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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 |  |
| 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  |  |
|  |
| Is Accountability Board approval required?  | Choose an item. |
| **Approved by Accountability Board** | Choose an item. | **Date** | Click here to enter a date. |
| **Comment**  |  |
| **Section E – Government Approval** |
| Date submitted to Government  | Click here to enter a date. |
| Date agreed by Government  | Click here to enter a date. |

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 LOGAS net return
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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 that is included in the agreed Local Growth Plan;*
		2. *Inclusion of a project not included in the agreed Local Growth Plan;*
		3. *Moving forward of a project previously programmed to start in later years;*
		4. *Delays to project start or end dates of more than six months; and*
		5. *Changes to Local Growth Fund project expenditure, or to the agreed core metrics and outcomes, on any single project of more than 10%.*

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.