

**Request for Use of Delegated Authority from the  
Black Country Executive Joint Committee  
By the Chair of the Working Group**

**Section A – Project Details**

<b>Project Name</b>	PTP – IT Academy
<b>Organisation</b>	Performance Trough People (PTP) Walsall
<b>Officer Requesting Use of Delegated Authority</b>	Rachel Goodwin BCLEP Programme Office
<b>Responsible Director and Title (inc Local Authority)</b>	Simon Neilson Executive Director, Regeneration Walsall Council
<b>Why is Delegated Authority being requested (delete as applicable)?</b>	A. Small value project B. Project to commence prior to the next BCJC meeting C. Project meets urgent need to utilise under-spend
<b>If A is selected, please explain why this project cannot follow standard the BCJC approval process</b>	
<b>SEP Priority Number:</b>	SEPP20
<b>LGF allocated by LEP Board</b>	£40,000
<b>Date of LEP Board endorsement</b>	25/01/2016
<b>Anticipated start date</b>	01/02/2016
<b>Outcomes</b>	JOBS: 2 BUSINESS ASSISTS:145 LEARNER ASSISTS:146
<b>BCJC meeting date for ratification</b>	09/03/2016

**Section B - Consultation**

<b>Officers</b>	<b>Consulted -</b>	<b>Date(s)</b>	<b>Consultee Signature</b>
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	Who	consulted	
(a) BCC	Chief Executive	27/01/2016	<i>Sarah Middleton</i>
(b) Finance	Section 151 Officer	4.2.16	<i>[Signature]</i>
(c) BCJC	BCJC Chair	4.2.16	<i>[Signature]</i>
(d) Sponsoring Working Group Member		9/2/16	<i>[Signature]</i>

**Consultee Comments:**

**Approvals**

	Comments	Signature	Date
Chair of Working Group		<i>[Signature]</i>	1/2/16

- All requests for use of Delegated Authority must be accompanied by a copy of this form, with Section A completed.
- The Chair of the Working Group is responsible for consultation with the Chief Executive of the Black Country Consortium, the Chair of the Joint Committee and Sponsoring Working Group member.
- The request form must be copied to the BCJC Programme Manager and Programme Management Officer. It is the responsibility of the Programme Manager (or appropriate nominated officer) to ensure any decisions taken by Delegated Authority are included on the agenda of the subsequent BCJC meeting. Should any changes be made to the project which alter the information in Section A above before the report appears in final form to the Joint Committee then the Consultees above must be informed prior to the decision being taken by the Joint Committee.
- The Request for Use of Delegated Authority must make it clear that consultees have responded (putting "no comments" is misinterpreted). If you have not received comments say "not received".
- This Request for Use of Delegated Authority template should be not be amended. If any amendments are made to the project which requires the

**re-consultation of colleagues, this must be reflected in the form when submitted at the final stage.**

- **If electronic signatures are used, the accompanying email which confirms approval and supports its use must be attached when the form is returned to the Chair of the Working Group for approval.**
- **The Request for Use of Delegated Authority must be returned fully completed to the Programme Manager, Walsall Council before any due diligence or grant award can commence.**

