

PID (Project Initiation Document) SCORING CRITERIA



Service development bid for capital, ICT and asset enhancement projects Scoring Mechanism.

STAGE ONE – PROJECT ASSESSMENT

PIDs are assessed based on **four** key criteria for scoring by a panel prior to being assessed by members.

Score each Criterion between **0 and 25**. Maximum Score 100.

Note: - A minimum score of 65 is recommended for approval.

- The Panel should consists of the S151 officer (or deputy), Chief Executive (or other SMT Officer), Leader (or deputy).

STAGE TWO – FINANCIAL SCORING

The financial score is calculated by the finance department.

The financial score is between **+20** and **-20**

+ve Score represents a project that generates income for the council

-ve Score represents a project that costs the council

+10 = £1m (over 20 years), +7 = £700K (over 20 years)

-15 = -£1.5m (over 20 years), -3 = -£300K (over 20 years)

Criteria 1.0 Contribution to Strategic Plan (or Statutory Service Critical)

Can the project demonstrate a clear focus on the Council's Four Themes and provides evidence, in terms of outputs and outcomes, of how the project contributes to the delivery of the theme/s?

Guide Scoring:

<u>Points</u>	<u>Either</u>	<u>Or</u>
25	A Scheme, which fully meets multiple themes	Statutory Service Critical / Legal Obligations
20	A Scheme, which fully meets one theme or substantially meets several	
15	A Scheme, which substantially meets one theme	
10	A Scheme, which only partially meets several themes	
5	A Scheme, which only partially meets one theme	
0	A Scheme, which does not meet any themes	

List of Themes

- Local Economy
- Communities, Health and Housing
- Our Environment our Future
- Our Council

Criteria 2.0	Project Management and Delivery
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Project Management: Is there evidence of a clear project plan, project leadership, structure, Terms of reference, reporting, communication and programme that provides confidence that the expressed outcomes

Clarity: Is the project clear and unambiguous? Are the scope, timescale and outcomes clearly expressed (i.e. do you know what you will be getting for your investment?)?

How deliverable is the project: Is the project credible and realistic in terms of timescales, resources, costs (capital and revenue) and other factors? Is there confidence that the Project can be delivered?

Risks assessed: Is there an awareness of all the key risks associated with the project and is there a robust system to ensure that these are managed and understood?

Assessments: Have Equality and Sustainable Impact Assessments been completed?

Guide Scoring:

25	Project is very clear, highly deliverable and evidence of excellent project management has been presented
20	Project is clear, deliverable and evidence of good project management has been presented
15	Project is fair, with reasonable/average evidence of deliverability and project management
10	A fair project, but only minimum requirements provided
5	Severe concerns over clarity of project aims, risks and deliverability
0	No evidence of good project management and severe lack of clarity over aims etc

Criteria 3.0	Value for Money
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Whole Life Costing: Has a Whole Life cost exercise been undertaken of the project and alternative solutions/Options to ensure Value for Money? Is it an Invest to Save project?

Benefits: Have the project outcomes been assessed in terms of the benefits to all users? Are these benefits commensurate with the assessment of need? Is the project capable of incorporating other

Options appraisal: Can the project provide evidence that alternative ways of providing the outcomes have been investigated and that the proposed project is the best way to proceed?

Leverage: Does the project lever in funds from other organisations/sectors?

Cost v benefit: Has a comparison of costs v benefit been assessed? Are there any adverse revenue

Guide to scoring:

25	Generates substantial external funding (over 75%) and generates good income or savings (short 3-5 year payback) and high level community benefits (High Value for Money)
20	Generates substantial external funding (over 75%) or generates good income or savings (short 3-5 year payback) and high level community benefits
15	Generates good external funding (up to 50%) and/or good income or savings (medium 5-10 years) or community benefits
10	Generates some external funding (less than 25%) and/some income or savings (long payback) or community benefits
5	Generates some external funding (less than 10%) and/some income or savings (long payba
0	Generates no external funding and results in increased revenue expenditure with limited social benefits (Low Value for money)

Criteria 4.0	Evidence of Requirement
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Consultation: Is there evidence from consultation, of support from communities, Town and Parish Councils and users, who will benefit from the project outcomes? Have the key stakeholders been identified

Feasibility: Has a feasibility exercise been carried out, which provides evidence of outcomes including usage figures/potential demands/waiting lists/flexibility of alternative options?

Originality: What evidence is there that the project is original and the outcomes are not duplicated by existing infrastructure/facilities/systems or other projects?

Link to Local Initiatives: Are there current Local/District/National initiatives in place that this project would build upon? Has the project taken appropriate steps to link with these initiatives?

Research: Does the project provide research, which shows that there is evidence of need linked to the state

Corporate Objectives: Does this project link to any Corporate Improvements?

Other: Is the requirement generated by considerations of Public or Staff Health and Safety, Legal or Statutory Duties or Maintenance of Council Assets/Services?

Guide to scoring:

25	<p>Robust evidence of high requirement and substantiated via community consultation and other documents, for instance Places Survey.</p> <p>Non-discretionary legal or other obligation evidenced with major consequences from no action.</p> <p>Major Improvement Project.</p> <p>Clear High Level Community Linkages and working with other parties demonstrated.</p>
20	<p>Evidence of medium requirement and substantiated via community consultation and other documents, for instance Places Survey.</p> <p>Non-discretionary legal or other obligation evidenced with significant consequences from no action.</p> <p>Significant Improvement Project.</p> <p>Clear Medium Level Community Linkages and working with other parties demonstrated.</p>
15	<p>Evidence of requirement and substantiated via community consultation and other documents, for instance Places Survey.</p> <p>Non-discretionary legal or other obligation evidenced with some consequences from no action.</p> <p>Improvement Project.</p> <p>Clear low level Community Linkages and working with other parties demonstrated.</p>
10	<p>Clear evidence of requirement but poor linkages to community and other parties</p>
5	<p>Very limited evidence of requirement with no community involvement</p>
0	<p>No evidence of requirement presented</p>

Document revision history:

Version	Author/s	Comments / Record of Sign-Off (by who)	Issue Date
2.0	Peter Hudson	Draft for working Group	09/09/2021
		Final for Internal O&S	13/09/2021

Appendix - Criteria 1:



2020 Vision

Strategic Plan 2020-2023

“Torrige a great place to live, work and visit”

What is our 2020 Vision?

Our Themes:	Our Priorities:
Local Economy	Promote aspiration and growth to create a vibrant culture & thriving economy with quality jobs. Develop town centres and the rural offering; recognised as great places to live, visit and invest into. Create access to good quality jobs and employment. Support businesses and the local economy
Communities, Health and Housing	Increase the availability of quality homes that meet local needs. Reduce health inequalities while promoting active & healthy lifestyles. Maintain low levels of crime so people feel safe and secure in their communities.
Our Environment our Future	Reduce the eco-footprint of the district to meet the Council's carbon neutral target of 2030. Deliver clean, well maintained and managed streets, parks and open spaces. Provide high-quality planning and development services. Manage coastal and flood defences to meet the challenges of the changing climate. Reduce waste and increase recycling.
Our Council	Provide clear, effective communication and be easily accessible. Deliver quality services to business and residents; understand what matters to our customers. Become a more agile and commercial council; securing our financial future while supporting "local" whenever possible. Be a great place to work and build a career.