

Change Request Form

Document Type	Change Request Form
Programme Name:	Day 1 Programme
Audience for this document	
Programme Board, Programme Manager – Day 1 Assurance, Programme Implementation Board, Joint Implementation Executive, Shadow Executive	
Purpose of this document	
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).	

Version History			
Date	Version	Author	Brief Comments on Changes
28 th Oct 20	v1.0	Day 1 Programme Manager	First draft of this Change Request
29 th Oct 20	V1.1	Day 1 Programme Manager	All document approvals included

Distribution (For Information, Review or Approval)	
Name	Resp (1)
Programme Manager – Day 1 Assurance	A
Director of Transformation – North	A
Director of Transformation – West	A
CEO Lead for Day 1 Assurance	R

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

Document Approval	
Date	Who
28 th Oct 20	Programme Manager – Day 1 Assurance
29 th Oct 20	CEO Lead for Day 1 Assurance (Reviewed)
29 th Oct 20	Director of Transformation – North
29 th Oct 20	Director of Transformation – West

1. Description of Requested Change

The following functions to be changed on the North Unitary blueprint:

Function	Current treatment	Revised treatment
Adults brokerage	Hosted < 12 months - Receiver	Disaggregated
Adults commissioning	Hosted < 12 months - Receiver	Disaggregated
Adults safeguarding	Hosted < 12 months - Provider	Disaggregated
Public Health Management, Commissioning & Admin	Disaggregated	Hosted < 12 months - Provider
Public health Provider services Wellbeing	Disaggregated	Hosted < 12 months - Provider
Children’s Trust client function	Disaggregated	Lead Authority – Provider
Emergency planning	Disaggregated	Hosted < 12 months - Provider

The following functions to be changed on the West Unitary blueprint:

Function	Current treatment	Revised treatment
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Adults Brokerage	Hosted < 12 months - Provider	Disaggregated
Adults Commissioning	Hosted < 12 months - Provider	Disaggregated
Adults safeguarding	Hosted < 12 months - Receiver	Disaggregated
Public Health Management, Commissioning & Admin	Disaggregated	Hosted < 12 months - Receiver
Public Health Provider services Wellbeing	Disaggregated	Hosted < 12 months - Receiver
Children's Trust client function	Disaggregated	Lead Authority - Receiver
Emergency planning	Disaggregated	Hosted < 12 months - Receiver

The revised list of functions for North Unitary and West Unitary are included in Appendix A.

2. Purpose of Request

To update the approved blueprint for North Unitary and the approved blueprint for West Unitary with changes made by way of various papers approved through the Future Northants governance process.

3. Likely Impact of Requested Change

Updated North Unitary blueprint and updated West Unitary blueprint.

4. Impact of *not* implementing Requested Change

North Unitary blueprint will not reflect revised treatments of functions and West Unitary blueprint will not reflect revised treatments of functions.

5. Additional costs of implementing Requested Change

As detailed in corresponding approved papers.

Capital Costs	
Revenue Costs	
Benefit Costs	

6. Additional Benefits