

Historic England

Please also note that we reserve the right to publish details of the project on our website.

Pete Arnold, Business Manager Midlands will act as your Nominated Contact for this project and will be able to assist with any queries you might have concerning this offer.

If you would like to accept this offer, please sign the enclosed Acceptance Form and return it to me within one month of the date of this letter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Clive Fletcher', with a stylized flourish at the end.

Clive Fletcher

Principle Advisor, Historic Places

E-mail: clive.fletcher@HistoricEngland.org.uk



reduction in the funding. We will not normally be prepared to roll forward any unspent portion of the funding from one financial year to the next.

You will need to confirm the estimated eligible costs for subsequent financial years by 31 March each year. Any changes to the eligible costs confirmed in this letter will need to be agreed in writing with Historic England before any payment is made.

In order to monitor your progress during the project, we will need you to provide (in each financial year of the project):

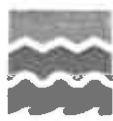
- A mid-year report setting out what you have achieved to date against the Approved Purposes for the financial year. This should be submitted by 31 December.
- An end of year report setting out what you have achieved against the Approved Purposes for the financial year. This will enable us to review your performance in order to make any necessary adjustments and to agree the basis for the following year's activity (if applicable). This report should be submitted by 28 February with your claim for the next year.
- A copy of your organisation's annual report and accounts for each of the years covered by the Term, clearly identifying expenditure on the Approved Purposes and the amount and purpose of the Funding, to be submitted within six months of the end of your organisation's financial year; and
- A completed Auditor's Certificate for each of the years covered by the Term, confirming that the Funding received was spent on the Approved Purposes, to be submitted within six months of the end of your organisation's financial year.

In order to evaluate the project, we require a final report setting out what you have achieved in relation to the Approved Purposes during the Term. This must be submitted within three months of completion.

All reports should explain in quantitative and qualitative terms how you have performed against the Approved Purposes, including any specific targets or special conditions agreed with Historic England.

We expect you to acknowledge the award of the Funding. Details as to what form this acknowledgement should take can be found on our website at:

<http://HistoricEngland.org.uk/professional/funding/grants/acknowledging-your-grants>.



9. Historic England to attend an initial meeting with the responsible officer in the Council to jointly brief the post holder.
10. Historic England, the post holder and their line manager will participate in regular liaison meetings, throughout the Term.
11. Funding for years 2 and 3 is offered in principle and subject to Historic England signing off an annual progress report and revised forward job plan for the project manager

You must ensure, and be able to demonstrate, that value for money has been achieved in the procurement of any goods or services undertaken with the Funding. This includes carrying out a competitive tendering process where any capital assets are purchased or improved (and this must be in written form if the contract is greater than £10,000 in cost). Full details on current procurement regulations can be found on the Historic England website at:

<http://HistoricEngland.org.uk/professional/funding/grants/procurement-regulations>.

Payment of the Funding will be released as follows: £21,596 on receipt of signed acceptance, £21,812 on receipt of Year 2 claim, £22,030 on receipt of Year 3 claim, subject to satisfactory delivery of the agreed objectives. Payments must be claimed using the enclosed Claim Form. The Claim Form must include a statement of income and expenditure in relation to the Approved Purposes and must clearly identify any in-kind or volunteer contributions. Payments may be made in advance, subject to satisfactory delivery of the agreed objectives.

Funding is allocated by financial years as follows:

- up to £21,596 in 2019/20 @ 60% of the eligible costs (to be paid in 19/20);
- up to £21,812 in 2020/21 @ 60% of the eligible costs (to be paid in 20/21);
- up to £22,030 in 2021/22 @ 60% of the eligible costs (to be paid in 21/22);

making a total of up to £65,438. We will use these percentages to calculate payments. Should the costs of the Approved Purposes in any financial year prove to be more than anticipated, we will not normally be prepared to consider an increase in funding. Should the costs of the Approved Purposes in any financial year prove to be less than anticipated, we will pay at the stated percentage; thereby making a proportional



anticipate any change to the project timetable, you should notify us immediately. You should plan for the fact that the Funding will expire at the end of the Term. Any further funding will need to be the subject of a separate application and cannot be guaranteed.

The Funding is conditional on your organisation's formal acceptance of the terms and conditions set out in this letter, including the attached Schedule of Conditions and the following special conditions:

1. All matters relating to employment or staff, including employer's statutory liabilities are to be the responsibility of the Recipient.
2. Any variations in the terms of employment relating to the agreed job description, must be agreed in advance with Historic England.
3. Should the post fall vacant during the period in question, Historic England are to approve the advertisement for the appointment of any successor, and an Historic England representative is entitled to participate in the shortlisting of such applicants for interview and to sit on the interview panel. The name of the officer appointed and date of appointment are to be confirmed in writing to Historic England once they are known. A copy of the appointee's contract shall be provided to Historic England on request.
4. Annual work programmes and any form of performance targets and standards related to the post must be agreed with Historic England.
5. Quarterly written updates must be provided by Programme Manager to HE on progress against work programme on the template provided.
6. Historic England will feed in to annual performance review of post each year following meeting with Programme Manager.
7. The continued employment of the individual post holder will be subject to satisfactory performance judged against the agreed targets and standards, and subject to the Recipient's established rules for the employment and discipline of staff.
8. If the cost of the post increases beyond the scope of the offer, Historic England is under no obligation to increase the funding. You must inform Historic England as soon as additional costs become apparent. An increase in funding will only be considered in exceptional circumstances.



Offer Letter

Nigel Turpin
Heritage and Urban Design Manager
Nottingham City Council
Loxley House
Station Street
Nottingham
NG2 3NG

Direct dial: 01604 735 447

Our ref: PRP6894

Date: 3rd September 2019

Dear Mr Turpin

Funding For Capacity Building

Heritage Strategy Officer, Nottingham City Council

Thank you for your application under the Funding for Capacity Building programme. We have now completed our assessment. On behalf of Historic England, I am pleased to offer a second round of funding towards the costs of the above project and to invite you to sign the enclosed funding agreement.

We are willing to provide up to £65,438 ('the Funding') under this programme to Nottingham City Council ('the Recipient') towards the costs of the Heritage Strategy Officer ('the Approved Purposes') as set out in your application dated 19 March 2019. These costs will form the basis of the funding agreement as the eligible costs.

We have summarised the heritage outcomes of your project as follows:

- Continuation of the Heritage Strategy Post at Nottingham City Council to enable the effective delivery of the HAZ
- This offer covers activities designed to deliver the Approved Purposes which will take place in the period 1 October 2019 to 31 March 2022 ('the Term'). If these activities are not carried out or completed within the Term, Historic England may withdraw this offer, recover any payment made and/or withhold further payment. If you