


Project Change Request

Section A – Details

Project Name	Accelerating Nature-Based Climate Solutions
Lead Officer	Andy Arnold
Lead Authority	East Sussex County Council
Date Submitted	27/7/22

Section B – Justification

Description of Change	Extension of project end date from 31/10/22 to 23/12/22.
Reason for Making Change	Unexpected delay in project delivery due to the illness and death of the project lead at Kent Wildlife Trust (KWT), who ESCC have contracted as the main delivery organisation for the project.
Alternative Options Considered	KWT have recruited a new project manager and have dedicated additional staff to project delivery for the remainder of the project.
Stakeholders Consulted	Project steering group.
Working Group Consulted	As above.
Federated Board Approval	Please confirm whether you would like TES Board approval to be obtained.
Appropriate Officer Sign Off (must have delegated responsibility to sign off amounts up to the SSF Grant amount)	Edward Sheath – Head of Planning & Environment 

Section C - Impact

Impact on total project cost	None
Impact of project delivery timescales	Extended by 8 weeks.
Impact on project outputs	None
Impact on project Value for Money	None
Impact on SELEP objectives	None

Section D - To be completed by SELEP

Change Request Number	
Has review of Business Case been completed?	

SELEP SSF Change Request Template

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.