



### Change Request Form

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| <b>Document Type</b>  | Change Request Form – Highways Community Liaison |
| <b>Programme Name:</b>  | Place West                                       |
| <b>Audience for this document</b>   |  |
| Programme Board, Programme Manager – Day 1 Assurance, Joint Implementation Board, Joint Implementation Executive  |  |
| <b>Purpose of this document</b>   |  |
| 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). |  |

| Version History |         |         |  |
|-----------------|---------|---------|--|
| Date            | Version | Author  | Brief Comments on Changes  |
| 02/12/2020      | 1.0     | N.Byrom | Changes to disaggregation of Highways Community Liaison Team following discussion at JIB (2/12/20) |
| 3/12/20         | 1.1     | G.Kane  | Clarity on when the arrangement ends.  |

| Distribution (For Information, Review or Approval) |             |
|--|-------------|
| Name   | Resp<br>(1) |
| Programme Manager – Day 1 Assurance                | A           |
|  |             |

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



| Document Approval |                                     |
|-------------------|-------------------------------------|
| Date              | 02/12/2020                          |
|                   | Programme Manager – Day 1 Assurance |

### 1. Description of Requested Change

**Highways Community Liaison: Keep current NCC staff together hosted < 12 months in the West** rather than disaggregating the team to West and North as set out in the detailed service disaggregation spreadsheet. This was not specified per se in the Blueprints but the spreadsheet is disseminated and could cause confusion in the Highways function or those services interdependent with it.

### 2. Purpose of Request

The Community Liaison Officers (CLOs) inspect areas and liaise with the likes of Parish Councils to resolve highways issues. They then need to be able to instruct Kier directly to carry out works. If they were to work for the North, they would not have a contractual relationship with Kier because the contract sits with the West. This arrangement will continue until the end of the current KierWSP contract. Once the new highways contracts are in place, the authorities can create their own community liaison teams as they feel appropriate.

### 3. Likely Impact of Requested Change

None

### 4. Impact of *not* implementing Requested Change

This would mean the CLOs become unable to instruct the contractor directly and will have to go through the client team in the West. That is impractical. Whilst we will employ them all by the West, we will locate them in the North and West



so they have a relationship with their respective areas and loyalty to those organisations.

| <b>5. Additional costs of implementing Requested Change</b> |     |
|---|-----|
| Capital Costs   | Nil |
| Revenue Costs   | Nil |
| Benefit Costs   | Nil |

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| <b>6. Additional Benefits</b> |
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