

Project Change Request

Section A – Details

Project Name	Building Back Better
Lead Officer	Simon Lieberman
Lead Authority	East Sussex County Council
Date Submitted	15/08/2021

Section B – Justification

Description of Change	The original application included £60,000 of cash match which was only available if realised last financial year. We did not receive the go ahead and contract until this financial year. As a result, the budget has been reworked and the match is now made up entirely of in-kind match by all delivery partners to ensure effective delivery. Delivery dates have therefore changed with some amendment to the deliverables, but this has not impacted the delivery of the key programme aims and outcomes. These changes are shown as tracked changes in the original application that was approved.
Reason for Making Change	Budget changes required because the £60,000 cash match could not be realised. The contract was received in 21/22 financial year and the cash match from Orbit was only available if it could be allocated in 20/21 financial year. This meant renegotiating some elements of the delivery with the partners and reworking the budget including increased in-kind match from the partners, which needed a fair amount of time to agree. The person heading this up at Orbit also left at the point it was awarded meaning there was a further delay.
Alternative Options Considered	Securing the cash match elsewhere was considered but not viable.
Stakeholders Consulted	All delivery partners have been consulted and agreed the changes: Supply Change, Social Enterprise Kent, Social Enterprise Est of England, Rebellion. East Sussex County Council consulted.
Working Group Consulted	Penny Shimmin, Chair of the SELEP Social Enterprise Working Group, has been consulted throughout.
Federated Board Approval	The original bid was approved by the Federate Board.

Section C - Impact

Impact on total project cost	Minimal. Total project costs reduced from £285,065 to £274,554
Impact of project delivery timescales	The start date is 11 months from the original start date with delivery within the same one-year project timescale.
Impact on project outputs	All main outputs remain the same with reduction to some smaller outputs as outlined in the changes to the application attached.
Impact on project Value for Money	The SELEP funding remains the same and the project will now provide a 3.64:1 benefit / cost ratio, reduced from the original 4.97:1 originally stated. This is still well above the 2:1 required.
Impact on SELEP objectives	None.

Section D - To be completed by SELEP			
Change Request Number	SSF011		
Has review of Business Case been completed?			
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"> - 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.