

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

Section A – Project Details

Project Name	InComm Phase 2
Organisation	InComm Training
Officer Requesting Use of Delegated Authority	Rachel Goodwin / Paul Mellon
Responsible Director and Title (inc Local Authority)	Simon Neilson, Executive Director for Economy and Environment
Why is Delegated Authority being requested (delete as applicable)?	B. Project to commence prior to the next BCJC meeting
If A is selected, please explain why this project cannot follow standard the BCJC approval process	N/A
SEP Priority Number:	SEPP11
LGF allocated by LEP Board	£76,000
Date of LEP Board approval	14/07/2015
Anticipated start date	Project requires purchase of machinery. Orders will be placed with supplier as soon as Grant Agreement is in place. Time critical as purchase of equipment to be completed in time for the August 2015 intake.
Outcomes	JOB: 1 HOUSES: BUSINESS ASSISTS: LEARNER ASSISTS: APPRENTICESHIPS: 50 apprenticeships per annum (300 apprenticeships started during LGF

	Programme)
BCJC meeting date for ratification	05/08/2015

Section B - Consultation

Officers	Consulted - Who	Date(s) consulted	Date approval received by Consultees
(a) BCC	Chief Executive	01/07/2015	<i>Sarah Middleton</i>
(b) Finance	Section 151 Officer	27.07.2015	<i>[Signature]</i>
(c) BCJC	BCJC Chair	24.07.2015	<i>Darren C. Cooper.</i>
(d) Sponsoring Working Group Member	N/A – this is Simon Neilson		

Comments:

Approvals

	Comments	Signature	Date
Chair of Working Group		<i>[Signature]</i>	<i>5/7/15</i>

- 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.**
- **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.**

