



Change Request Form

Document Type	Change Request Form – Visual Impairment Service
Programme Name:	Adult Social Care Transformation and Future Northants
Audience for this document	
Joint Implementation Board, 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
16/10/20	1	Stephen Campbell	Remain as countywide service hosted by West Unitary.
12/11/20	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, The Visual Impairment Service for adults to be hosted by the West for one year or more.

Area	Description
Staffing	It was assumed that all staff would be employed by the North & West
Processes	It was assumed that all staff in both the North & West would undertake the work.
Locations	It was assumed that all staff would stay located in Saunders Close, Kettering & Chedworth Close, Northampton.
Systems	It was assumed that all staff would continue to use the computer systems they currently use.

2. Purpose of Request

The service to be hosted by the West for one year or more whilst work is undertaken to increase the size of the team (currently only two members with one senior and one junior member who is very inexperienced) as it cannot be split in its current format as it would not be safe. The current staffing had to be trained as there were not trained staff to undertake the roles available in the labour market. Basic training is 2 years' university course. Time is needed to increase the team through recruitment or training.

3. Likely Impact of Requested Change



Area	Key impacts of Change
Staffing	All staff would be employed by the West
Processes	No Impact. All Visual Impairment staff within the service in the west would undertake the work on behalf of both authorities. No change to service delivery.
Locations	No impact. All Visual Impairment staff would continue to use locations in Saunders Close, Kettering (perching) & Chedworth Close, Northampton (perching) & Gatehouse (Towercester) to support their countywide mobile working.
Systems	No Impact. All visual Impairment staff would continue to use the computer systems they currently use.

4. Impact of *not* implementing Requested Change

5. Additional costs of implementing Requested Change

Capital Costs	
Revenue Costs	
Benefit Costs	

6. Additional Benefits