – Strong. 10 – Very strong with suitable control measure/s in place.		
9. Project Delivery	0 – Poor with no project plan / little development of appropriate tasks and actions. 2 – Weak 5 – Moderate 8 – Strong 10 – Very strong with a well-defined project plan		
10. Community Engagement, Equalities, Welsh Language and Accessibility to Services	0 – Poor with no community engagement/equalities considerations. 2 – Weak 5 - Moderate 8 – Strong 10 – Very strong with a high level of community engagement and accessibility arrangements, policies developed or in progress.		

Business Case section	Scoring guide	Score	Comment
11. Physical Outputs of the proposal / Project	0 – Poor with minimal physical outputs. 2 – weak 5 – Moderate 8 – Strong 10 – Very strong with a high number of physical outputs. For example utilisation proposals, timetable, job creation, community benefit etc.		
12. Sustainable development	0 – Poor with no sustainable considerations 2 – Weak 5 – Moderate 8 – Strong 10 – Very strong with multiple considerations.		
13. Building / Site considerations	0 – Poor, building / site aspects not considered / no firm plans / costs provided / available. 2 – Weak 5 – Moderate 8 – Strong 10 – Very strong with building / site aspects considered, firm plans and costs submitted		
14. Well-being	0 – Poor with no well-being considerations. 2 – Weak 5 – Moderate 8 – Strong 10 – Very strong with multiple considerations.		

Business Case section	Scoring guide	Score	Comment
15. Planning considerations	0 – poor with planning implications difficult to overcome / not considered. 2 – Weak 5 – Moderate 8 – Strong 10 – Very strong where implications/can be resolved with limited impact to surrounding areas.		
Additional information		Not scored	
Total score of available XXX / 150:			

Scoring / Decision Criteria

< 90/ 150		Do not proceed, project considered NOT viable Consider any aspects where there may be room for improvement, training opportunities etc
<120 / 150		Proceed with caution, consider training, lease terms etc.
> 120 / 150		Proceed, project considered viable