



Change Request Form

Document Type	Change Request Form – HR Traded Services
Programme Name:	Corporate Programme
Audience for this document	
Programme Board, Programme Manager – Day 1 Assurance, Joint 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 Programme Implementation Board.</p>	

Version History			
Date	Version	Author	Brief Comments on Changes
30.10.20	0.1	E Conway	First draft
05.11.20	0.2	E Conway	Amendment re: 21/22 clarity

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

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



Document Approval	
Date	Who
	Programme Manager – Day 1 Assurance

1. Description of Requested Change

Within HR advisory (proposed to disaggregate) there is a small cohort of 3 members of staff that provide an HR Advisory Service to 63 schools in the county.

The supported schools are located in the following areas: 40 schools in the West and 23 in the North.

2. Purpose of Request

The request is to add HR Advisory traded service as **hosted** (less than 12 months) with the West being the **provider** of a service and North the receiver, to both the North and West blue prints. A strategic decision can be made by both authorities for 22/23, if this is service they want to continue, however, Schools have already signed up for the 21/22 buy back approach so the authorities need to deliver the service.

3. Likely Impact of Requested Change

This will mean that the team remain as one, and deliver to both authorities under a single management structure so economies of scale will be maintained in the interim.

4. Impact of *not* implementing Requested Change



There may be a diseconomy of scale as additional management will be required, and there may be a capacity issue if 1 member of staff was expected to support 23 schools, where the others had 20 each (as opposed to 21 each).

5. Additional costs of implementing Requested Change

Capital Costs	
Revenue Costs	
Benefit Costs	

6. Additional Benefits

A council may decide to continue to offer the service because there are other advantages it brings rather than just income, in terms of engagement with schools, the bigger picture of driving up improvement etc. However feasibly one council may decide to do it and the other council may choose not to.