

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE COMMITTEE MEETING

24th November 2020

Report Title	Blue Print – Change Request Process
Report Author	Director of Transformation

List of Appendices

Appendix A – Change Request Form

Appendix B – Day 1 Function & Services - Cover control sheet

Appendix C – Day 1 Function & Services - Approved Service Treatment List

Appendix D – Day 1 Function & Services – Rolled up list by Service area

1. Purpose of Report

- 1.1. To set out and approve the Change Request Process for the West Northamptonshire Blueprint and the required changes to the current blueprint.

2. Executive Summary

2.1 This process has been proposed to

- 1) ensure a clear governance and recording process and,
- 2) propose the amendments to the blueprint outlined in Appendix A

Recommendations

2.2 It is recommended that the Shadow Executive Committee:

- a) Approve the Change request process as outlined in Appendix A on the Change Request Form
- b) Approve the changes requested to the Blueprint as outlined at Appendix A in the Change request form

(Reason for Recommendations – to ensure a robust change management and recording process for the Blueprint for the new unitary authorities).

3. Report Background

- 3.1 This process has been proposed to ensure a clear governance and recording process for any changes to be made to the Blueprint.

4. Issues and Choices

- 4.1 The blueprint was approved by the North Northants Shadow Executive on 22nd September. The Blueprint is the key document that shows how the functions and services provided by all the constituent authorities will be placed across the two new North & West Unitary authorities.
- 4.2 **Appendix A- Section one** to this report lists the required changes to be made to the West blueprint and the subsequent impact on the North Blueprint.
- 4.3 **Appendix B** - provides a “cover control sheet” that outlines the meaning of the terminology used in the blueprint relating to disaggregation, externally provided, hosted and lead
- 4.4 **Appendix C** - provides a list of all functions and its treatment within the blueprint. This is provided so that all members and staff have a clear reference point and record.
- 4.5 **Appendix D** – Provides a single view of all the services “rolled up” into the key headings

5. Implications (including financial implications)

5.1 Resources and Financial

There are no resources or financial implications arising from the proposals.

5.2 Legal

There are no legal implications arising from the proposals.

5.3 Risk

- 5.3.1 There are no significant risks arising from the proposed recommendations in this report.

- 5.3.2 The changes proposed to the Blueprint re designed to mitigate risks in ensuring services are safe and legal for Day 1.

5.4 Consultation

- 5.4.1 The change process does not require consultation.

5.5 Consideration by Overview and Scrutiny

There is no current outstanding requests for information to go to Overview and Scrutiny.

5.6 Climate Impact

5.6.1 None related to the change process outlined in this report

5.7 Community Impact

5.7.1 None related to the change process outlined in this report

6. Background Papers

6.1 Blueprint –Approved by Shadow Executive. 22nd September 2020