Change Request Form

Document Type	Change Request Form – Assistive Technology 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**
16.10.2020	1	Stephen Campbell	Remains a countywide service hosted by West Unitary.
12.11.2020	2	Martyn Cockram	Updated document

Distribution (For Information, Review or Approval)	
Name	**Resp** (1)
NASS transformation team, NASS DMT	R
Future Northants Programme	I
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 assistive technology service is to be hosted by the West for one year.

Area	*Description*
Staffing	It was assumed that Assitive Technology Service would be disaggregated on 01/04/2021.
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 whilst work is undertaken to understand and bring together all of the existing electronic assistive technology services with all their differences and various contracts and ways of working to ensure the service continues to deliver safely and legally in an efficient and cohesive way. The electronic assistive technology service in NASS is very different to all others.

This complies with the principle of safe and legal as there is a significant amount of transformation to do in conjunction with district and borough services to ensure a sustainable and effective assistive technology service for both councils in the future.

3. Likely Impact of Requested Change

Area	Key impacts of Change
Staffing	It was assumed that
Processes	**No Impact.** All assistive technology 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 assistive technology staff would stay located in Saunders Close, Kettering (perching) & Chedworth Close, Northampton.
Systems	**No Impact.** All assistive technology 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