



Change Request Form

Document Type	Change Request Form - Employment and Disability Service (EADS)
Programme Name:	Adult Social Care Transformation and Future Northants
Audience for this document	
Joint Implementation Board and Joint Implementation Executive and Shadow Executives	
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.	

Version History			
Date	Version	Author	Brief Comments on Changes
16.10.2020	1	Sarah Ansell	EADS to exist as a Lead Team within one unitary authority
12.11.2020	2	Martyn Cockram	Updated document

Distribution (For Information, Review or Approval)	
Name	Resp (1)
NASS transformation team, NASS DMT	R
ASC transformation board, JIB,JIE, Shadow Executives	A
Day 1 Future Northants Programme Manager	A
ASC Transformation and FN Programme Lead	I

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



Document Approval	
Date	Who
16/11/20	Programme Manager – Day 1 Assurance

1. Description of Requested Change

Currently, as a part of Adults Provider Services, the service is highlighted as disaggregating. However, as outlined in the following section, EADS will be hosted in the north for up to 12 months.

The proposal is to maintain EADS as a Lead Team in one unitary authority. EADS as a Lead Team can exist in either unitary authority.

Area	Key impacts of Change
Staffing	It was assumed that all staff would be employed by the North unitary authority
Processes	It was assumed that all staff employed in one unitary authority would undertake the delivery of supported employment on behalf of both authorities
Locations	The main team base is in the north and this would remain the same
Systems	In terms of EADS contractual delivery, the team will continue to use external systems.

2. Purpose of Request

EADS (employment and disability service) has a sub contract to provide employment support under the DWP Employment and health programme and is 100% externally funded by DWP. It is not possible to split this contract so therefore needs to be hosted for a year. The team deliver support across Northamptonshire. During the 12 months the initial contract phase comes to an end and it



will give both unitary councils the opportunity to explore what they want to do in relation to extension, future procurement and delivery.

3. Likely Impact of Requested Change

<i>Area</i>	<i>Key impacts of Change</i>
Staffing	It was assumed that all staff would be employed by the North unitary authority
Processes	It was assumed that all staff employed in one unitary authority would undertake the delivery of supported employment on behalf of both authorities
Locations	The main team base is in the north and this would remain the same
Systems	In terms of EADS contractual delivery, the team will continue to use external systems.

If EADS exists as one Lead Team within one authority, there are no associated risks or change to staff or current service delivery.

4. Impact of *not* implementing Requested Change

If EADS exists as a split or hosted team the current Work and Health Programme will be in jeopardy and a £3.6m contract (over a 5-year period) will be compromised as will future contractual gains and the future and stability of the team as a whole.

5. Additional costs of implementing Requested Change

Capital Costs	
Revenue Costs	
Benefit Costs	

6. Additional Benefits