**CHILDCARE AND EARLY YEARS CAPITAL GRANT PROGRAMME 2022-23 TO 2024-25**

**BUSINESS JUSTIFICATION CASE**

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| **Local Authority**  |  |
| **Contact Name:** |  | **Position:** |  |
| **Address:** |  |
| **Tel. No.:** |  | **Email address:** |  |

# SECTION 1: SUMMARY

| **Name of Project** |  | **Location/Address** |  |
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| **No of places** | **What initiatives does this project cover?** (Please indicate all that are relevant)  | **Estimate Funding being sought (£)** | **Which financial year to you anticipate the work starting and being completed** | **Nature of work**  |
|  | **Current** | **Planned future places:** |
| Welsh Medium  |  |  | [ ]  Co-locationWG childcare priorities:[ ]  Flying Start[ ]  Childcare Offer[ ]  Foundation  LearningExpansion:[ ]  Expansion of places[ ]  Expansion of provision | Development £Build £ | Estimated year of commencementEstimated year of completion | [ ]  New build - existing  site[ ]  New build - new  site[ ]  Refurbishment[ ]  Extension  |
| Bi-lingual |  |  |
| English medium |  |  |

# SECTION 2 – STRATEGIC CASE

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| **Section 2 includes the following sections:*** Overview
* Impact on Stakeholders and Wider Community
* Wider Policies and Strategies
* Funding requested

**Tips:*** Avoid repetition and keep it brief – do not repeat information in more than one section & stay within the word limits
* Be factual and concise –use bullet points rather than lengthy narrative, tables make financial information easier to analyse
* Avoid annexes – if it is important, the information should be in the main body of the Business Justification Case - We do not need to see planning or tender documents
* Refer to the Business Justification Case Guidance (September 2022) when completing this document
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| **Overview (maximum 1,000 words)*** How does this proposal link with our capital grant criteria (Welsh medium provision, expansion of childcare provision and places, and co-location (please see Section 3.1 of the Business Justification Case Guidance)
* How does this proposal link with your local authority’s Childcare Sufficiency Assessment and plans for childcare/ flying start expansion?
* How will the project address current barriers for children and families in accessing services / provision in this area?
* What does current provision at the setting look like and how will this project support improvement? For example, the range and type of services that will be offered, transition between settings (e.g. childcare and Foundation Learning, if delivered at different settings), provision for breakfast clubs, after school care, holiday play schemes or wrap around childcare?
* Describe the work proposed for this project
* Will this proposal impact on delivery of existing services at the setting? If so, how will this be managed?
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| **Impact on Stakeholders and Wider Community (maximum 750 words)*** What engagement activities have you carried out or planned with stakeholders e.g. childcare providers, CWLWM partners, schools and parents to establish the need for this project and location of this service?
* How will this proposal impact on existing services and providers (childminders, out of school clubs, other care settings etc)? If so, how will this be mitigated (where necessary)?
* What impact/benefit will the proposals have on the local community? How will any issues be mitigated against?
* For maintained settings, how will the Local Authority ensure that the childcare setting is sustainable if the school requires space to accommodate increasing pupil numbers?
* Any other relevant information
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| **Strategic Case – Wider Policies and Strategies (maximum 1,000 words)**How does this proposal align with and support Welsh Government's wider policy drivers e.g. * The Wellbeing of Future Generations (Wales) Act 2015 ([The Well-being of Future Generations | GOV.WALES](https://gov.wales/well-being-of-future-generations-wales))
* Increased provision of Welsh Medium services – (Cymraeg 2050: Welsh language strategy and to the Welsh in Education Strategic Plans (WESP) for your authority)
* Child Poverty Strategy for Wales, see [Child poverty strategy for Wales: report | GOV.WALES](https://gov.wales/child-poverty-strategy-wales-report)
* Co-locating key services e.g. Investing in the learning environment of community schools, Investing in a new generation of integrated health and social care centres across Wales
* Securing stronger engagement with parents and carers outside traditional hours
* Ensuring educational inequalities narrow and the standards rise
* Exploring reform of the school day and the school year
* Town Centre Transformation – Make our cities, towns and villages even better places in which to live and work
* Local Development Plan, see [Development plans | Sub-topic | GOV.WALES](https://gov.wales/development-plans)
* Decarbonisation and Biodiversity, further information available via: [Climate change | Sub-topic | GOV.WALES](https://gov.wales/climate-change) and [Introduction to the Section 6 Biodiversity and Resilience of Ecosystems Duty | GOV.WALES](https://gov.wales/introduction-section-6-biodiversity-and-resilience-ecosystems-duty)
* Travel options that encourage public transport and support walking and cycling (inc Active Travel and Green Infrastructure)
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| **Strategic Case – Funding (maximum 500 words)*** What are you seeking funding for (e.g. purchase of land, extension, modular build, solid construction, refurbishment)?
* What alternative funding options have been explored and/or secured?
* If this proposal is part of a larger project (for example within a school or a hub/community facility), please clarify any funding applied via another programmes
* Has the Welsh Government provided capital funding for this setting/build in the last 5 years and, if so, under which capital programme and what was the funding for?
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# SECTION 3 - BUSINESS JUSTIFICATION CASE (BJC)

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| **BJC - Economic Case (value for money) (maximum 1,000 words)** |
| * What are the objectives of the project and how does it support the Childcare Sufficiency Assessment / Review? e.g. to create ‘*x’* number of new Welsh medium childcare places, or to improve the quality of existing premises in order to deliver childcare places and/or Flying Start provision
* Owner/Tenure Details – who owns the site and on what basis, purchase price or leasing arrangements and term, status of negotiations (if applicable)
* A list of the options, including an appraisal of the costs and benefits for each e.g. cost per additional childcare place/ hour of additional childcare as a result of investment
* Presentation of all viable options considered for this proposal e.g. refurbishment, extension, new modular build, new solid construction, co-location etc. (Aim to include 3-5 options, including: do nothing/business as usual, a realistic do minimum option and one or more possible options based on a more and/or less ambitious combination)
* A risk appraisal of each option, with an allowance for optimism bias for each option
* Identify the preferred option which optimises value for money
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| **BJC - Financial Case (maximum 500 words)** |
| * Is the proposal achievable, affordable and sustainable?
* How have the costings been arrived at? For example, work has already been tendered or based on similar work carried out on another project recently
* Abnormal costs (for example asbestos removal, groundwork issues – mining, contamination etc)
* How does the cost of this preferred option compare with other similar projects of this size (less / more expensive and reasons)?
* How will the local authority support the setting to maintain its financial viability following completion
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| **BJC - Commercial Case (maximum 500 words)** |
| Note that all procurement activity should be aligned with the principles of the Wales Procurement Policy Statement (WPPS) see [Wales procurement policy statement | GOV.WALES](https://gov.wales/wales-procurement-policy-statement), and compliant with procedural and legal obligations. * How will you ensure that any procurement exercise is open to a full range of providers (local authority, individual/private and third sector organisations, Small to Medium Enterprises (SMEs)?
* What measures are there to ensure that the work will be procured in compliance with procedural and legal obligations and is aligned with the principles of the WPPS?
	+ For example use of a regional framework for construction works
* What wider other community benefits/social value e.g.additional employment and training opportunities do you foresee as a result of this proposal.
* What plans are in place or will be made for a provider(s) to deliver the service upon completion, how this will be ongoing and commercially sustainable?
* Any other relevant information
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| **BJC - Management Case (maximum 500 words)** |
| Please indicate how the investment will be delivered successfully with particular reference to:* Project management arrangements and governance structure
* Business assurance arrangements
* Benefits realisation monitoring
* Risk management – what are the identified risks with this project and how will these be managed?
* Post project evaluation and
* Contingency plans
* Include a timeline for delivery with key milestones, including for the design, consultation, time for planning permission, tender process etc, also the date you envisage the project/works will physically start (post tender stage) and the anticipated completion date and when the setting will be opened/ expanded. Please be realistic as once funding has been allocated for a particular year, we cannot guarantee that the funding could be re-allocated for the following year if the project is delayed
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**The completed form should be returned via email to your Childcare and Early Years Capital Manager:**

**Tim Powell (****tim.powell@gov.wales****)**