

Project Change Request

Section A – Details

Project Name	Grays South (the Project)
Lead Officer	George McCullough – Interim Head of Regeneration
Lead Authority	Thurrock Council
Date Submitted	5 February 2024

Section B – Justification

Description of Change	<p>Primary Change:</p> <ul style="list-style-type: none"> Extension of The Project’s delivery programme and diversion from the timescales set out within the original business case. <p>Other planned actions:</p> <ul style="list-style-type: none"> Retention of the funding already invested into the Project to enable the delivery of an alternate scheme, in addition to retention of £200,000 of the remaining unspent LGF funding allocated to the Project to fund the feasibility stage of the alternate approach. Reallocation of £5.4m of unspent SELEP funding from the Project Grays South to the Stanford Le Hope/London Gateway Project.
Reason for Making Change	<p>Following a number of reviews into the project. Thurrock Council’s cabinet has made the decision that the project in its current form does not represent value for money for the Council. The Council is pursuing an alternate proposal to deliver the project outcomes via a different route. This is a partnership with Network Rail to deliver a new Station Quarter and over line bridge crossing rather than underpass. This solution offers less risk in engineering terms and will reduce cost to resolve the crossing.</p>
Alternative Options Considered	<p>Do nothing – Not considered as the existing crossing is not fit for purpose and represents significant risk to pedestrians.</p> <p>Underpass option – discounted due to the cost, engineering challenge and value for money</p>
Stakeholders Consulted	<p>SELEP Network Rail Homes England C2C</p>

Section C - Impact

Impact on total project cost (include updated spend profile)	<p>The total project cost is to be assessed upon completion of the alternate scheme feasibility stage during Q4 2023-2024.</p>
Impact on LGF allocation	<p>£5.4m of funding to be temporarily reallocated from the Project to the Stanford Le Hope/London Gateway project. This is a project already in receipt of LGF funding and the additional allocation will bridge the viability gap and enable this vital project to be delivered. This project will begin in 2024 allowing the funding to be spent within funding timescales.</p> <p>Thurrock Council commits to seeking alternate sources of funding to return capital of the same value back into the Project. It is envisaged that this funding will be sought from the capital funding streams available to</p>

	Network Rail and its partners to deliver homes in and around transport hubs																								
Impact on project delivery timescales (include updated delivery programme)	<p>The project timescales have been revised from the prior programme due to the alteration in approach. The Council has appointed an advisor to lead discussions with Network Rail to formalise the partnership moving forward via an MOU. Initial discussions have taken place and an all-party meeting will take place in February 2024.</p> <p>The current estimate is as follows</p> <table border="1"> <thead> <tr> <th>Milestone</th> <th>Start</th> <th>Completion</th> </tr> </thead> <tbody> <tr> <td>SELEP approval</td> <td>December 2023</td> <td>February 2023</td> </tr> <tr> <td>Network Rail MOU</td> <td>December 2023</td> <td>April 2024</td> </tr> <tr> <td>Feasibility stage</td> <td>March 2024</td> <td>June 2024</td> </tr> <tr> <td>Thurrock Council Cabinet approval</td> <td>July 2024</td> <td>July 2024</td> </tr> <tr> <td>Full design and planning</td> <td>August 2024</td> <td>March 2026</td> </tr> <tr> <td>Contractor procurement</td> <td>September 2025</td> <td>February 2026</td> </tr> <tr> <td>Construction</td> <td>March 2026</td> <td>September 2028</td> </tr> </tbody> </table>	Milestone	Start	Completion	SELEP approval	December 2023	February 2023	Network Rail MOU	December 2023	April 2024	Feasibility stage	March 2024	June 2024	Thurrock Council Cabinet approval	July 2024	July 2024	Full design and planning	August 2024	March 2026	Contractor procurement	September 2025	February 2026	Construction	March 2026	September 2028
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Impact on project outputs/outcomes	The Council is committed to delivering the original project outputs and outcomes through the alternate scheme																								
Impact on Value for Money offered by the project	The VFM will be updated upon conclusion of the feasibility stage.																								
Impact on SELEP objectives	None expected																								

Section D – To be completed by Senior Responsible Officer

I am content for information supplied here to be stored electronically, shared with the South East Local Enterprise Partnerships Independent Technical Evaluator, Steer, and other public sector bodies who may be involved in considering the project change request.

I understand that a copy of this document will be made available on the South East Local Enterprise Partnership website one month in advance of consideration of the change by SELEP Accountability Board. Redactions to the document will only be acceptable where they fall within a category for exemption.

I understand that if I give information that is incorrect or incomplete, funding may be withheld or reclaimed and action taken against me. I declare that the information I have given on this form is correct and complete. Any expenditure defrayed in advance of project change approval is at risk of not being reimbursed and all spend of Local Growth Fund must be compliant with the Grant Conditions and in accordance with the signed Local Growth Fund Service Level Agreement.

Signature:

Print full name:

Position within organisation:

Section E – To be completed by Section 151 Officer

In submitting this Project Change Request, I confirm on behalf of [Insert name of County or Unitary Authority] that:

- The information presented in this document is accurate and correct as at the time of writing.
- The funding has been identified to deliver the project and project benefits, as specified within the Business Case or as set out in this document if amended. Where sufficient funding has not been identified to deliver the project, this risk has been brought to the attention of the SELEP Secretariat through the SELEP quarterly reporting process.
- All known risks to project delivery are outlined within this document or remain as detailed in the Business Case.
- The delivery body has considered the public sector equality duty and has had regard to the requirements under s.149 of the Equality Act 2010 throughout their decision-making process. This includes the development of an Equality Impact Assessment at the outset of the project which will remain as a live document through the projects development and delivery stages.
- The delivery body has access to the skills, expertise and resource to support the delivery of the project as set out in the Business Case and as amended above.
- Adequate revenue budget remains allocated to support the post scheme completion monitoring and benefit realisation reporting.
- The project will be delivered under the conditions of the signed Local Growth Fund Service Level Agreement or other grant agreement with SELEP Ltd. and the SELEP Accountable Body.

I note that this document will be made available on the SELEP website one month in advance of consideration of the project change by the Accountability Board, subject to the removal of any information which is commercially sensitive and confidential as agreed with the SELEP Accountable Body.

Signature:

Print full name:

Section F - To be completed by SELEP

SELEP Project Number			
Change Request Number			
Has a review of the Business Case been completed?			
Change agreed with SELEP:	Choose an item.	Date	Click here to enter a date.
Comment			

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Is Accountability Board approval required?		Choose an item.	
Approved by Accountability Board	Choose an item.	Date	Click here to enter a date.
Comment			

Guidance

1. When is a change request required?

The types of scheme change to be reported include, but are not limited to:

Financial	<ul style="list-style-type: none"> - Change to total LGF spend - Change to total cost of a project - Reallocation of LGF
Scope	<ul style="list-style-type: none"> - Change to project from original scope as agreed in Outline Business Case submitted to Government for the provisional allocation of Local Growth Fund - Change to project scope from Business Case approved by Accountability Board - Change to intended scheme benefits
Outcomes	<ul style="list-style-type: none"> - Change to the expected outcomes agreed in the project Business Case or as reported to Government through reporting submissions

Where LGF funding is being reallocated from one LGF project to another, then two change requests will be required. The first will reduce the LGF allocation to a project and the second will increase the LGF allocation to a project.

If you are unclear whether a change request is required or not please speak to the SELEP Capital Programme Manager.

2. Accountability Board approvals

Where a project change includes one or more of the changes listed below, then SELEP Accountability Board approval will be required automatically.

- (a) *Cancellation of a project which has received a provisional funding allocation;*
- (b) *Inclusion of a new project within the LGF programme which has been identified within the LGF Project Pipeline;*
- (c) *Acceleration of a project previously programmed to start in later years;*
- (d) *Delays to project start or end dates of more than six months;*
- (e) *All changes to project capital grant allocations above the 10% threshold;*
- (f) *Any re-profiling of capital grant between financial years;*
- (g) *Any changes to total project costs above 30% or a £500,000 threshold which are identified prior to the construction contract award;*
- (h) *Any substantial changes to the expected project benefits, outputs and outcomes as agreed in the business case which may detrimentally impact on the value for money assessment. In such circumstances, it is expected that the business case should be re-evaluated by the ITE; and*
- (i) *Any further changes as may be defined by Government.*

For other project changes where the SELEP Secretariat or Accountable Body advises that the completion of a change request is required, it will be at the discretion of the SELEP Secretariat to

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decide whether the change requires Accountability Board approval. SELEP Accountability Board will be made aware of all change requests as part of the LGF update.