

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	
Impact of LGF allocation	
Impact of project delivery timescales	
Impact on project outputs	
Impact on project Value for Money	
Impact on SELEP objectives	

Section D - To be completed by SELEP

LogasNet Number			
SELEP Project Number			
Change Request Number			
Has review of Business Case been completed?			
Change agreed with SELEP:	Choose an item.	Date	Click here to enter a date.
Comment			

SELEP LGF Change Request Template

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	<ul style="list-style-type: none"> - Change to total LGF spend - Change to total cost of a project - Reallocation of LGF
Scope	<ul style="list-style-type: none"> - 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
Outcomes	<ul style="list-style-type: none"> - Change to the expected outcomes agreed in the project Business Case or as reported to Government through LOGAS net return

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.

2. 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.

- (a) *Cancellation of a project that is included in the agreed Local Growth Plan;*
- (b) *Inclusion of a project not included in the agreed Local Growth Plan;*
- (c) *Moving forward of a project previously programmed to start in later years;*
- (d) *Delays to project start or end dates of more than six months;*
- (e) *All changes to LGF allocations above the 10% threshold;*
- (f) *Any re-profiling of LGF between financial years; and*
- (g) *Any changes to total project costs above a 30% or a £500,000 threshold; and*
- (h) *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.*

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.