

**Checklist for Officers Preparing Options Appraisals**

Project Title (Project Reference)		
Senior Accountable Officer	<i>*As per governance arrangements</i>	
Project Lead	<i>*As per governance arrangements</i>	
Options Appraisal Status	<i>*Version and date</i>	
Question	Yes/No	Action/Comment
<b>Defining the objectives</b>		
• Are the project objectives clearly defined? ie SMART		
• Are the main reasons/drivers for considering the Options Appraisal/ clearly set out?		
• Is it clear about how the options relate to Angus Council's: <ul style="list-style-type: none"> <li>- corporate priorities (ie Council Plan, SOAP)?</li> <li>- service priorities (Service Plan)</li> <li>- Collaboration/Partnership work</li> </ul>		
<b>Developing the Options Appraisal/Business Case</b>		
• Have you fully considered the Options Appraisal Guidance		Hyperlink once finalised
• Has the e-learning module on Options Appraisals been completed?		
• Are the roles and responsibilities in preparation of the Options Appraisal for your project clear?		
• Is a clear plan in place to carry out the various element of the Options Appraisal Process?		
• Is there a clear plan for the process which identifies: <ul style="list-style-type: none"> <li>- governance arrangements?</li> <li>- timescales?</li> <li>- resource implications?</li> <li>- stakeholders?</li> <li>- roles and responsibilities?</li> <li>- skills and expertise?</li> </ul>		
• Has a Business Case been prepared?		
• If no, what provides the business justification for doing this options appraisal?		
<b>Information Gathering</b>		
• Has the full range of options been considered as part of a 'longlist'?		
• Have you considered other options of similar activity within the council, other local authorities, public bodies and the private sector?		
• Has all information/data been available for consideration of the options?		

<ul style="list-style-type: none"> <li>If no, please identify which aspects of key information are missing.</li> </ul>		
<ul style="list-style-type: none"> <li>Are the relative merits of each option clear, including: <ul style="list-style-type: none"> <li>Do they align with Angus Council's service priorities</li> <li>Economic rationale</li> <li>Financial arrangements and affordability implications (both costs and savings)</li> <li>Legal implications</li> <li>Risk assessment</li> <li>Achievability and the impact on other Angus Council services</li> <li>Design quality issues</li> <li>Economic impact</li> <li>Commercial and collaboration arrangements</li> <li>Impact on other services and/or day to day activities</li> <li>The quality of service for the customer</li> <li>Interdependencies</li> </ul> </li> </ul>		
<b>Assessing and analysing the options</b>		
<ul style="list-style-type: none"> <li>For the short-listed recommended options, have the undernoted been considered: <ul style="list-style-type: none"> <li>all of the current and future costs and benefits?</li> <li>legal and financial implications?</li> <li>risks?</li> <li>Weighting and scoring for each of the options?</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>For Strategic/Policy reviews, has a committee report been prepared? (note: Chief Officer must sign off before this stage)</li> </ul>		
<ul style="list-style-type: none"> <li>For operational reviews, has approval been sought from Chief Officer?</li> </ul>		
<b>Implementing the option</b>		
<ul style="list-style-type: none"> <li>Has a clear action plan been developed to implement the decision?</li> </ul>		
<ul style="list-style-type: none"> <li>Have robust arrangements been put in place to monitor and report performance?</li> </ul>		
<b>Option appraisal sign-off</b>		
Prepared by/date		
Reviewed by Service Leader/date		
Approved by Chief Officer		
Approved by Convener/Chair (if applicable) (if applicable)		