

## Project Change Request

### Section A – Details

Project Name	Accelerating Opportunities Within the Newhaven Enterprise Zone
Lead Officer	Katy Thomas
Lead Authority	East Sussex County Council
Date Submitted	April 2021

### Section B – Justification

Description of Change	Change to the original delivery timeframes to completion by September 2021 (end of Q2 2021/22)
Reason for Making Change	COVID and its impact has made meaningful engagement with the business base in Newhaven as envisaged difficult. The procurement of improvements works to Avis Way (e.g. Fabrication works) has also caused some delay in project delivery.
Alternative Options Considered	N/A.
Stakeholders Consulted	Lewes/Eastbourne Councils as project promoters

### Section C - Impact

Impact on total project cost	The extension to the timeframe does not impact on project costs. There is a possibility that the overall budget could be increased through other external sources ('industrial estate enhancement' is included as a priority theme within the Newhaven Towns Fund).
Impact of GPF repayment	N/A
Impact of project delivery timescales	The project extension will enable businesses to be more engaged in the design and delivery of the Avis Way Improvement Plan. The project team is especially keen to, as much as possible, locally procure design and development work for the Avis Way improvement plan.
Impact on project outputs	The extension to the project is not planned to impact on project outputs. It is recognised that external factors could potentially impact outputs. Worst case scenario planning has been undertaken as good project management practice, but the project is not planning to reduce outputs (i.e. they remain as targets)
Impact on project Value for Money	N/A
Impact on SELEP objectives	None

### Section D - To be completed by SELEP

Change Request Number	
Has review of Business Case been completed?	

## Appendix C - SELEP SSF Change Request Template

Has the change been considered by Strategic Board or Chief Executive?			
<b>Change agreed with SELEP:</b>		<b>Date</b>	
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"> <li>- Change to how the SSF will be spent</li> <li>- Change to total cost of a project</li> <li>- Delay to the spend of SSF by more than 12 months</li> </ul>
Scope	<ul style="list-style-type: none"> <li>- Change to project from original scope as agreed in the application form</li> <li>- Change to intended scheme benefits</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>- Change to the expected outcomes agreed in the approved project Business Case</li> </ul>

**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.