

## Project Change Request

### Section A – Details

Project Name	SELEP Creative Open Workspace Master Plan and Prospectus
Lead Officer	Sally Staples
Lead Authority	East Sussex County Council
Date Submitted	17 May 2021

### Section B – Justification

Description of Change	Timescales extended.
Reason for Making Change	The initial decision to pause both elements of the project (Prospectus and Workspace Masterplan) was taken in order to take stock of the impact of the Pandemic on the project and to sense check our plans. The Prospectus is now ready to be published. The workspace programme consultancy team was not procured until August 2020. The first output when it was produced did not fulfil the brief and the steering group were obliged to delay the timetable whilst they worked with the consultants to achieve the output required. This has had a knock-on effect for the rest of the outputs. The infrastructure map, which underpinned the other outputs, has proved to be a complex proposition which may or may not go ahead (it lays outside of the scope of this work but is interrelated). Without the map, the audit of infrastructure will not take place and we are still working with the consultants to find a way of delivering a meaningful programme without the audit.
Alternative Options Considered	Continuing, and risking the project not taking into account the impact of the pandemic. Continuing with task 1 not providing us with the detail required to a) decide whether to proceed with a map and b) have the detailed specification required to test the market and raise the funds for.
Stakeholders Consulted	SECEN Creative Open Workspace Steering Group (immediately – project procurement was already underway and had to be stopped) and SECEN.

### Section C – Impact

Impact on total project cost	Cost neutral.
Impact of project delivery timescales	The programmed tasks 1 and the Prospectus are complete. Tasks 3, 4 and 6 are frontloaded and will be drafted by July 2021. Task 5: we have not yet started working with the individual workspace projects because we need a strategic rationale (captured in 3, 4 and 6) for which projects to prioritise. The main contractor has made allowances for this in their work programme. We have also allowed a separate budget for smaller contracts to expedite additional specific workspace projects and this may fall into a later stage. The outputs will all be tested by the individual workspace projects; therefore, we wish to extend the time line to March 2022.
Impact on project benefits	Benefits predicted to remain the same – we are now confident that we are delivering appropriately in the face of the pandemic.
Impact on project Value for Money	No impact

# SELEP SSF Change Request Template

Impact on SELEP objectives	No impact
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Section D - To be completed by SELEP			
Change Request Number	SSF008		
Has review of SSF application form been completed?	Yes		
Has the change been considered by Strategic Board or Chief Executive?			
Change agreed with SELEP:		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"><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/delivery approach 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.