

Change Control Note to the Agreement for the supply of Services in respect of the Bevan Programme Lot 2 (A) and/or Lot 2 (C)

Name of party originating the Change Request:

NHS Leadership Academy

Change Request No: CCN 05
(NHS LAc)

Supplier Name: KPMG LLP

Date: 08/03/2021

Reason for CCN: The Covid-19 pandemic has placed significant pressures on Bevan Intake 8 participants resulting in an additional programme pause. However, additional activity will need to take place in support of participants connectivity and to provide opportunity to attend the Making the Case for Change workshop which some participants had to miss. The activity outlined is to support the successful recommencement of the Bevan programme for Intake 8.

Description of Change Request:

The additional activity comprises the following elements:

1. Making the Case for Change workshop

One additional Making the Case for Change workshop will be run in April 2021 as a high number of participants were unable to attend their scheduled workshops. This activity includes Cohort Director time and all delivery preparation and support during the event from the programme team. KPMG will also offer to run a focus group to give participants the opportunity to feed back on their Bevan experience.

2. Additional learning set day for each set

Up to one additional day of Learning Set Adviser (LSA) time will be provided for each learning set. This could be used as one full day or two half day virtual connection sessions. The sessions are optional (individual sets may choose not to do these sessions) with a support and wellbeing focus. Only time used will be billed.

Programme management and quality assurance of the above tasks is included within the activity.

Costs for one-off Intake 8 activity as per schedule 6 of the contract (OJEU/ITT ref DN297793 dated 5 November 2018)

1. Making the Case for Change workshop:

Role	One-off fee
Director (7 days)	Redacted Under FOIA. Commercial Interests
Partner (0.5 days)	Redacted Under FOIA. Commercial Interests
Principal consultant (2.5 days)	Redacted Under FOIA. Commercial Interests
Consultant (6 days)	Redacted Under FOIA. Commercial Interests

Additional acceptance arrangements:

Junior Consultant (8 days)	Redacted Under FOIA. Commercial Interests	
TOTAL	Redacted Under FOIA. Commercial Interests	
2. Additional learning set day for each set:		
Role	One-off fee	
Principal consultant (Up to 29 days)	Redacted Under FOIA. Commercial Interests	
TOTAL	Redacted Under FOIA. Commercial Interests	
<p>Some activity specified is optional for participants. For example, some learning sets may choose not to use an additional full day. Therefore, only time used to deliver these elements will be charged up to the maximum figure for each activity.</p> <p>Total: Up to a maximum of Redacted Under FOIA. Commercial Interests not inc VAT</p>		
<p><u>Impact Assessment:</u></p> <p>The KPMG-led consortium will provide the activities described above to support Bevan Intake 8 participants during the programme pause.</p> <p>50% of the activity for Making the Case for Change will be invoiced upon signature of this Change Control Note. The second 50% will be invoiced upon completion of the additional Making the Case for Change workshop. The LSA support will be invoiced monthly on completion.</p>		<p><u>Date on which change to become effective:</u></p> <p>Immediately following signature of this Change Control Note</p>
<p><u>Implementation Plan (include attachments if required):</u></p> <p>Key milestones for this activity are:</p> <ul style="list-style-type: none"> • Additional learning set days – Throughout March / April 2021 • Making the Case for Change workshop – w/c 19 April 		<p><u>Estimated completion date:</u></p> <p>23 April 2021</p>
<p><u>Justification for a change in the Contract Price:</u></p> <p>The additional activity to support the Bevan programme pause are not included within the Lot 2A and 2C contract.</p>		<p><u>Details of revised estimates:</u></p>
<p><u>Pricing mechanism/calculation/person day (“personday”) estimates:</u></p> <p>Day rates are based on schedule 6 of the contract (OJEU/ITT ref DN297793 dated 5 November 2018). Individual activities specified above.</p>		

Contract Terms

- Words and expressions in this Contract Change Notice shall have the meanings given to them in the Call-Off Contract
- The Call-Off Contract shall remain effective and unaltered except as amended by this change

Responsible Supplier Manager:

Louise Scott-Worrall

Responsible Academy Manager:

Gill Rooke

Supplier Approval

Signature Supplier:

Authorised Signatory Name:

Date: 19/04/21

Louise Scott-Worrall

Academy Approval

Signature Customer:

Authorised Officer Name:

Date: 19/04/21

Adrian Snarr