

SCHEME / PROJECT NAME : High Street Catalyst Fund
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ORIGINATION DATE:	04 November 2021
REFERENCE:	B&NES Vacant Unit Action Project
AUTHOR:	Anthony Elliott

CHANGE CATEGORY:

*Please select one or more, as appropriate, from list below: [Please **do not** amend the categories listed below]*

This change request relates to:

- **Cost:** change request relating to eligible cost headings, total cost.
- **Spend profile:** change request relating to spend profile.
- **Scope:** change request relating to scale, nature, focus and scope of scheme.

DESCRIPTION AND CAUSE OF CHANGE:

Please provide a detailed description of the change(s).

- Reallocation of B&NES Vacant Unit Action Project, to Love Our High Streets Bath City Centre High Street Renewal Project.
- To include Phase 1 (total £245,000) and Phase 2 (total £255,000)
- This change follows discussions with WECA Head of Grant Assurance, WECA Director of Business and Skills, and Unitary Authority Business and Skills Directors in September 2021, outlining the intended approach to integrate this project, into the Love Our High Streets Bath City Centre High Street Renewal Project.

Please explain the reasons necessitating the change(s) eg if there is delay to the achievement of a milestone why has this occurred.

- Opportunity to align projects and streamline management of the Combined Authority's interface with B&NES on High Street Renewal activity
- The Vacant Unit Action Project and Bath City Centre High Street Renewal Project work towards the same logic model and monitoring and evaluation plan. This allows for the integration of this work into the larger Love Our High Streets project.

CONSEQUENCE OF THE CHANGE (including overall cost, spend profile, milestones, scope, benefits):

Change Request Form

December 2021

Describe in detail the consequence(s) of the proposed change(s), particularly in relation to overall cost, spend profile, milestones, scope and benefits. Please clearly present the difference between the current and proposed position. See examples below, use as applicable.

	20/21 Eg LGF	21/22 Eg LGF	22/23 Eg LGF	Total	Total Match Funding	Jobs/Benefits
B&NES (Phase 1) Current	8,082.63	159,027.36	77,890.01	245,000	11,000	n/a – benefits will still be achieved
B&NES (Phase 2) Current		35,000	220,000	255,000	48,900	n/a
<i>Total B&NES Current</i>	<i>8,082.63</i>	<i>194,027.36</i>	<i>297,890.01</i>	<i>500,000</i>	<i>59,900</i>	
<i>Change</i>	<i>(8,082.63)</i>	<i>(194,027.36)</i>	<i>(297,890.01)</i>	<i>(500,000)</i>	<i>(59,900)</i>	<i>n/a</i>
B&NES Proposed	0	0	0	0	0	n/a
HS Catalyst fund Current (Phase 1)	8,082.63	574,027.36	227,890.01	810,000	64,000	n/a
HS Catalyst fund Current (Phase 2)	0	35,000	220,000	255,000	48,900	n/a
Total HS Catalyst fund Current	8,802.63	609,027.36	447,890.01	1,065,000	112,900	n/a
<i>Change</i>	<i>(8,082.63)</i>	<i>(194,027.36)</i>	<i>(297,890.01)</i>	<i>(500,000)</i>	<i>(59,900)</i>	<i>n/a</i>
Total HS Catalyst fund Proposed	0	415,000	150,000	565,000	53,000	n/a
Remaining Unallocated Funds:			435,000			

HIGH STREET CATALYST FUND PHASE 1 MILESTONE COMPLETION DATES	Baseline	Proposed Change	Delay (by Months)
Phase 1 Feasibility & Development Funding Agreement	Jan 21	none	n/a
Initiation of all Phase 1 Activities commenced	Feb 21	none	n/a
Initial Review of Phase 1	Mar 21	none	n/a
Follow up Review of Phase 1, Decision on Phase 2 Timescales	Jun 21	none	n/a
Decision on Phase 2 Timescales	Jun21	none	n/a
Commence Phase 2 Activities	TBC	none	n/a
Mid Point Project Review	TBC	none	n/a
Completion of Projects	Mar 23	none	n/a

VACANT UNIT ACTION PROJECT MILESTONE COMPLETION DATES	Baseline	Proposed Change	Delay (by Months)
Project 1: Temple Street/Riverside Vacant Unit re-use project, Keynsham – Final RIBA Designs Issued	March 22	Transferred to LOHS Project	n/a
Project 2: Made in Bath' Meanwhile Use Retail Pop-ups – Meanwhile Use Fit Out	May 22	As above	n/a
Project 3: Artist Maker Space Pilot with Bath Spa University, Bath - Launch	May 22	As above	n/a
Project 4: Make Space Midsomer Norton – Launch	March 22	As above	n/a
All Projects Completed	March 23	As above	n/a

As a result of this change, governance of the Vacant Unit Action Project will no longer be with the WECA Director of Business and Skills, who oversees the High Street Catalyst Fund.

To mitigate this impact, Business and Skills directors will continue to be informed through relevant updates and consultation via B&NES Director of Business and Skills, and the Combined Authority's lead for Love Our High Streets projects.

ALTERNATIVE OPTIONS:

Please provide up to three alternatives that could be implemented instead of the proposed change. For each alternative, identify areas likely to be impacted by the change, and the potential benefits and adverse effects for each. State the reason(s) for rejection of each alternative option.

Do nothing

Phase 2 of the Vacant Unit Action Project remains part of the High Street Catalyst Fund. As a result, multiple discussions and grant management for high street renewal projects being delivered by B&NES remain. Opportunity to strengthen projects and streamline overheads and programme management are missed.

PROPOSED OPTION:**Integration of Vacant Unit Action Project with Love Our High Streets Bath City Centre High Street Renewal Project**

This option will result in streamlined and more effective delivery of High Street renewal grant funding to B&NES. Reporting of the impact these projects will be more coherent. There will be reduced resource requirements to oversee two separate projects.

If the proposed change is not implemented, there will be a continued resource requirement to oversee the Vacant Unit Action Project, there will be an additional reporting requirement, and the opportunity for this project to work alongside and strengthen the aims and outcomes of the Bath City Centre High Street Renewal Project may be lost.

FUTURE MITIGATION AND LEARNING POINTS:


Describe future preventative actions and learning points that will be implemented to reduce the likelihood and/or impact of the proposed or other related change(s).

The Combined Authority is working towards a more strategic approach to High Street renewal across the region as part of the Recovery Fund Phase 2, which includes an additional £3m funding to support High Streets. As part of this, consideration will be given to how the portfolio of High Streets projects supported by the Combined Authority are organised.

s151 / Chief Finance Officer Approval

(required for costs changes: spend profile changes across financial years and increases in project cost)

I confirm the project continues to deliver good value for money in the use of public resources, that being the suitability and effectiveness of the project as well as the economic growth and wider societal outcomes achieved in return for the public resources received.

Name: Andy Rothery	Signed: * 
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**Note: where WECA is the promoting body this should be signed by the appropriate Director or Head of Service*