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| **Project Change Request**  |
| **Section A – Details** |
| Project Name |  |
| Lead Officer |  |
| Lead Authority |  |
| Date Submitted  |  |
| **Section B – Justification** |
| Description of Change |  |
| Reason for Making Change |  |
| Alternative Options Considered |  |
| Stakeholders Consulted |  |
| **Section C - Impact** |
| Impact on total project cost (include updated spend profile) |  |
| Impact on LGF allocation  |  |
| Impact on project delivery timescales (include updated delivery programme) |  |
| Impact on project outputs/outcomes |  |
| Impact on Value for Money offered by the project |  |
| Impact on SELEP objectives |  |
| **Section D – To be completed by Senior Responsible Officer** |
| I am content for information supplied here to be stored electronically, shared with the South East Local Enterprise Partnerships Independent Technical Evaluator, Steer, and other public sector bodies who may be involved in considering the project change request.I understand that a copy of this document will be made available on the South East Local Enterprise Partnership website one month in advance of consideration of the change by SELEP Accountability Board. Redactions to the document will only be acceptable where they fall within a category for exemption.I understand that if I give information that is incorrect or incomplete, funding may be withheld or reclaimed and action taken against me. I declare that the information I have given on this form is correct and complete. Any expenditure defrayed in advance of project change approval is at risk of not being reimbursed and all spend of Local Growth Fund must be compliant with the Grant Conditions and in accordance with the signed Local Growth Fund Service Level Agreement.Signature:Print full name:Position within organisation: |
| **Section E – To be completed by Section 151 Officer** |
| In submitting this Project Change Request, I confirm on behalf of [Insert name of County or Unitary Authority] that:* The information presented in this document is accurate and correct as at the time of writing.
* The funding has been identified to deliver the project and project benefits, as specified within the Business Case or as set out in this document if amended. Where sufficient funding has not been identified to deliver the project, this risk has been brought to the attention of the SELEP Secretariat through the SELEP quarterly reporting process.
* All known risks to project delivery are outlined within this document or remain as detailed in the Business Case.
* The delivery body has considered the public sector equality duty and has had regard to the requirements under s.149 of the Equality Act 2010 throughout their decision-making process. This includes the development of an Equality Impact Assessment at the outset of the project which will remain as a live document through the projects development and delivery stages.
* The delivery body has access to the skills, expertise and resource to support the delivery of the project as set out in the Business Case and as amended above.
* Adequate revenue budget remains allocated to support the post scheme completion monitoring and benefit realisation reporting.
* The project will be delivered under the conditions of the signed Local Growth Fund Service Level Agreement or other grant agreement with SELEP Ltd. and the SELEP Accountable Body.

I note that this document will be made available on the SELEP website one month in advance of consideration of the project change by the Accountability Board, subject to the removal of any information which is commercially sensitive and confidential as agreed with the SELEP Accountable Body.Signature:Print full name: |
|   |
| **Section F - To be completed by SELEP** |
| SELEP Project Number  |  |
| Change Request Number |  |
| Has a review of the Business Case been completed?  |  |
| **Change agreed with SELEP:** | Choose an item. | **Date**  | Click here to enter a date. |
| Comment |  |
|  |
| Is Accountability Board approval required?  | Choose an item. |
| **Approved by Accountability Board** | Choose an item. | **Date** | Click here to enter a 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 | * Change to total LGF spend
* Change to total cost of a project
* Reallocation of LGF
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| Scope | * Change to project from original scope as agreed in Outline Business Case submitted to Government for the provisional allocation of Local Growth Fund
* Change to project scope from Business Case approved by Accountability Board
* Change to intended scheme benefits
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| Outcomes | * Change to the expected outcomes agreed in the project Business Case or as reported to Government through reporting submissions
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Where LGF funding is being reallocated from one LGF project to another, then two change requests will be required. The first will reduce the LGF allocation to a project and the second will increase the LGF allocation to a project.

If you are unclear whether a change request is required or not please speak to the SELEP Capital Programme Manager.

1. Accountability Board approvals

Where a project change includes one or more of the changes listed below, then SELEP Accountability Board approval will be required automatically.

* + 1. *Cancellation of a project which has received a provisional funding allocation;*
		2. *Inclusion of a new project within the LGF programme which has been identified within the LGF Project Pipeline;*
		3. *Acceleration of a project previously programmed to start in later years;*
		4. *Delays to project start or end dates of more than six months;*
		5. *All changes to project capital grant allocations above the 10% threshold;*
		6. *Any re-profiling of capital grant between financial years;*
		7. *Any changes to total project costs above 30% or a £500,000 threshold which are identified prior to the construction contract award;*
		8. *Any substantial changes to the expected project benefits, outputs and outcomes as agreed in the business case which may detrimentally impact on the value for money assessment. In such circumstances, it is expected that the business case should be re-evaluated by the ITE; and*
		9. *Any further changes as may be defined by Government.*

For other project changes where 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 to decide whether the change requires Accountability Board approval. SELEP Accountability Board will be made aware of all change requests as part of the LGF update.