

<b>Project Change Request</b>
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<b>Section A – Details</b>
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Project Name	SECEN Creative Workspace Masterplan and Prospectus
Lead Officer	Sally Staples
Lead Authority	East Sussex County Council
Date Submitted	18 February 2022

<b>Section B – Justification</b>
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Description of Change	Extension of project to September 2022
Reason for Making Change	Outputs requiring several iterations to achieve maximum value for money. Due to decision not to commission the infrastructure map (not within the scope of this project but a co-dependent output) there is less primary data and we are having to proceed with caution in the absence of that key data to ensure that the reports are robust.
Alternative Options Considered	Descope outstanding parts of the contract – rejected as the outputs remain relevant.
Stakeholders Consulted	Yes.
Working Group Consulted	Yes (Co-Chairs informed)
Federated Board Approval	No
Appropriate Officer Sign Off (must have delegated responsibility to sign off amounts up to the SSF Grant amount)	Katy Thomas and Richard Dawson

<b>Section C - Impact</b>
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Impact on total project cost	<b>No impact</b>
Impact of project delivery timescales	6 month extension
Impact on project outputs	Will ensure more robust reports. May reduce capacity to deliver direct workspace interventions depending on negotiations with the contractor.
Impact on project Value for Money	Will ensure better value for money – we need additional time in order to produce satisfactory reports.
Impact on SELEP objectives	Will enable SECEN to deliver the agreed outputs in line with SELEP objectives.

<b>Section D - To be completed by SELEP</b>
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Change Request Number	
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## SELEP SSF Change Request Template

Has review of Business Case been completed?			
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 6 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. Additional information can be found in the original Grant Agreement.