



### Change Request Form

<b>Document Type</b>	Change Request Form – School Swim Service
<b>Programme Name:</b>	Place North and West
<b>Audience for this document</b>	
Programme Manager – Day 1 Assurance, Joint 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>
20/01/21	0.01	N.Byrom	Initial draft

<b>Distribution (For Information, Review or Approval)</b>	
<b>Name</b>	<b>Resp (1)</b>
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Kerry Purnell – Assistant Director, NCC	
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Jane Carr – Transformation Director West Northants	
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(1) Responsibility: R=Review, A=Approval, I=Information

Document Approval	
Date	

**1. Description of Requested Change**

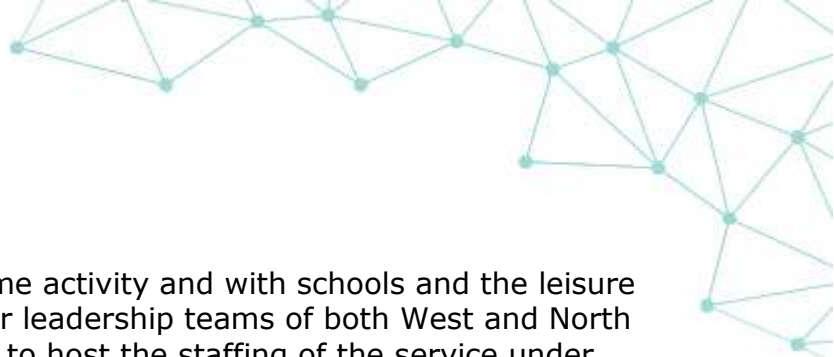
It has recently been identified that there was no disaggregation treatment identified for the Schools Swim Service in either the West or North Blue Prints. Following discussions with the Chief Executives for West and North Northants and the service management the following treatment is recommended.

**Schools Swim Service to be hosted > 12 months in the North** rather than Disaggregating as per other services in the Blueprints. With COVID causing significant impact on the ability to each authority to reactivate sports and leisure related services, the intention is that those NCC staff who work in this service will be transferred to the North Northants Unitary Authority but the day to day operational management of this function and staff will be provided as part of package of sport and leisure services provided by NSport back to the two Unitaries.

The North will maintain the relationship management of NSport (a standalone company for period of hosting. In the future the two authorities may choose to revert to individual arrangements for the NSport relationship management. This is a change from that set out in the Blueprints for West and North where this element originally sat under Corporate Services in the new senior management structures.

**2. Purpose of Request**

The School Swim Service was missed from the detailed level of the West and North Blueprints. The service provision is overseen by NSport the separate but locally owned entity for a variety of local authority sport and leisure services in the county.



Much of the work is seasonal, term time activity and with schools and the leisure sector closed due to COVID, the senior leadership teams of both West and North Unitaries accepted a recommendation to host the staffing of the service under North Northants.

The situation will be kept under review as COVID restrictions are lifted in the future but it was felt that a longer than 12 month scenario for hosting would be required to ensure that there would be some sort of normality back in the service before management consider how to disaggregate the service permanently in due course. This is unlikely to be a priority over 21/22 and by delaying the disaggregation some of the leisure contracts in North Northants will require recommissioning so this timeframe fits well with potential changes to service providers etc in future years.

### 3. Likely Impact of Requested Change

None

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

Not implementing the change would then require both the West and North Unitaries to disaggregate the 3.6 FTEs across both authorities and find suitable line management arrangements for both services. With the sport and leisure sector in lockdown as part of COVID restrictions it is not viewed as an appropriate juncture to ensure line management of the swim service

### 5. Additional costs of implementing Requested Change

Capital Costs	Nil
Revenue Costs	Nil
Benefit Costs	Nil

### 6. Additional Benefits