

SCHEDULE 5 - CHANGE CONTROL

1. "Change" shall mean any revision (including revision of any dates or alterations or additions to the Services or any part thereof) in the performance or delivery of the Services that does not arise consequent upon a failure by the Provider properly to carry out the Services in accordance with this Contract and shall be without prejudice to the generality of the Provider's obligations under this Contract.
2. The Council may in writing to the Provider request a Change setting out a detailed description of the Change sought ("Change Request Form") in the form set out in Appendix 1 below.
3. Within ten Working Days (or sooner if the urgency of the situation so dictates) of sending the written Change Request to the Provider, the Provider may confirm the effect such Change will have on the Services and what adjustment, if any, will be required to the Contract Price and any dates specified for performance or delivery of the Services or any part or aspect of them.
4. The Provider shall consider the Change Request at its own costs and without having any impact on the provision of the Services.
5. In effecting the Change the Parties shall take the following into consideration:
 - 5.1 a description of any further impact analysis work to be undertaken together with anticipated time scales and costs, if any.
 - 5.2 a description of the impact of the change or new requirement (as appropriate) quantified in terms of input required from each party, timescales, performance and cost.
6. No Change shall invalidate this Contract. This Contract shall continue in full force and effect (subject to any agreed Change).
7. Any Change involving an increase or decrease in the Contract Price and/or any dates specified for delivery of the Services or any part of them shall be deemed to have been made with effect from the date of the relevant acceptance by the Council as aforesaid.

Appendix 1: Contract Change Control Form

CCF NO / CONTRACT NUMBER.	TITLE:	DATE RAISED:
ORIGINATOR :		REQUIRED BY DATE:
DETAILED DESCRIPTION OF CONTRACT CHANGE BEING PREPARED AND DETAILS OF ANY RELATED CONTRACT CHANGES:		
DETAILED JUSTIFICATION FOR MAKING THE CHANGE :		
PROPOSED ADJUSTMENT TO THE PRICING WITH DETAILED COSTINGS RESULTING FROM THE CONTRACT CHANGE:		
DETAILS OF PROPOSED ONE-OFF ADDITIONAL PRICING AND MEANS FOR DETERMINING THESE – THESE WILL BE BASED ON PROVIDER COSTS PLUS ACCEPTABLE MARGIN):		
DETAILS OF ANY PROPOSED CONTRACT AMENDMENTS:		
DETAILS OF ANY KEY PERFORMANCE INDICATOR'S AFFECTED:		
DETAILS OF IMPACT ON EXIT PLAN:		
DETAILS OF IMPACT ON SPECIFICATION :		
DETAILS OF IMPACT ON DOCUMENTATION :		
DETAILS OF ANY OPERATIONAL SERVICE IMPACT:		
DETAILED RISK ASSESSMENT:		
APPROVED FOR SIGNATURE:		
Name	Signature:	
Date:		
AUTHORISED ON BEHALF OF THE COUNCIL:	AUTHORISED ON BEHALF OF THE PROVIDER:	
Signature:_____	Signature:_____	
Name:_____	Name:_____	
Position:_____	Position:_____	
Date:_____	Date:_____	