

## USE OF RESERVES – CRITERIA FOR SELECTION OF PROJECTS

1. Submission to be based on the following criteria.
  - Must be a priority of the Council.
  - To address areas where performance needs to be improved.
  - Service improvements generally.
  - Initiatives, which may improve communications/ information around what can be expected from services.
  - Initiatives should have impact in the community, for example the removal of blight.
  - Invest to save projects where up front investment can release future budget savings and efficiencies. (Improved machinery/automation/contract buy out).
  - One off spends that could negate future demand on budgets.
2. Exit strategies must be provided where necessary.
3. The nature of the process was not to seek budget growth and projects with future revenue implications should be avoided at this stage,
4. Business cases to be prepared for each submission identifying:
  - Details of the initiative/project
  - The overall objective/priority.
  - Why we need the project – outline current position and what we hope to achieve,
  - Business need setting out: -
    - > Costs
    - > Quantifiable benefits/improved performance/targets
    - > Efficiencies identified
    - > Future budget savings identified, if any
    - > Impact on the community
    - > Exit strategies