



Change Request Form

Document Type	Change Request Form – Highways Adoption Team and S106
Programme Name:	Place North and West
Audience for this document	
Programme Board, Programme Manager – Day 1 Assurance, Joint Implementation Board, Joint Implementation Executive	
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. 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
24/11/2020	0.01	B.Degruchy	Changes to disaggregation of Highways Adoptions and s106 following deep dive of 23/11
25/11/2000	Final	R.Boulton/I.Achurch	SME input on specific areas
27/11/2020	1.1	S.Hill	Minor amends by Day 1 Programme Manager
02/12/2020	1.2	N.Byrom	Minor amends following JIB
2/12/20	1.3	G.Kane	Changes for clarity.

Distribution (For Information, Review or Approval)	
Name	Resp (1)

Programme Manager – Day 1 Assurance	A

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

Document Approval	
Date	24/11/2020
	Programme Manager – Day 1 Assurance

1. Description of Requested Change

Following the disaggregation deep dive on the 23/11 the following changes to the Blueprint were agreed:

The Highways Adoptions Team: to be hosted < 12 months in the West rather than disaggregating as per the current Blueprints. They can be placed within the Highways Team. With the view to review and create separate teams within 6months, or at the time the new highways contracts being.

S106: Keep current NCC staff together hosted < 12 months in the North to work across the whole county-area rather than disaggregating the two NCC staff as per the current Blueprints. With a view to reviewing and aggregating the function with other district and borough s106 functions within 6 months.

2. Purpose of Request

The proposal related to the Highways Adoptions team is to retain this as a hosted service as described above. This is a team of 4 employees who are currently structured to work on a countywide basis in terms of completing negotiations on agreements for the adoption of new roads and works to be carried out by third parties on existing highways to facilitate development. These agreements relate to Sections 38 and 278 of the Highways Act 1980, respectively.

The roles in the team involve different disciplines and skills and also because of the small number of employees in the team these cannot easily be split to provide Day 1 assurance for the new councils. They also operate a countywide information system that will require significant work to disaggregate for North and West Northamptonshire.

The team has wide interaction with the development industry and with other technical disciplines (principally audits and inspections) within the highways responsibilities delivered by KierWSP.

The purpose of the request for the NCC s106 function is to provide resilience in the development management function for Day 1. A team of two is responsible for all negotiations with developers from a county council perspective regarding contributions for education and libraries. At present, the team manages c.295 'live' s106 agreements with 212 'pending' applications which may require s106 agreements if approved. These involve contributions valuing over £230m and the provision of c. three secondary schools and 15 primary schools. The team also provides a development management service on behalf of Fire & Rescue via a SLA

A review after six months enables both councils to revisit the position in light of related expertise, skills and experience, and determine the best approach for the longer term.

This change request only pertains to NCC s106 function and does not affect the future aggregation of district and borough s106 functions which is a separate element.

3. Likely Impact of Requested Change

None

4. Impact of *not* implementing Requested Change

As stated in Section 4 above the Highways Adoptions team comprises 4 employees whose roles involve different disciplines and skills which cannot be split easily to provide Day 1 assurance for the new councils. If this not implemented then there would be difficulty in maintaining the continuity of service delivery. This would impact on development activity because it is highly likely the relevant legal agreements (s278) would not be in place to allow access to the highway network by developers to undertake the necessary works.

Splitting the two NCC staff that comprise the s106 team for Day 1 would risk seriously weakening the ability of both councils to participate fully in, and influence, live negotiations with developers. These negotiations are led by the Senior Project Manager. Many of these negotiations are complex. They often involve developers seeking to renegotiate previous agreements to reduce and/or delay contributions. It would also impact of the ability to track and enforce triggers for payments from existing agreements.



5. Additional costs of implementing Requested Change

Capital Costs	Nil
Revenue Costs	Nil
Benefit Costs	Nil

6. Additional Benefits