

Project Change Request

Section A – Details

Project Name	SECEN Creative Workspace Masterplan and Prospectus
Lead Officer	Sally Staples
Lead Authority	East Sussex County Council
Date Submitted	28 November 2022

Section B – Justification

Description of Change	<p>Extension of project to December 2022 will enable delivery of the outputs outlined below:</p> <ul style="list-style-type: none"> • The Prospectus (Statement of Intent) which is complete and was endorsed by the Strategic Board in December 2021. • Re-purposing the Creative Enterprise Zones to typologies (where we had initially envisaged the identification of specific geographic areas this has been replaced with types of zones that areas might adopt such as rural or coastal for example. The geographic approach was not possible without the map which proved too expensive to produce) <p>Removal of the following Direct Benefits:</p> <ul style="list-style-type: none"> • The production of a toolkit and report from the direct benefits • Removal of the development of Cultural Planning Policy. <p>Removal of the following Indirect Benefits:</p> <ul style="list-style-type: none"> • Removal of the creation of workspace and increased job outputs. • Removal of a SELEP wide pipeline of open workspace projects, see below for progress in the region • Removal/descoping some of the indirect benefits of the Project, notably the Finance Vehicle element. There is insufficient time to complete this process and complete the project by March 2022. See below for progress in the region.
Reason for Making Change	<p>The project has suffered from a series of setbacks which have resulted in a number of extension requests, and these have been set out in previous project change requests. Further issues have arisen and are set out below.</p> <p>The two outstanding reports were lost due to a software failure. Penultimate versions of the report have now been recovered. The Creative Opportunity Zones report is now complete in draft form. Extending the project to 31 December 2022 will allow for this to be completed</p> <p>Work on the Masterplan/Report is incomplete and will not be completed in the timeframe, therefore this is removed as an output/benefit.</p>
Alternative Options Considered	<p>Extend the deadline to March 2023.</p> <p>Commission others to deliver the work: the project is in its closing stages. Some works to improve the document will be undertaken by third parties but the repair of the two documents that were lost needs to be undertaken by the two officers who led this project and are familiar with</p>

	<p>what is required. Any attempt to delegate would be more time consuming than undertaking the work ourselves.</p> <p>It is unlikely that these workstreams can be completed by the end of the Sector Support Fund end date at the end of March 2023, agreed by the Strategic Board in March 2022</p>
Stakeholders Consulted	Yes – SECEN Co-Chairs and Steering Group
Working Group Consulted	Yes
Federated Board Approval	Will seek approval at Team East Sussex December 2022.
Appropriate Officer Sign Off (must have delegated responsibility to sign off amounts up to the SSF Grant amount)	Katy Thomas and Richard Dawson

Section C - Impact

Impact on total project cost	Total cost of project reduced from £70,000 to £36,000
Impact of project delivery timescales	3 month extension
Impact on project outputs	<p>The project will deliver:</p> <ul style="list-style-type: none"> • The Prospectus (Statement of Intent) which is complete and was endorsed by the Strategic Board in December 2021. - note that the Prospectus was used to underpin the successful bid for the Create Growth Programme which secured £1.275m for the SELEP region with access to a national £7m finance programme and the development of an Investor community. • Creative Opportunity Zones paper which will include types of zones that areas might adopt such as rural or coastal for example. <p>The following will be removed from the project:</p> <p>Masterplan/Report will not be completed.</p> <p>Toolkit will not be produced.</p> <p>Development of Cultural Planning Policy</p> <p>Identify a minimum of three Cultural Opportunity Zones.</p> <p>Indirect Outputs/Benefits:</p> <p>Workspace interventions will not take place.</p> <p>Creation of a SELEP wide pipeline of open workspace projects via a financial vehicle which proposed a ring-fenced cash/loan arrangement.</p>

	<p>Note: during the lifetime of this project many workspaces have been developed and many more are in the pipeline. This has reinforced the value of this work. Whilst they cannot be claimed as direct outputs to this project, momentum to develop creative workspace demonstrates the need for this work. Project leads intend to disseminate the work in January 2023 and will deliver the Toolkit and Masterplan at a later date, once an alternative funding source can be secured.</p>
<p>Impact on project Value for Money</p>	<p>The total project spend to date is £36,000, of which £21,000 is matched (as per the original project submission). To date £15,000 SSF has been spent against delivery of the project. Delivery to date is:</p> <ul style="list-style-type: none"> • The Prospectus (Statement of Intent) which was endorsed by the Strategic Board in December 2021. This represents 1/3 of the original direct outputs set out in the original submission. The value of this output is estimated at £60k and is calculated against KCC, ECC and ESCC carrying out the work independently at £20,000 each. This information will also be available to second tier districts and borough authorities. The Prospectus was used to underpin the successful bid for the Create Growth Programme which secured £1.275m for the SELEP region with access to a national £7m finance programme and the development of an Investor community. • Creative Opportunity Zones Report includes the identification of types of cultural zones and as with the prospectus will be valued at £60,000, against the three SELEP areas (KCC,ECC and ESCC), or indeed a Local Authority/District carrying out the work independently. <p>The revised BCR for the project will be $\text{£120,000/£36,000} = 3.3:1$</p>
<p>Impact on SELEP objectives</p>	<p>Following the unfortunate delays to the project which are well documented this change will enable SECEN to deliver some of the agreed outputs in line with SELEP objectives. Those benefits delivered will still show a benefit cost ratio in excess of 2:1 which demonstrates a High Value for money.</p> <p>In addition, SECEN plans to use the map specification in the future to develop a cultural infrastructure map. As SECEN'S work matures more data is gathered on the sector and therefore there is more data which could be usefully mapped. The Masterplan will be completed outside of the scope of this project and will provide a rationale to inform planners, cultural development officers and economic development officers in the support of existing and planning for pipeline creative infrastructure; the Cultural Opportunity Zones typologies will be used to underpin local creative zone development, demonstrating a rationale to underpin planning applications and funding bids; the Prospectus is being used to unlock funding (most recently £1.275m Create Growth Programme, as highlighted above) as it demonstrates a cohesive and focussed approach to creative industry support and development.</p>

Section D - To be completed by SELEP			
Change Request Number	16		
Has review of Business Case been completed?	Yes		
Has the change been considered by Strategic Board or Chief Executive?	Strategic Board		
Change agreed with SELEP:		Date	
Comment	Adam has reviewed and approved.		

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 how the SSF will be spent - Change to total cost of a project - Delay to the spend of SSF by 6 months
Scope	<ul style="list-style-type: none"> - Change to project from original scope as agreed in the application form - Change to intended scheme benefits
Outcomes	<ul style="list-style-type: none"> - Change to the expected outcomes agreed in the approved project Business Case

This change request must be agreed between the scheme promoter and lead county/unitary authority for the project, prior to submission to SELEP.

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

When 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 and Accountable Body to agree whether the change requires Strategic Board approval. SELEP Strategic Board will be made aware of all change requests as part of the SSF update. Additional information can be found in the original Grant Agreement.