

Local Growth Fund Project Change Request for March Adult Education Centre

To: Business Board

Meeting Date: 12 January 2021

Public report: Yes

Lead Member: Chair of the Business Board, Austen Adams

From: Director of Business & Skills, John T Hill

Key decision: No

Recommendations: The Business Board is requested to:

Recommend that the Combined Authority approve the Project Change Request for the Cambridgeshire Skills March Adult Education Project.

1. Purpose

- 1.1 This paper presents to the Business Board a Local Growth Fund (LGF) project change request from Cambridgeshire Skills in respect of the March Adult Education Project and seeks recommendation to the Combined Authority to approve this request.

2. Background

- 2.1 The LGF team have received a project change request from Cambridgeshire Skills (Cambridgeshire County Council) in respect of the Adult Education Centre Project in March, Fenland. This change request has been reviewed by the Director of Business & Skills and the Business Board's Section 73 Officer.
- 2.2 The project is the refurbishment of buildings and expansion of adult skills delivery at Cambridgeshire Skills site in March town and they have requested an extension to their funding period from 31 March 2021 to 30 April 2021, due to delays in running their procurement for a contractor to deliver the works, mainly caused by current COVID impacts.
- 2.3 While this request will extend the final project spend beyond the March 2021 LGF endpoint, the alternative is to defund an in-progress project due to project delays caused by factors which were beyond their control with impacts that were difficult to mitigate against and with little to no chance of the funding being re-allocated and spent before the LGF endpoint, which would not be proportionate nor value for money. As per confirmation from Cities and Local Growth Unit, contained in LGF 2020-21 Payment letter dated 3rd June 2020, the CPCA will use its funding flexibilities to ensure there is no impact on the wider LGF programme while granting this extension.
- 2.4 The March Adult Education Centre Project was recommended by Business Board on 27th January 2020 and approved by Combined Authority Board on 29th January 2020, then Cambridgeshire Skills (Cambridgeshire County Council) signed their LGF Grant Funding Agreement on 5th June 2020.
- 2.5 The Business Board is asked to recommend that the Combined Authority Board approve the project change request for Cambridgeshire Skills March Adult Education Centre Project. The project change request form is attached at Appendix 1.

Significant Implications

3. Financial Implications

- 3.1 There are no financial implications beyond those identified in the report.

4. Legal Implications

- 4.1 The Business Board is responsible for programme direction of Local Growth Funds. The Combined Authority, as the Accountable Body, maintains the legal agreements with project delivery bodies. Project change requests, of this nature must be approved by the Combined Authority.

5. Other Significant Implications

5.1 None

6. Appendices

6.1 Appendix 1 – LGF Project Change Request Form – March Adult Education Centre

7. Background Papers

7.1 Local Growth Fund Documents, Investment Prospectus, guidance and application forms,
<https://cambridgeshirepeterborough-ca.gov.uk/business-board/growth-funds/>
72 Market Street, Ely, Cambridgeshire CB7 4LS

7.2 Business Board paper recommending CA Board approval of the LGF to March Adult
Education Centre Project
[Business Board 27 Jan 2020 item 2.2](#)
72 Market Street, Ely, Cambridgeshire CB7 4LS



Project Change Request Form

This document should be used to seek approval to change one or more of the agreed parameters of the project e.g. budget, deadlines.

It can also be used for changes that have already happened or that are already within planned work that will mean the project falls outside of the agreed tolerances ("slippage"). For example, if additional or reduced finances is required, a change request should be completed.

The Change Request will be considered in line with the agreed parameters and delegations and may need to be referred to the Combined Authority Board, depending on the level of change being requested. The change should not be implemented until Project Board/CPCA approval is obtained.

Please ensure a copy Project Change Request form is saved down in the project folder on SharePoint and that changes are recorded on the project highlight reports.

Details of change request	
Project Name	Date of change request
March Community Centre-refurbishment project	4 th January 2021
Project Manager	Project Director
Clive Dodd	
Background	
Development of four workshops and three additional classrooms at March centre for the delivery of education and training for adults.	
Reason for change	
Following delays caused by Covid and Health issues, CCC released the tender for the refurbishment project on Friday 18th December 2020. Due to Covid and the Christmas shutdown, CCC have already been requested by four contractors to allow an extra 2 weeks in the tender period, which CCC have agreed to, resulting in the tender return date being delayed to 22nd January 2021. This means the start on site date will now not commence before 15th February 2021.	
Other options considered	
To avoid exposing CCC to the financial risk there are two options 1] Do not commence the project As the area will benefit greatly from the education resources refurbishment, this option is not viable. 2] Request an extension to the funding deadline.	
Costs of implementing the change	
There are no cost implications for implementing this change request, the funding remains the same in terms of allocation, it is just the spend profile that will change. The end date for the project will now be the end of April 2021. This is within the first quarter of the 2021/22 financial year which is an allowable extension to complete the spend utilising funding flexibilities through the Combined Authority and its Local Authority Partners as already confirmed permissible by the Cities and Local Growth Unit in the LGF 2020-21 payment award letter dated 3 rd June 2020	



Risk of implementing the change

The risk associated with implementing the change is minimal, BEIS confirmed on 15th January 2020 that spend of the LGF into the next financial year is allowed via capital swaps across other funded projects within the Combined Authority and its Local Authority Partners.

Decisions/approval for change

Business Board decision

Name of Director:	
Decision:	
Date of Decision:	