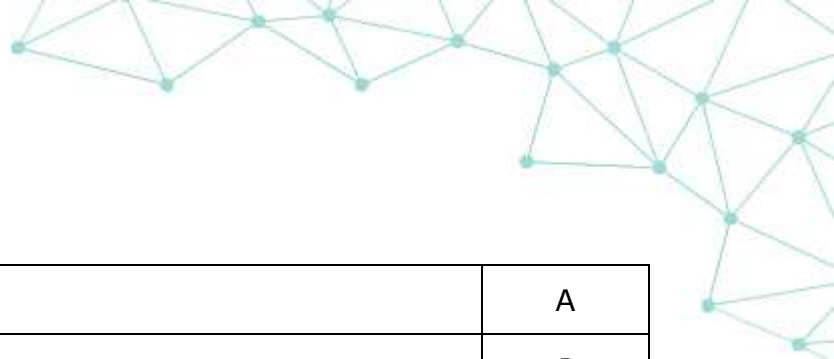
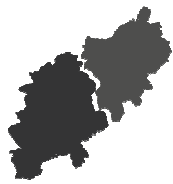


### Change Request Form

<b>Document Type</b>	Change Request Form
<b>Programme Name:</b>	CFN Education
<b>Audience for this document</b>	
Programme Board, Programme Manager – Day 1 Assurance, Programme Implementation Board	
<b>Purpose of this document</b>	
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, Joint Implementation Board and relevant stakeholders. The Change Request Form should be used alongside the Change Request Log to track progress (template available).	

<b>Version History</b>			
<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Brief Comments on Changes</b>
18/12/2020	V0.1	K Parsons	Creation
21/12/21	V0.2	L Cundall	Amendments
21/12/21	V0.3	Cathi Hadley	Amends/authorised
21/12/21	V0.4	Lisa Hyde	Comments
21/12/21	V0.5	L Cundall	Amends following comments from L Hyde

<b>Distribution (For Information, Review or Approval)</b>	
<b>Name</b>	<b>Resp <sup>(1)</sup></b>
Programme Manager – Day 1 Assurance	A
Cathi Hadley – DCS	A



Theresa Grant – Chief Executive	A
PMO	I
Joint Implimentation Board	A
Joint Implementation Executive	A

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

Document Approval	
Date	Who
21/12/20	Cathi Hadley

### 1. Description of Requested Change

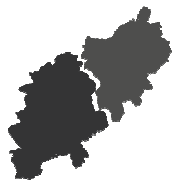
To make an addition to the original blue print for the Education sector by adding an Education Commissioning and Sufficiency department to both the North and West authorities. As well as the creation of two additional managerial posts across the two unitaries.

As a direct result of the formation of the Children’s Trust, the Education Service has been left without any Commissioning and Sufficiency resource, as all current provision for this service area has transferred to the Trust.

Prior to the formation of the Children’s Trust the Education team shared Commissioning and Sufficiency resource within the Children’s Service. Previously, Education resource had been moved into the Children’s Commissioning and Sufficiency team to streamline services and share best practice.

The initial blueprints did not show this requirement, at the time of the creation of the blueprint the resource allocation of the team and the full remit of the Intelligent Client Function (ICF) had not been defined.

The two new departments are required to support and manage the contracts within Learning Skills and Education (LSE), and to ensure placements and High Needs Funding requirements are met within the Designated School Grant (DSG) allocation for this area. (This grant is paid in support of the local authority’s schools budget. It is the main source of income for the schools budget. Local authorities are responsible for determining the split of the grant between central expenditure and the individual schools budget (ISB) in conjunction with local schools forums. Local authorities



are responsible for allocating the ISB to individual schools in accordance with their local schools funding formula.)

They will be responsible for commissioning education packages and placements for children with Education Health and Care Plans (EHCP) and Special Educational Needs (SEN)(1200), children with sensory impairment (SIS)and children excluded from mainstream education (approx. 370 at any one time). There are already significant pressures on the DSG funding, and these will only increase with population growth and socio-economic environment likely to be very challenging in the next few years.

## 2. Purpose of Request

Following change control requirement this report seeks to formally approve the change to the agreed blueprint of the North Northamptonshire and West Northamptonshire Structure via the Joint Implementation Board.

## 3. Likely Impact of Requested Change

The impact of implementing the change will be a cost of £274,000 per annum. However, the budget for these new posts has already been agreed for 20/21, and accounted for within the 500K confirmed budget for structural changes within this service area.

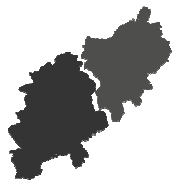
The positive impact of the change will be the management and control over the budget and contracts in this service area. Costs can be stabilised and DSG allocations meet (ensuring that spend remains within the previously agreed allocation of DSG as agreed by the Schools Forum).

Having a dedicated team will enable us to develop the market in a way which meets the needs of our children, maintain value for money provision in the county and actively negotiate the cost of packages and placements.

The current model of provision is no longer meeting the emerging needs of our children and this team will engage with the Department for Education and Education and Skills Funding Agency to ensure that the right type of provision is commissioned in the right place, and that we are prepared for emerging need.

## 4. Impact of *not* implementing Requested Change

Education Service having no dedicated resource or control, so a continuing trend of overspend against the allocated DSG and High Needs budget.



A skills and knowledge gap for this service area as all current resource has moved to the Trust, and no dedicated resource is currently available to manage the budget.

A large contract and placement register not being properly managed as no provision within the department to write and negotiate terms and conditions for contracts and placements, including formal processes to quality check and evaluate performance.

No dedicated resource to complete contract / placement renewals, whilst considering value for money and quality of provision.

Underperforming provision for this cohort of children as no independent challenge or future planning.

Service unable to meet the corporate requirements as no owner or expertise in this field.

No future proofing in an area where we can drive down high expenditure and negotiate value for money with our contractors / providers.

<b>5. Additional costs of implementing Requested Change</b>	
Capital Costs	0
Revenue Costs	£274,000 per annum (initial allocation agreed)
Benefit Costs	

**\*\*These costs sit within the £500K allocation available to disaggregate the Education Services**

**6. Additional Benefits**

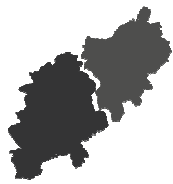
A specialist team that will monitor and control cost within this high expenditure area.

A dedicated team to improve relationship and partnerships with external contractors allowing scope to negotiate and drive down future costs.

Confidence for the service that we are utilising our funds to get the best value for money for this cohort of children whilst meeting their requirements.

Specialists in this field to offer advice and guidance to the LSE teams through continuous knowledge sharing and training. Including potential linked up learning and collaboration with the Childrens Trust so previous skills are not lost.

A specialised service that can provide honest, accurate and unbiased views in quality and assurance assessment.



## FUTURE NORTHANTS



Competitive and active tendering service, so current service managers can have confidence the process has been completed to legal standards whilst also offering value for money, choice and competition.

Resource available to link up with other sufficiency and commissioning teams across both organisations to look at efficiencies and saving opportunities.

Management can have confidence that they are fully informed and build contingency into the Service areas.

Joint working between all partners to achieve the best outcomes for children with SEND, SIS, High Needs and EHC plans.

Opportunity for innovation, as the team will have the skills to review including accurate benefit realisation of projects and tenders, whilst considering payment by results (PbR) models.

Joined up learning across the county and with other LA's, through SEND commissioning boards, reviewing policy and giving access to intelligent analysis, knowledge and experience.