



Change Request Form

Document Type	Change Request Form - IASS
Programme Name:	CFN Education
Audience for this document	
Programme Board, Programme Manager – Day 1 Assurance, Programme Implementation Board	
Purpose of this document	
<p>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).</p> <p>Note: Change Request Forms must have approval from Programme Manager – Day 1 Assurance prior to submission to the Joint Implementation Board.</p>	

Version History			
Date	Version	Author	Brief Comments on Changes
25/11/2020	V0.1	K Barnsley	Creation
30/11/2020	V.02	S Muldoon and K Barnsley	Confirmation of the changes required following internal meetings and add. Info. provided
30/11/2020	V.3	L Cundall	Amends
01/12/20	V.4	Cathi Hadley	Amends
01/12/20	V.5	Louise Cundall	Approvals

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

Sharon Muldoon – Director for Education	A
Cathi Hadley – DCS	A
Theresa Grant – Chief Executive	A
PMO	I
Programme Implementation Board	A
Joint Implementation Executive	A

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

Document Approval	
Date	Who
30/11/20	Sharon Muldoon – AD for education Services
30/11/20	Cathi Hadley – DCS West and North Northants
01/12/20	Stuart Hill – Day One Programme Manager

1. Description of Requested Change

To move the IASS function from the original blue print of doubling up disaggregated service, to a hosted arrangement for 12 months, the North providing Services to the West managed under the ICF function.

The Information Advice and Support Service (IASS) provides impartial and confidential service, which gives free information, advice and support about matters relating to Special Educational Needs and Disabilities. The service operates at arm’s length from the Local Authority and clinical commissioning groups through independently trained staff.

The initial blueprints and structures have been reviewed in further detail based on the amount of monies that has been made available, raising questions as to how they would internally be managed and work operationally day to day. IASS is one such area having come into question and reviewed at senior management level in detail. It is currently sitting in the blueprint for both the North and West unitary, as a self-serving team within the Schools sector of the Education directorate.

It has been established that IASS operating as two separate departments, currently does not make best use of future value for money and would be more targeted and have potential for high efficiencies if it’s able to operate as one across both unitaries, to provide all residents the same level of service required.



Therefore, the appropriate location proposed for the future location of this service is to be held within the ICF function.

Intelligent Client Function (ICF) is a department and role being newly created as a Lead function in the North providing Services to the West, which will hold the responsibility, management and ownership of the Children’s Trust on behalf the two newly created unitaries.

2. Purpose of Request

Following change control requirement this report seeks to formally approve the change to the agreed blueprint of the North Northamptonshire and West Northamptonshire Structure via the Joint Implementation Board.

3. Likely Impact of Requested Change

The impact would be minimal and limited, this team operates across the County at present and will be able to provide the service North and West from vesting day. Where the current standards and performance can be maintained, no need to recruit or train pre vesting. The customers would receive a consistent offer and receive any local North and West information as required, and follow the annual evaluation data for the whole county and for the separate councils. Would also align to the guiding principles of Future Northants Safe and Legal change only for day one.

4. Impact of *not* implementing Requested Change

Without the change implemented there will be an unnecessary additional costs with a double structure, placing more pressure on the to-be North and West Unitary budgets.

IASS would also not be able to operate as a required at arm’s length impartial department from the Education Service areas, as well as the management hierarchy. Therefore, questions maybe raised over nature of the service in all aspects of ownership development and delivery.

5. Additional costs of implementing Requested Change

Capital Costs	0
Revenue Costs	0
Benefit Costs	£79,789.00 (One IASS SM & Admin post)



6. Additional Benefits

This change will allow time for this service to be reviewed and any future structures formed to identify transformational improvements post vesting.

The IASS has a manager currently based solely within the service, without additional LA/CCG or host body roles. Meaning the requested changes would align the service with assess? Access? to support under the ICF structure, aiding strategic planning, service management and quality assurance. Ensuring the views and experiences of parents, children and young people inform the development of policies and practice, so that the services provided by the IASS continue to meet the needs of families.