



Department
for Work &
Pensions



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21 July 2020

Reed in Partnership Ltd
Academy Court
94 Chancery Lane
London
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CHANGE AUTHORISATION LETTER: CV07

Dear [REDACTED]

Various contracts (as amended) between the (1) Secretary of State for Work and Pensions (the “Authority”) and (2) Reed in Partnership Ltd (the “Contractor”) set out at Schedule 1 (the “CV07 Contracts”)

Contract amendments that are needed to address the consequences of COVID-19, in accordance with Procurement Policy Notes (PPNs) 01/20, 02/20, and 04/20

1. The Authority wishes to amend the CV07 Contracts set out at Schedule 1 in accordance with this letter and the schedules attached to this letter (“CV07”).
2. Terms used but not otherwise defined in CV07 have the same meaning as set out in the CV07 Contract to which the term refers.

Background

3. The purpose of CV07 is to implement contract modifications that are needed to help reduce the impact of Covid Related Hardship.
4. The Authority and the Contractor acknowledge that the modifications outlined in CV07 are in accordance with the policy set out in PPN 01/20, PPN 02/20, and PPN 04/20, and that both parties shall act in good faith and work together towards the principles set out in PPN 01/20, PPN 02/20 and PPN 04/20.
5. The Authority reasonably anticipates that the Procurement Regulations will apply to CV07 and the Parties shall ensure that there is a lawful basis for agreeing CV07 under the Procurement Regulations and/or any applicable procurement rules.

6. CV07 shall be interpreted and construed so that it varies each CV07 Contract set out at Schedule 1 individually.
7. Each CV07 Contract, including any previous variations, will remain effective and unaltered except as amended by CV07.

Definitions

8. The following terms shall have the meaning as set out below and shall be incorporated into each CV07 Contract:

“Authority” and **“Contracting Body”** means the Secretary of State for Work and Pensions.

“Covid Related Hardship” means that as a result of the COVID-19 pandemic the Contractor’s ability to meet its contractual obligations under the CV07 Contract have been adversely affected.

“Covid Relief Period” means the period from the 1 April 2020 until the Relief Expiry Date.

“CV07” means this letter and the terms set out in it (including the attached Schedules).

“CV07 Contract” means a contract identified in Schedule 1 to CV07.

“CV07 Contracts” means all the contracts identified in Schedule 1 to CV07.

“CV07 Variation Date” means the date the second Party signs CV07.

“Procurement Regulations” means the Public Contracts Regulations 2015.

“PPN 01/20” means Procurement Policy Note 01/20, as updated or amended from time to time, setting out information and guidance for public bodies on how they should respond to COVID-19 and the commercial actions they can take.

“PPN 02/20” means Procurement Policy Note 02/20, as updated or amended from time to time, setting out information and guidance for public bodies on how they may amend payment provisions in contracts or consider other contractual relief in order to assist suppliers to combat the impact of COVID-19.

“PPN 04/20” means Procurement Policy Note 04/20, as updated or amended from time to time, setting out information and guidance for public bodies on payment of their suppliers and to ensure service continuity during the current COVID-19 outbreak.

“Sub-contract” means any contract or agreement or proposed contract or agreement between the Contractor and any third party whereby that third party agrees to provide to the Contractor the Services (or any part thereof) or facilities or services necessary for the provision of the Services (or any part thereof) or necessary for the management, direction or control of the Services (or any part thereof).

“Sub-contractor” means any third party with whom:

- (a) the Contractor enters into a Sub-contract; or
- (b) the employees, staff, servants or agents of that third party; or

- (c) a third party under (a) above enters into a Sub-contract, or the servants or agents of that third party.

CV07

9. Notwithstanding any other term of the CV07 Contracts, the Parties agree to incorporate CV07 into each CV07 Contract. Each CV07 Contract will be modified in accordance with the terms of CV07.
10. CV07 is applicable retrospectively from 1 April 2020.
11. CV07 will expire on 31 March 2021 or any other date mutually agreed upon in writing by the Authority and the Contractor.
12. The Authority will review the continuation of CV07 on a quarterly basis, from October 2020. Any change will be mutually agreed upon in writing by the Authority and the Contractor.
13. Upon the expiration of CV07, the modifications that were made to the CV07 Contracts by CV07 are negated.
14. Expiry of CV07 shall be without prejudice to any rights, remedies or obligations accrued under each CV07 Contract prior to the expiry of CV07.

Schedules attached to CV07

15. The following Schedules are attached to CV07:
 - i. Schedule 1: Contracts modified by CV07
 - ii. Schedule 2: Financial Distress
 - iii. Schedule 3: Additional Management Information
 - iv. Schedule 4: Customer Service Standards
 - v. Schedule 5: Removal of Certain Contract Requirements
 - vi. Schedule 6: Provider Guidance

Miscellaneous

16. CV07 shall not constitute a waiver of any right or remedy of the Authority or the Contractor arising before, during or after CV07, except to the extent set out in CV07.
17. The Authority and the Contractor agree that any event arising from COVID-19 shall not give rise to any force majeure or frustration rights set out in the CV07 Contract to the extent that such rights are mitigated by CV07.
18. If there is an inconsistency between any of the provisions of CV07 and the provisions of the CV07 Contract, the provisions of CV07 shall prevail.
19. The provisions of each CV07 Contract shall, save as amended in CV07, continue in full force and effect, and shall be read and construed as one document with CV07.

Please confirm your acceptance of CV07 by countersigning this letter and uploading a scanned copy to the Jaggaer (DWP e-portal) fileshare folder named [REDACTED]

If you have any queries, please contact the team on
EMPLOYMENTCATEGORY.COVID19@DWP.GSI.GOV.UK

Yours sincerely,

[REDACTED]

[REDACTED]
Senior Commercial Category Manager
For and on behalf of the Authority

We hereby acknowledge receipt and accept the terms of CV07.

Signed: _____

For and on behalf of the Contractor

Name:

Position:

Date:

Schedule 1: Contracts modified by CV07

The following contracts are modified in accordance with CV07:

Contract Type	Contract Reference	Contract Name/Description	Contract Start
ESF1: Extended ESF 2014-20	ECM_7322	ESF 14-20 - The Marches	07/10/2019
ESF2: Extended ESF 2014-20	ECM_3134	ESF 14-20 - GTR Peterborough and GTR Cambridgeshire	06/06/2016
ESF2: Extended ESF 2014-20	ECM_3132	ESF 14-20 - Hertfordshire	10/06/2016
ESF2: Extended ESF 2014-20	ECM_3474	ESF 14-20 - South London Troubled Families	02/11/2016

Key

ESF1: ESF Marches

ESF2: Extended ESF 2014-20

Schedule 2: Financial Distress

Contract Type, Contract Provision	Modification
ESF1, Schedule B ESF2, Schedule B	<p data-bbox="517 336 1355 368"><i>For ESF1 and ESF2, insert new Schedule B: Financial Distress.</i></p> <p data-bbox="517 392 1108 424"><u>SCHEDULE [B/22]: FINANCIAL DISTRESS</u></p> <p data-bbox="517 448 728 480">1 Definitions</p> <p data-bbox="616 512 1301 544">In this Schedule, the following definitions shall apply:</p> <p data-bbox="616 568 1727 632">“Accounting Reference Date” means the dates to which the Contractor prepares its audited financial statements;</p> <p data-bbox="616 655 1760 687">“FDE Group” means the Contractor, Key Sub-contractors, and the Guarantor;</p> <p data-bbox="616 711 1760 775">“Financial Distress Event” the occurrence of one or more of the events listed in Paragraph 3.1 or Paragraph 3.2 of this Schedule;</p> <p data-bbox="616 799 1771 935">“Financial Distress Remediation Plan” a plan setting out how the Contractor will ensure the continued performance and delivery of the Services in accordance with the Contract in the event that a Financial Distress Event occurs. The plan shall include the following information as a minimum:</p> <ul style="list-style-type: none"> <li data-bbox="1032 959 1749 1023">(a) management accounts (including profit and loss, balance sheet and cash flow forecasts); <li data-bbox="1032 1046 1727 1142">(b) draft or unaudited financial accounts (including profit and loss, balance sheet and cash flow statements); <li data-bbox="1032 1166 1738 1230">(c) evidence of parent company funding or support that is available to the Contractor; <li data-bbox="1032 1254 1704 1318">(d) evidence of any corporate loan facility that is available to the Contractor; and

	<p>(e) any other information that the Authority requires the Contractor to include in the plan.</p> <p>“Financial Indicators” in respect of the Contractor, Key Sub-contractors and the Guarantor, means each of the financial indicators set out at paragraph 5.1 of this Schedule;</p> <p>“Financial Target Thresholds” means the target thresholds for each of the Financial Indicators set out at paragraph 5.1 of this Schedule;</p> <p>“Key Sub-contractor” any Sub-contractor:</p> <p>(a) which, in the opinion of the Authority, performs a critical role in the provision of all or part of the Services; and/or</p> <p>(b) with a Sub-contract with a contract value which at the time of appointment exceeds ten percent (10%) of the aggregate Fees forecast to be payable under this Contract.</p> <p>2 Warranties and Duty to Notify</p> <p>2.1 The Contractor warrants and represents to the Authority for the benefit of the Authority that as at the CV07 Variation Date the financial position or, as appropriate, the financial performance of each of the Contractor, Guarantor and Key Sub-contractors satisfies the Financial Target Thresholds.</p> <p>2.2 The Contractor shall:</p> <p>(a) monitor and report on the Financial Indicators for each entity in the FDE Group against the Financial Target Thresholds on a regular basis and no less than once a year within one-hundred and twenty (120) days after the Accounting Reference Date; and</p> <p>(b) promptly notify (or shall procure that its auditors promptly notify) the Authority in writing following the occurrence of a Financial Distress Event or any fact, circumstance or matter which could cause a Financial Distress Event (and in any event, ensure that such notification is made within ten (10)</p>
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	<p>Working Days of the date on which the Contractor first becomes aware of the Financial Distress Event or the fact, circumstance or matter which could cause a Financial Distress Event).</p> <p>2.3 Each report submitted by the Contractor pursuant to paragraph 2.2(a) shall:</p> <ul style="list-style-type: none"> (a) be a single report with separate sections for each of the FDE Group entities; (b) contain a sufficient level of information to enable the Authority to verify the calculations that have been made in respect of the Financial Indicators; (c) include key financial and other supporting information (including any accounts data that has been relied on) as separate annexes; (d) be based on the audited accounts for the date or period on which the Financial Indicator is based or, where the Financial Indicator is not linked to an accounting period or an accounting reference date, on unaudited management accounts prepared in accordance with their normal timetable; and (e) include a history of the Financial Indicators reported by the Contractor in graph form to enable the Authority to easily analyse and assess the trends in financial performance. <p>3 Financial Distress Events</p> <p>3.1 The following shall be Financial Distress Events, and for the purposes of this Schedule are categorised as “Risk Level 1” Financial Distress Events:</p> <ul style="list-style-type: none"> (a) an FDE Group entity issuing a profits warning to a stock exchange or making any other public announcement, in each case about a material deterioration in its financial position or prospects; (b) there being a public investigation into improper financial accounting and reporting, suspected fraud or any other impropriety of an FDE Group entity; (c) an FDE Group entity committing a material breach of covenant to its lenders; (d) a Key Sub-contractor notifying the Authority that the Contractor has not satisfied any material sums properly due under a specified invoice and not subject to a genuine dispute; (e) any of the Financial Indicators set out at Paragraph 5 for any of the FDE Group entities falling within Risk Level 1.
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	<p>3.2 The following shall be Financial Distress Events, and for the purposes of this Schedule are categorised as “Risk Level 2” Financial Distress Events:</p> <p>(a) any of the following:</p> <ul style="list-style-type: none"> (i) commencement of any litigation against an FDE Group entity with respect to financial indebtedness greater than two million pounds (£2m) or obligations under a service contract with a total contract value greater than two million pounds (£2m); (ii) non-payment by an FDE Group entity of any financial indebtedness; (iii) any financial indebtedness of an FDE Group entity becoming due as a result of an event of default; (iv) the cancellation or suspension of any financial indebtedness in respect of an FDE Group entity; (v) an FDE Group entity can no longer use a corporate loan facility, or the corporate loan facility has been modified to the detriment of the FDE Group entity; or (vi) the external auditor of an FDE Group entity expressing a qualified opinion on, or including an emphasis of matter in, its opinion on the statutory accounts of that FDE entity; <p>in each case which the Authority reasonably believes (or would be likely reasonably to believe) could directly impact on the continued performance and delivery of the Services in accordance with the Contract; and</p> <p>(b) any of the Financial Indicators set out at Paragraph 5 for any of the FDE Group entities falling within Risk Level 2.</p> <p>4 Consequences of Financial Distress Events</p> <p>4.1 Immediately upon notification by the Contractor of a Financial Distress Event (or if the Authority becomes aware of a Financial Distress Event without notification and brings the event to the attention of the Contractor), the Contractor shall have the obligations and the Authority shall have the rights and remedies as set out in Paragraphs 4.3 to 4.6.</p>
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	<p>4.2 In the event of a late or non-payment of a Key Sub-contractor pursuant to Paragraph 3.1(d), the Authority shall not exercise any of its rights or remedies under Paragraph 4.3 without first giving the Contractor ten (10) Working Days to:</p> <ul style="list-style-type: none">(a) rectify such late or non-payment; or(b) demonstrate to the Authority's reasonable satisfaction that there is a valid reason for late or non-payment. <p>4.3 The Contractor shall (and shall procure that the Guarantor and/or any relevant Key Sub-contractor shall):</p> <ul style="list-style-type: none">(a) at the request of the Authority, meet the Authority as soon as reasonably practicable (and in any event within three (3) Working Days of the initial notification (or awareness) of the Financial Distress Event or such other period as the Authority may permit and notify to the Contractor in writing) to review the effect of the Financial Distress Event on the continued performance and delivery of the Services in accordance with the Contract; and(b) where the Authority reasonably believes (taking into account the discussions and any representations made under Paragraph 4.3(a)) that the Financial Distress Event could impact on the continued performance and delivery of the Services in accordance with the Contract:<ul style="list-style-type: none">(i) submit to the Authority for its approval, a draft Financial Distress Remediation Plan as soon as reasonably practicable (and in any event, within ten (10) Working Days of the initial notification (or awareness) of the Financial Distress Event or such other period as the Authority may permit and notify to the Contractor in writing); and(ii) to the extent that it is legally permitted to do so and subject to Paragraph 4.8, provide such information relating to the Contractor, Key Sub-contractors and/or the Guarantor as the Authority may reasonably require in order to understand the risk to the Services, which may include forecasts in relation to cash flow, orders and profits and details of financial measures being considered to mitigate the impact of the Financial Distress Event.
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	<p>4.4 The Authority shall not withhold its approval of a draft Financial Distress Remediation Plan unreasonably. If the Authority does not approve the draft Financial Distress Remediation Plan, it shall inform the Contractor of its reasons and the Contractor shall take those reasons into account in the preparation of a further draft Financial Distress Remediation Plan, which shall be resubmitted to the Authority within five (5) Working Days of the rejection of the first draft. This process shall be repeated until the Financial Distress Remediation Plan is approved by the Authority or escalated under Paragraph 4.5.</p> <p>4.5 If the Authority considers that the draft Financial Distress Remediation Plan is insufficiently detailed to be properly evaluated, will take too long to complete or will not ensure the continued performance of the Contractor's obligations in accordance with the Contract, then it may either agree a further time period for the development and agreement of the Financial Distress Remediation Plan or escalate any issues with the draft Financial Distress Remediation Plan with the Contractor.</p> <p>4.6 Following approval of the Financial Distress Remediation Plan by the Authority, the Contractor shall:</p> <ul style="list-style-type: none">(a) on a regular basis (which shall not be less than fortnightly):<ul style="list-style-type: none">(i) review and make any updates to the Financial Distress Remediation Plan as the Contractor may deem reasonably necessary and/or as may be reasonably requested by the Authority, so that the plan remains adequate, up to date and ensures the continued performance and delivery of the Services in accordance with the Contract; and(ii) provide a written report to the Authority setting out its progress against the Financial Distress Remediation Plan, the reasons for any changes made to the Financial Distress Remediation Plan by the Contractor and/or the reasons why the Contractor may have decided not to make any changes;(b) where updates are made to the Financial Distress Remediation Plan in accordance with Paragraph 4.6(a), submit an updated Financial Distress Remediation Plan to the Authority for its approval, and the provisions of Paragraphs 4.4 and 4.5 shall apply to the review and approval process for the updated Financial Distress Remediation Plan; and(c) comply with the Financial Distress Remediation Plan (including any updated Financial Distress Remediation Plan) and ensure that it achieves the financial and performance requirements set out in the Financial Distress Remediation Plan.
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	<p>4.7 Where the Contractor reasonably believes that the relevant Financial Distress Event under Paragraph 4.1 (or the circumstance or matter which has caused or otherwise led to it) no longer exists, and the Contractor is able to demonstrate this to the satisfaction of the Authority, the Contractor shall notify the Authority and the Parties may agree that the Contractor shall be relieved of its obligations under Paragraph 4.6.</p> <p>4.8 The Contractor shall use reasonable endeavours to put in place the necessary measures to ensure that the information specified at paragraph 4.3(b)(ii) is available when required and on request from the Authority and within reasonable timescales. Such measures may include:</p> <ul style="list-style-type: none">(a) obtaining in advance written authority from Key Sub-contractors and/or the Guarantor authorising the disclosure of the information to the Authority and/or entering into confidentiality agreements which permit disclosure;(b) agreeing in advance with the Authority, Key Sub-contractors and/or the Guarantor a form of confidentiality agreement to be entered by the relevant parties to enable the disclosure of the information to the Authority;(c) putting in place any other reasonable arrangements to enable the information to be lawfully disclosed to the Authority (which may include making price sensitive information available to Authority nominated personnel through confidential arrangements, subject to their consent); and(d) disclosing the information to the fullest extent that it is lawfully entitled to do so, including through the use of redaction, anonymization and any other techniques to permit disclosure of the information without breaching a duty of confidentiality.
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5 Financial Indicators

5.1 Subject to the calculation methodology set out at Annex 1 of this Schedule, the Financial Indicators and the corresponding calculations and thresholds used to determine whether a Financial Distress Event has occurred in respect of those Financial Indicators, shall be as follows:

Financial Indicator	Calculation ¹	Financial Target Threshold:	Risk Level 1	Risk Level 2
Debt Ratio	Total Liabilities / Total Assets	Debt ratio is less than or equal to 1.0	Debt ratio is greater than 1.0 but less than or equal to 1.2	Debt ratio is greater than 1.2
Acid Test	(Current liabilities – inventory) / Current liabilities	Acid test is greater than or equal to 0.8	Acid test is less than 0.8 but greater than or equal to 0.6	Acid test is less than 0.6
Operating Cash Flow Ratio	Operating cash flow / Revenue × 100	Operating cash flow ratio is greater than or equal to 4%	Operating cash flow ratio is less than 4% but greater than or equal to 2%	Operating cash flow ratio is less than 2%

Key: ¹ – See Annex 1 of this Schedule which sets out the calculation methodology to be used in the calculation of each Financial Indicator.

6 Termination Rights

The Authority shall be entitled to terminate the Contract if:

- (a) the Contractor fails to notify the Authority of a Financial Distress Event in accordance with Paragraph 2.2(b);
- (b) the Parties fail to agree a Financial Distress Remediation Plan (or any updated Financial Distress Remediation Plan) in accordance with Paragraphs 4.3 to 4.5; and/or
- (c) the Contractor fails to comply with the terms of the Financial Distress Remediation Plan (or any updated Financial Distress Remediation Plan) in accordance with Paragraph 4.6(c).

Annex 1: Calculation Methodology for Financial Indicators

The Contractor shall ensure that it uses the following general and specific methodologies for calculating the Financial Indicators against the Financial Target Thresholds:

General methodology

1. **Terminology:** The terms referred to in this Annex are those used by UK companies in their financial statements. Where the entity is not a UK company, the corresponding items should be used even if the terminology is slightly different (for example a charity would refer to a surplus or deficit rather than a profit or loss).
2. **Groups:** Where the entity is the holding company of a group and prepares consolidated financial statements, the consolidated figures should be used.
3. **Foreign currency conversion:** Figures denominated in foreign currencies should be converted at the exchange rate in force at the relevant date for which the Financial Indicator is being calculated.
4. **Treatment of non-underlying items:** Financial Indicators should be based on the figures in the financial statements before adjusting for non-underlying items.

Specific Methodology	
Financial Indicator	Specific Methodology
Debt Ratio	<p><i>Debt ratio = total liabilities / total assets</i></p> <p><i>All elements used to calculate the debt ratio are available on the face of the Balance Sheet in a standard set of financial statements.</i></p>
Acid Test	<p><i>Acid test = (current liabilities – inventory) / current liabilities</i></p> <p><i>All elements used to calculate the acid test are available on the face of the Balance Sheet in a standard set of financial statements.</i></p>
Operating Cash Flow Ratio	<p><i>Operating Cash Flow Ratio = Operating Cash Flow / Revenue x 100</i></p> <p><i>All elements used to calculate the operating cash flow ratio are available in the Profit and Loss account and Cash Flow statement in a standard set of financial statements.</i></p>

Schedule 3: Additional Management Information

Contract Type, Contract Reference	Modification
<p>ESF1, Schedule 3 ESF2, Schedule 3</p>	<p><i>Insert the following four paragraphs at the end of Schedule 3 for ESF1 and ESF2.</i></p> <p>(A) The Contractor will provide the Authority, at three monthly intervals, with data on the Contractor's high level order book or turnover analysis, in a format determined by the Authority from time to time, including but not limited to:</p> <ul style="list-style-type: none"> (a) commissioner and contract, (b) percentage of turnover, (c) contract key dates (income start and end), and (d) COVID-19 action being proposed/taken. <p>(B) The Contractor will provide the Authority, each Month or as otherwise requested by the Authority, with the following details of its Sub-contractors in a format to be determined by the Authority from time to time, including but not limited to:</p> <ul style="list-style-type: none"> (a) Sub-contractor partner name, (b) Sub-contractor partner main contact (name, phone and email) with alternative for contingency, (c) Service(s) delivered, (d) geographic area(s) covered, (e) amount paid in Month, (f) where there is a variance of +/- 10% from the previous Month's payment to any Sub-contractor, an explanation to be provided, (g) the Contractor's stability risk assessment of its Sub-contractor, and (h) contingency plans.

	<p>(C) The Contractor will provide the Authority with details of the Contractor's Sub-contractor stability risk assessment policy, process and methodology:</p> <ul style="list-style-type: none">(a) within 10 Working Days of the CV07 Variation Date,(b) when updated, reviewed or amended by the Contractor, and(c) annually. <p>(D) The Contractor will provide the Authority with all other such information in respect of the Contractor and Contract as the Authority reasonably requires, from time to time, to enable the Authority to ascertain and determine:</p> <ul style="list-style-type: none">(a) the operation and effectiveness of the Contract,(b) the resources deployed and/or available under the Contract, and(c) the risk to the delivery of the Contract.
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Schedule 4: Customer Service Standards

Contract Type, Contract Provision	Modification
<p>ESF1, Schedule 2 paragraph 2 (Customer Service Standards)</p> <p>ESF2, Schedule 2 paragraph 2 (Customer Service Standards)</p>	<p><i>The Customer Service Standards as detailed in Schedule 2, paragraph 2 shall not be applicable and will be replaced with the Customer Service Standards as set out below.</i></p> <ol style="list-style-type: none"> 1. The Contractor and the potential Participant will undertake the initial appointment within 15 (fifteen) Working Days of the Contractor receiving the Referral. 2. The Contractor will provide the Participant with a copy of the service delivery standards and a copy of the ESF information leaflet within 1 (one) Working Day of becoming a Participant. The service delivery standards referred to here are details on the support that the Contractor can provide to the Participant. 3. The Contractor will work with the Participant to explore the Participant’s ambitions, goals, priorities and personal needs. This will help formulate an Action Plan. This Action Plan must be finalised within 20 (twenty) Working Days of the Referral. 4. The Contractor will contact the Participant (by telephone/video conference or any other method permitted by the Contract) once a month as a minimum, to discuss the Participant’s wellbeing, Action Plan and job goals (“Booked Meeting”). The frequency of the Booked Meetings can be amended according to the Participant’s needs, provided that the Participant is in agreement. 5. If the Participant misses a Booked Meeting and the Contractor is not contacted by the Participant with an explanation as to why, The Contractor will attempt to contact the Participant within 2 (two) Working Days with a view to resolving any issues. 6. Ahead of the Participant commencing employment or self-employment, The Contractor will attempt to discuss with the Participant the initial in-work support needs that exist. 7. Whilst the Participant is in employment or self-employment, The Contractor will attempt to contact (via telephone/video conference or any other manner permitted by the Contract) the Participant every 10 (ten) Working Days to offer any necessary support that the Participant may require in employment or self-employment. The frequency of the contact can be amended according to the Participant’s needs, provided that the Participant is in agreement.

	<ol style="list-style-type: none"><li data-bbox="539 233 2002 432">8. If the Participant is not in employment or self-employment at the point they cease to be a Participant, The Contractor will produce an exit report pack. This will include a summary of the Participant's time on the programme, along with details of additional support that can be accessed to support them going forward ("Exit Report Pack"). The Exit Report Pack will be provided to Participants within the last 10 (ten) Working Days of the Participant being a Participant. The Contractor will also maintain a copy of the Exit Report Pack securely, which must be sent to the Authority upon request from the Authority.<li data-bbox="539 472 2002 533">9. Contractors must securely send a copy of the fully completed ESF 1420 start form to the ESF Admin Team within five (5) Working Days of the eligibility and referral meeting.<li data-bbox="539 572 2002 633">10. Contractors must securely send a copy of the fully completed ESF1420 end form to the ESF 14-20 Admin Team within eight (8) weeks of the completion date.<li data-bbox="539 673 2002 734">11. The Contractor must send a copy of the final Action Plan to the Authority within 5 (five) Working Days of a request from the Authority.<li data-bbox="539 774 2002 904">12. At the end of each calendar month, the Contractor will complete the template as provided in Schedule 4, Annex A to CV07. This template will be provided to the Authority on the 15th day of the following calendar month. If the 15th day happens to be a non-Working Day, then the deadline will move to the next Working Day.
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Annex A



Annex A.xlsx

Schedule 5: Removal of Certain Contract Requirements

Contract Type, Contract Provision	Modification
ESF1 and ESF2, Schedule 3 paragraph 6.6	<p>Currently, there are contractual requirements to provide:</p> <ul style="list-style-type: none"> a) details on supply chain expenditure with SMEs; b) a Sustainable Development Policy Statement & Sustainable Development Plan; <p><u>The requirement to provide this information is to be removed.</u></p>
ESF1 and ESF2, Schedule 3 paragraph 6.6 ESF1 and ESF2, Schedule 6 paragraphs 3.3, 3.10	<p>Currently, there are contractual requirements to provide a full and final Security Plan. These requirements are to be removed and replaced with a requirement to provide a single Contractor assurance that the security arrangements in place meet the Authority's and GDPR data security requirements and keep the Authority's information and systems safe. This is to be returned by 31st January 2021 and annually thereafter.</p>
ESF1, Schedule 3 paragraph 6.6	<p>Currently, there is a contractual requirement to provide the Life Chances Work Force Monitoring Template in accordance with the Life Chances through Procurement Guidance for DWP Contractors document and Schedule 17.</p> <p><u>The requirement to provide this information is to be removed.</u></p>
ESF1 and ESF2, Schedule 17 paragraph 2.6	<p>Currently, this clause states:</p> <p>The Contractor shall provide the Life Chances Workforce Monitoring template (contained in Appendix 1 to this Schedule 17), duly completed in full by the Contractor in respect of all Staff (including but not limited to all Sub-contractors used in the performance of the Contractor's obligations under the Contract), six (6) Months after the Commencement Date and annually thereafter.</p> <p><u>This provision is to be removed</u></p>

<p>ESF1 and ESF2, Schedule 7 paragraph 2.1</p>	<p>Currently, this clause states:</p> <p>The Contractor shall produce a Sustainable Development Policy Statement and Sustainable Development Plan in accordance with paragraphs 2.2 and 2.3 of this Schedule, within 6 (six) months of the Commencement Date and annually thereafter. The Sustainable Development Policy Statement and Sustainable Development Plan must be specific to the Contract and include all Sub-contractors involved in delivery of the Contract. The Contractor must obtain the required information from Sub-contractors and then collate and submit as stated above.</p> <p><u>This provision is to be removed</u></p>
<p>ESF1 and ESF2, Schedule 3 paragraph 6.6</p>	<p>Currently, there is a contractual requirement to provide an HMG Baseline Personnel Security Standard - Contractor's Declaration. This is to be replaced with the requirement to provide a single Contractor Baseline Personnel Security Standard declaration. This is to be returned by 31st January 2021 and annually thereafter.</p>

Schedule 6: Provider Guidance

Contract Type, Contract Provision	Modification
ESF1, A1.1 ESF2, A1.1 ESF1, F3.4 ESF2, F3.4	<p><i>Insert a new definition of Covid-19 Provider Guidance into A1.1, as follows:</i></p> <p>“Covid-19 Provider Guidance” means any Provider Guidance issued by the Authority to the Contractor during the Covid Relief Period.</p> <p><i>Insert a new provision F3.4, as follows:</i></p> <p>F3.4</p> <ul style="list-style-type: none"> (a) Any Covid-19 Provider Guidance issued to the Contractor shall have effect from the date of its issue or as otherwise specified in the Covid-19 Provider Guidance. (b) Covid-19 Provider Guidance shall supplement or replace Provider Guidance issued in the ordinary course of business. (c) Whether Covid-19 Provider Guidance supplements or replaces Provider Guidance issued in the ordinary course of business will be specified in the Covid-19 Provider Guidance. (d) Where there is any conflict between Covid-19 Provider Guidance and Provider Guidance issued in the ordinary course, the Covid-19 Provider Guidance shall prevail. (e) The Authority shall have the right to withdraw the Covid-19 Provider Guidance at any time, in whole or in part, after its issue and shall specify, by way of issue of a Live Running Memo, when the Covid-19 Provider Guidance shall cease to have effect (the “Covid-19 Provider Guidance Expiry Date”). (f) The Covid-19 Provider Guidance shall, to the extent and manner specified in the Live Running Memo, cease to apply to the Contract on the occurrence of the Covid-19 Provider Guidance Expiry Date. (g) Following the occurrence of the Covid-19 Provider Guidance Expiry Date the Provider Guidance issued in the ordinary course shall continue to apply to the Contract.