



Change Request Form

Document Type	Change Request - Learning, Independence, Volunteering and Supported Employment (LIVE)
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	Sarah Ansell	LIVE to be hosted for a year in the North
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, LIVE will remain as one Lead Team within one unitary authority, delivering learning, independence, volunteering and employment outcomes across both authorities and alongside / tethered to EADS.

The proposal is to maintain LIVE as a Lead Team in one unitary authority. LIVE as a Lead Team can exist in either unitary authority alongside and tethered to EADS. Both EADS and LIVE combined can exist in either unitary authority.

Area	Description
Staffing	It was assumed that LIVE would be disaggregated on 01/04/2021
Processes	It was assumed that the teams would be split in to North and West unitary and would not have a seamless link to EADS to work on key skills for employment
Locations	Locations to remain as: Drovers Hall – Kettering, St Marks – Corby, Riverside – Towcester, The Cottage – Northampton and Harrowden Road – Wellingborough.
Systems	It was assumed the LIVE team would use Eclipse & cygnum.

2. Purpose of Request

LIVE is under the same management structure as EADS and are part of the same customer pathway. LIVE has the potential to gain external funding and deliver DWP / ESF contracts alongside EADS and develop / deliver quality supported employment and associated outcomes to adults with complex learning and physical disabilities across the county. The delivery and potential of LIVE is only enhanced by its partnership working with EADS and EADS must be hosted for up to 12 months to

protect existing and future contracts. LIVE achieves enabling outcomes, significantly reduces customer service need and associated care packages. Preventative costs will be maximised by tethering the service to EADS. The costs of splitting LIVE away from EADS would be significant and would potentially lead to poorer outcomes and increased social care costs.

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 one unitary authority.
Processes	It was assumed that all staff employed in one unitary authority would undertake the delivery of learning, independence, volunteering and supported employment (LIVE) on behalf of both authorities.
Locations	Locations to remain as: Drovers Hall – Kettering, St Marks – Corby, Riverside – Towcester, The Cottage – Northampton and Harrowden Road – Wellingborough.
Systems	It was assumed the LIVE team would use Eclipse.

If LIVE is hosted within one unitary authority, there are no associated risks or change to staff or current service delivery.

4. Impact of *not* implementing Requested Change

If LIVE becomes a split or hosted team as a wider part of day opportunities, the dilution of service and strategy will significantly impact on outcomes, service savings, funding potential and (external) contractual opportunities.

5. Additional costs of implementing Requested Change

Capital Costs	
Revenue Costs	
Benefit Costs	



6. Additional Benefits