**Getting Building Fund - Project Change Request Form**

This form must be completed when making a project change to the named projects agreed between the institution and the Department. Where a named project wishes to make changes to its financial and output forecasts this should be done locally between the institution and the area team.

Part A of this form the ‘Project Change Request Form’ should be completed by the institution making the request.

Part B of this form is the Project Change Request Assessment Form. This will only be completed by a member of the Cities and Local Growth Unit.

All changes to a project must be approved by the Cities and Local Growth Unit. There is no automatic right for a change to be approved.

**PROJECT CHANGE REQUEST FORM**

**Institution & Project Information**

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| --- | --- |
| **Name of Institution** | Stoke-on-Trent and Staffordshire LEP |
| **Project Name** | Drakelow Park |
| **Project Number** |  STO GBF 04 |

**Part A: Change Request**

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| --- | --- | --- | --- |
|  | **Current** | **Proposed Change** | **Reason for Change** |
| **Project Name** | Drakelow Park |  |  |
| **Project Summary** | A strategic development in South Derbyshire that will accommodate 2,000 houses and 30ha of employment land. The scheme has transport implications for East Staffordshire and the project delivers a new bypass and river bridge that will facilitate the development. This scheme is also being supporting by the D2N2 LEP.  |  |  |
| **Local Authority Area** | South Derbyshire |  |  |
| **Postcode** | DE15 9UA |  |  |
| **Date works started/expected to start** | September 2021 |  |  |
| **GBF Financial Completion Date** | March 2021 |  |  |
| **Practical Completion Date** | June 2023 |  |  |
| **Budget** |
| **Total Budget** | £22.6m |  |  |
| **Of which GBF**  | SSLEP £5mD2N2 £2.6mTotal GBF £7.6m | SSLEP £0D2N2 £7.6m | SSLEP and D2N2 are both supporting the scheme, although all outputs will be claimed by D2N2. Both LEPs bid for GBF for this scheme.  SSLEP’s allocation is £5m. D2N2 LEP is allocating £2.5m.  Although it is a multi-partner scheme, Derbyshire County Council is the lead organisation as Accountable Body for D2N2 LEP.SSLEP Board and SPMG have flagged the scheme as a RED risk for some time, due the amount of money allocated, the risk of failing to spend by deadline and the lack of visibility of the scheme (D2N2 is the lead LEP).  There was concern that SSLEP will be held accountable for spend, delivery and outputs, when it is out of our control.  Following meetings including representatives of SSLEP and D2N2 (CEOs, S151s and Programme Managers) and BEIS Area Leads for both areas, it was agreed that the solution was to request that the £5m GBF to be de-allocated from SSLEP and re-allocated to D2N2.*(Please see further notes on page 4)* |
| **Of which Local Authority** |  |  |  |
| **Of which other public sector** |  |  |  |
| **Of which Private sector** | £15m(developer) |  |  |
| **Of which Third Sector** |  |  |  |
| **Of which other (inc. in kind)** |  |  |  |
| Outputs |
| **Jobs created** | SSLEP: 0D2N2: 1,500(D2N2 is to claim all outputs) |  | No change – SSLEP has not forecast any outputs from this scheme as all were to be claimed by D2N2, the lead LEP. |
| **Construction Jobs** |  |  |  |
| **Jobs Safeguarded** |  |  |  |
| **Housing units unlocked** |  |  |  |
| **Housing units delivered** | SSLEP: 0D2N2: 2,239(D2N2 is to claim all outputs) |  | No change – SSLEP has not forecast any outputs from this scheme as all were to be claimed by D2N2, the lead LEP. |
| **Sqm commercial floorspace**  |  |  |  |
| **Sqm R&D facilities floorspace** |  |  |  |
| **No of businesses or institutions assisted** |  |  |  |
| **KM roads, cycle ways, walk ways maintained and built** |  |  |  |
| **Sqm new/improved learning / training floorspace** |  |  |  |
| **Number of new learners assisted** |  |  |  |
| **Number of new superfast/ultrafast broadband connections** |  |  |  |
| **Number of new retrofit delivered** |  |  |  |
| **KG of CO2 emissions avoided** |  |  |  |
| **Sqm public realm / green space improved / created** |  |  |  |

**The benefits of de-allocation from SSLEP and re-allocation to D2N2 are:**

* The scheme is de-risked for SSLEP. D2N2 will be solely accountable for the delivery, spend and outputs of the scheme
* If the GBF is not all spent by March, D2N2 can apply freedoms and flexibilities and switch the funding
* It will be much simpler if one LEP controls the spend and the switch funding, especially as the GBF contributions are not proportionate for each LEP.
* Better control for D2N2 to progress the scheme - the combining of funds is about being answerable to one party not two. Increases efficiencies in delivery.
* Reduces decision and approval times if one LEP delivers the scheme

**Key considerations to be included in a written legal assurance between the two Accountable Bodies would include:**

* **Reporting:** SSLEP would require regular updates to ensure that we remain sighted on this scheme, as a co-investor:
	+ Quarterly Briefing paper - progress report to inform Board/SPMG of progress; report significant risk/issues as they arise. (D2N2 will formally report direct to BEIS)
	+ Continuous involvement: SSLEP to retain continued oversight through:
		- CEO or the chair of SSLEP ‘s SPMG has a standing invite to attend any contractor briefing or attend the D2N2 SPMG meetings when Drakelow is discussed.
		- Should any concern be raised the SSLEP S151 officer has the right to review the finances
		- Involved in contractual review meetings should we wish to be.
* **Clawback** – if the scheme fails or underspends in any way, BEIS have  advised that the opposite process could be applied to revert the funding back from D2N2 to SSLEP so that SSLEP would be able to spend it on other priorities.
* **Inclusion of a longstop date of April 2024** (the current forecast scheme opening date is Q1 2023) to ensure that the scheme has been fully completed and funds are not held in reserve indefinitely. If the scheme is incomplete by April 2024, SSLEP will review progress, current risks and likelihood of completion.
* **Purpose/restriction**: the de-allocated/re-allocated GBF grant is only to be used for the purpose for which it is being allocated and no portion of it is to be transferred for any other use.
* **Publicity**: That SSLEP remains cited as a co-investor in the project publicly, recognised for the work done in supporting realisation of this long-standing ambition

**APPENDICES:**

* Letter of support from SSLEP CEO
* Letter of support from Staffordshire County Council S151
* Letter of support from D2N2 CEO
* Letter of support from Derbyshire County Council

**PART B: PROJECT CHANGE REQUEST ASSESSMENT FORM**

**To be completed by a member of the Cities and Local Growth Unit**

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| **1. Area Team contact details**  |
| Name of Area Lead  |  |
| Date change request received  | DD/MM/YYYY |

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| **2. Assessment of Proposed Changes** |
| Please provide comment on your assessment of the project changes. This should include an assessment on deliverability as per the guidance.  |
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| --- | --- |
| **Area Team comments provided by** |  |
| **Date** | DD/MM/YY |

|  |  |
| --- | --- |
| **Central Team comments provided by** |  |
| **Date** | DD/MM/YY |