

## Change Control Process

### **1. Principles**

- 1.1 Where the Authority or the Supplier sees a need to change this Contract or the Services provided under it, the Authority may at any time request and the Supplier may at any time recommend, such change in accordance with the Change Control Process set out in paragraph 2 of this Schedule.
- 1.2 The parties agree that no change to the Contract shall occur or be deemed to have occurred through course of conduct or otherwise, but only through the application of the provisions of this Schedule. No amendments to the Contract shall be valid unless they have been agreed in writing on behalf of the Authority and the Supplier.
- 1.3 Until such time as a change is made in accordance with this Change Control Process, the Authority and the Supplier shall, unless otherwise agreed in writing, continue to perform this Contract in compliance with its terms prior to such change.
- 1.4 Any discussions which may take place between the Authority and the Supplier in connection with a request or recommendation before the authorisation of a resultant change shall be without prejudice to the rights of either party.
- 1.5 Any work undertaken by the Supplier which has not been authorised in advance by a change, and which has not been otherwise agreed in accordance with the provisions of this Schedule 10, shall be undertaken entirely at the expense and liability of the Supplier.

### **2. Procedures**

- 2.1 Discussion between the Authority and the Supplier concerning a change shall result in any one of the following:
  - (a) no further action being taken; or
  - (b) a request to change this Contract by the Authority; or
  - (c) a recommendation to change this Contract by the Supplier.
- 2.2 Where a written request for an amendment is received from the Authority, the Supplier shall, unless otherwise agreed, submit two copies of a Change Control Note signed by the Supplier to the Authority within three (3) weeks of the date of the request.
- 2.3 A recommendation to amend this Contract by the Supplier shall be submitted directly to the Authority in the form of two (2) copies of a Change Control Note signed by the Supplier at the time of such recommendation. The Authority shall give its response to the Change Control Note within three (3) weeks.
- 2.4 Each Change Control Note shall be in the form set out below.
- 2.5 For each Change Control Note submitted by the Supplier, the Authority shall within the period of the validity of the Change Control Note:
  - (a) allocate a sequential number to the Change Control Note; and
  - (b) evaluate the Change Control Note and, as appropriate:

- (i) request further information; or
- (ii) arrange for two (2) copies of the Change Control Note to be signed by or on behalf of the Authority and return one of the copies to the Supplier; or
- (iii) notify the Supplier of the rejection of the Change Control Note.

- 2.6 A Change Control Note signed by the Authority and by the Supplier shall constitute an amendment to this Contract.
- 2.7 The final decision as to whether to accept or reject a Change Control Note will rest with the Authority provided that the Authority will act reasonably and in good faith when making such determination and decision.

Any changes to this Contract, including to the Services, shall be recorded and agreed in the Change Control Notification form detailed below:

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**CCN Number:**

<b>Title of Change</b>	12 month extension funding for year three (phase two) in two amounts: - Extended rollout of core MECC for MH Programme £119,350.00 - Specialist pathway extension (Practice Education Facilitators (PEFs) / Cancer Pathway & Social Prescribing £120,415.00
<b>Service Line</b>	Mental Health Programme
<b>Operations Lead</b>	██████████
<b>HEE originator</b>	██████████

Change Control Notice (CCN to the following agreement:		
Agreement name		Date of Agreement
Date Change Requested	Date CCN Raised	Expiry date of CCN
31 <sup>ST</sup> March 2022	July 2022	30 <sup>TH</sup> June 2023 (includes 3 month tolerance in contract and applied due to covid)

Contact Information for the proposed change	
Originator	Other Party
<b>Name:</b> ██████████	<b>Name:</b> ██████████
<b>Company:</b> Health Education England	<b>Company:</b> Royal Society of Public Health
<b>Telephone:</b> ██████████	<b>Telephone:</b> ██████████
<b>Email:</b> ██████████	<b>Email:</b> XXXXXXXX

<b>Clauses and Schedules affected</b>
N/A

Associated Change Control Notices		
CCN No.	Name of Agreement	Date of Agreement
	<b>C35863</b> Delivery of Making Every Contact Count (MECC) for Mental Health Upskill Training for Primary & Community Health & Care Workforce across the North of England	1 <sup>st</sup> April 2020

<b>Reason for change</b>
Continuation of MECC for MH training programme for further 12 months (as allowed in the contract) to meet growth in demand from system.

<b>Description of Change</b>
12 month extension funding for year three (phase two) in two amounts: - Extended rollout of core MECC for MH Programme £119,350.00 - Specialist pathway extension (Practice Education Facilitators (PEFs) / (i) Cancer Pathway & Social Prescribing £120,415.00

<b>Changes to contract charges and revised payment schedules</b>																				
See below the quarterly funding payment covering both extensions. Q2 and Q3 are larger as this second extension runs from Sep-Mar.																				
<table border="1"> <thead> <tr> <th></th> <th>Q1 Jul-Sep 22</th> <th>Q2 Oct- Dec 22</th> <th>Q3 Jan-Mar 23</th> <th>Q4 Apr-Jun 23</th> </tr> </thead> <tbody> <tr> <td>Extension 1</td> <td>████████</td> <td>████████</td> <td>████████</td> <td>████████</td> </tr> <tr> <td>Extension 2</td> <td>████████</td> <td>████████</td> <td>████████</td> <td>████████</td> </tr> <tr> <td><b>Total per quarter</b></td> <td>████████</td> <td>████████</td> <td>████████</td> <td>████████</td> </tr> </tbody> </table>		Q1 Jul-Sep 22	Q2 Oct- Dec 22	Q3 Jan-Mar 23	Q4 Apr-Jun 23	Extension 1	████████	████████	████████	████████	Extension 2	████████	████████	████████	████████	<b>Total per quarter</b>	████████	████████	████████	████████
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Extension 2	████████	████████	████████	████████																
<b>Total per quarter</b>	████████	████████	████████	████████																

<b>Price to implement change</b>
n/a

<b>Impact of change on other agreement provisions</b>
n/a

<b>Timetable for implementation</b>
1 <sup>st</sup> July 2022 - 30 <sup>th</sup> June 2023

<b>Acceptance</b>	
<b>Signed for and on behalf of: Health Education England</b>	<b>Signed:</b> [REDACTED]  <b>Print Name:</b> [REDACTED]  <b>Title: Head of Education Transformation and Commissioning, North West</b>  <b>Date: 1<sup>st</sup> July 2022</b>
<b>Signed for and on behalf of: Royal Society of Public Health</b>	<b>Signed:</b> [REDACTED]  <b>Print Name:</b> [REDACTED]  <b>Title: Director of National and Regional Programmes</b>  <b>Date: 1<sup>st</sup> July 2022</b>