



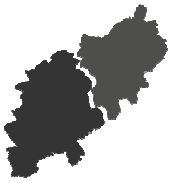
Change Request Form

Document Type	Change Request Form
Programme Name:	Corporate Programme
Audience for this document	
Programme Board, Programme Manager – Day 1 Assurance, Programme Implementation Board	
Purpose of this document	
<p>The Change Request Form is a form used to submit a request for a change within the Programme. All changes to scope should be documented on a Change Request Form, and authorised by the Programme Board, Programme Manager – Day 1 Assurance, Programme Implementation Board and relevant stakeholders. The Change Request Form should be used alongside the Change Request Log to track progress (template available).</p>	

Version History			
Date	Version	Author	Brief Comments on Changes
07.10.20	0.1	E Conway	First draft

Distribution (For Information, Review or Approval)	
Name	Resp (1)
Programme Manager – Day 1 Assurance	A
Corporate Programme Board	A

(1) Responsibility: R=Review, A=Approval, I=Information



Document Approval	
Date	Who
	Programme Manager – Day 1 Assurance

1. Description of Requested Change

Opus recruitment agency is currently used by NCC through a partnership agreement which provides agency staff at a reduced commission rate. The current set up is a Limited Company arrangement under Teckal, with Opus (Suffolk CC) owning 52% of the company and NCC, MKC and CCC each owing 16% respectively. With the move to the two new unitary authorities, the 16% share of NCC will be transferred to the North and West.

2. Purpose of Request

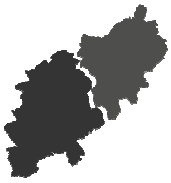
The request is to add Opus as a **provider** of a service (yellow) via the lead authority model, to both the North and West blue prints.

If approved, there will be a further paper drafted detailing the next steps; for example the services agreement and shareholder agreements will need to be re-drafted in line with the new arrangements for 1st April 2021. Non-executive board members for North and West will also be required to sit on the board alongside other shareholders; traditionally this has been at officer level, such as an HR Director or Section 151.

3. Likely Impact of Requested Change

This will mean that reduced contracting agency rates will be available to the North and West authorities, and the NCC Shareholding will be transferred to the new authorities. There will be a minimal impact to an officers time to attend the board meetings.

4. Impact of *not* implementing Requested Change



If OPUS is not used, there is a risk that much higher agency fees are paid per individual which would mean additional costs to the services that frequently use this type of resource to support their service delivery. Previous analysis indicated that NCC saved a money across all service areas using agency staff which has reduced the overall revenue spend.

5. Additional costs of implementing Requested Change

Capital Costs	
Revenue Costs	
Benefit Costs	

6. Additional Benefits