



Change Request Form

Document Type	Change Request Form – Highways Community Liaison
Programme Name:	Place West
Audience for this document	
Programme Board, Programme Manager – Day 1 Assurance, Joint Implementation Board, Joint Implementation 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, Joint 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
02/12/2020	1.0	N.Byrom	Changes to disaggregation of Highways Community Liaison Team following discussion at JIB (2/12/20)
3/12/20	1.1	G.Kane	Clarity on when the arrangement ends.

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

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



Document Approval	
Date	02/12/2020
	Programme Manager – Day 1 Assurance

1. Description of Requested Change

Highways Community Liaison: Keep current NCC staff together hosted < 12 months in the West rather than disaggregating the team to West and North as set out in the detailed service disaggregation spreadsheet. This was not specified per se in the Blueprints but the spreadsheet is disseminated and could cause confusion in the Highways function or those services interdependent with it.

2. Purpose of Request

The Community Liaison Officers (CLOs) inspect areas and liaise with the likes of Parish Councils to resolve highways issues. They then need to be able to instruct Kier directly to carry out works. If they were to work for the North, they would not have a contractual relationship with Kier because the contract sits with the West. This arrangement will continue until the end of the current KierWSP contract. Once the new highways contracts are in place, the authorities can create their own community liaison teams as they feel appropriate.

3. Likely Impact of Requested Change

None

4. Impact of *not* implementing Requested Change

This would mean the CLOs become unable to instruct the contractor directly and will have to go through the client team in the West. That is impractical. Whilst we will employ them all by the West, we will locate them in the North and West



so they have a relationship with their respective areas and loyalty to those organisations.

5. Additional costs of implementing Requested Change	
Capital Costs	Nil
Revenue Costs	Nil
Benefit Costs	Nil

6. Additional Benefits
