

DRAFT

[REDACTED]
Marine and Fisheries Directorate
Department for Environment, Food & Rural Affairs
Nobel House
17 Smith Square
London SW1P 3JR

17th November 2020

Dear [REDACTED],

Re: Consultancy support for the Fisheries and Seafood Scheme (FASS)

Following our recent discussions, I am pleased to confirm the details of our engagement for consultancy support for the FASS, within the Department for Environment, Food and Rural Affairs (Defra). We appreciate this opportunity to assist you, and look forward to working closely with you and your team.

This letter describes the scope of the services we will provide, our fees for those services, and any other additional arrangements. We would be grateful if you could sign this letter to confirm your agreement with these arrangements and return a copy to Chris Dobson at your earliest convenience.

Yours sincerely,

[REDACTED]
Partner
Ernst & Young LLP

[REDACTED]

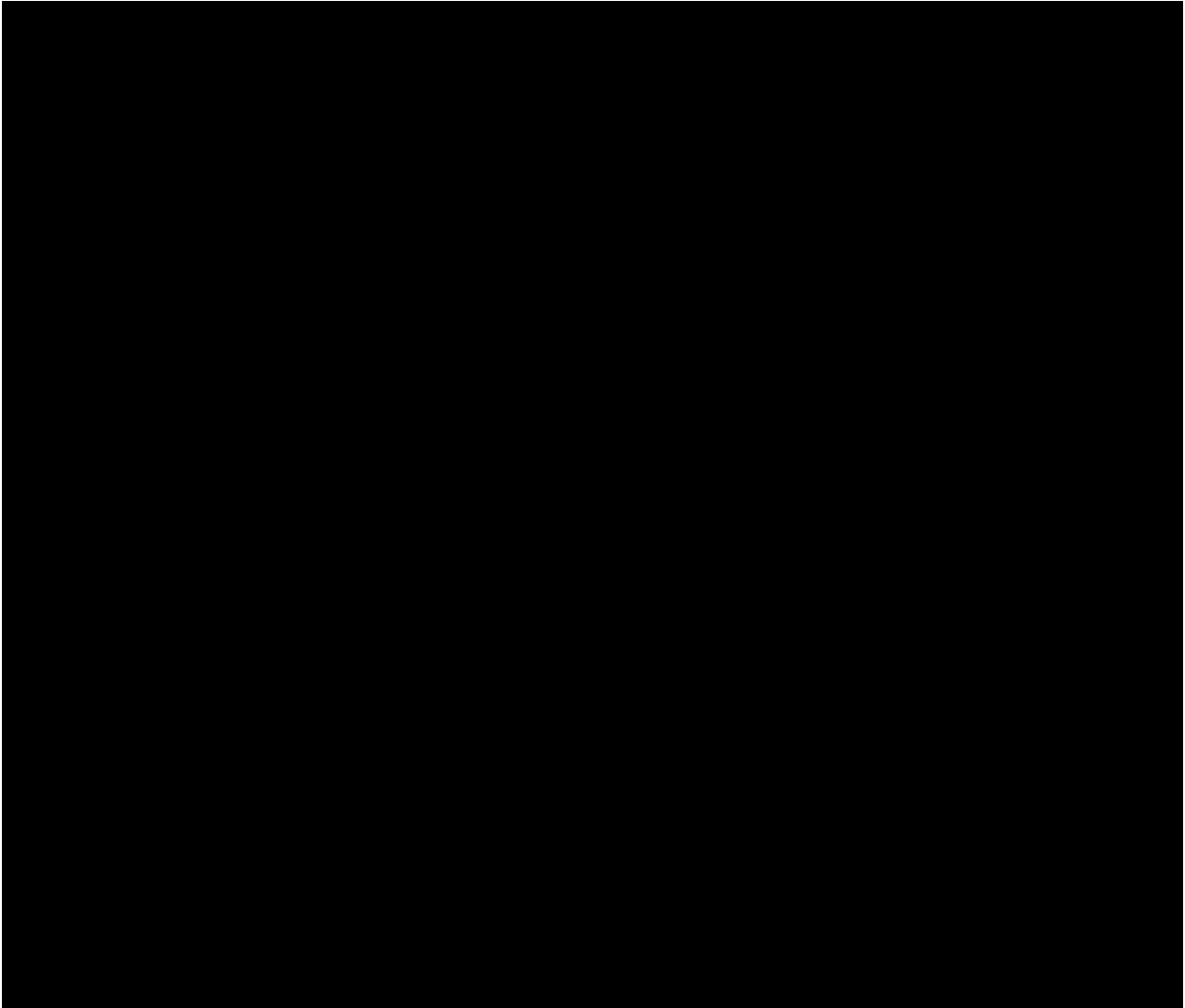
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1. Background

The Government Grants Management Function (GGMF) plays a critical role in scrutinising cross government grant spend, highlighting risks, and identifying opportunities for savings and efficiencies. The purpose of the Grants Pathfinder is to support departments enhance the effectiveness and efficiency of grant management across government.

Via the Grants Pathfinder contract, departments can pay for consultancy support from the GGMF's commercial partner, Ernst & Young LLP (EY) to assist departments improve their grant management.

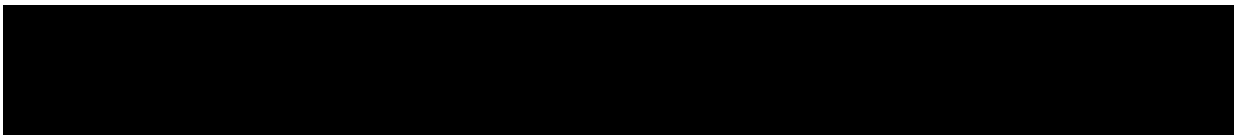
Defra has signed a Memorandum of Understanding (MoU) to draw down on consultancy support. This Project Engagement Letter relates to work to be undertaken with the Marine and Fisheries Directorate Business Unit in respect of the FASS.

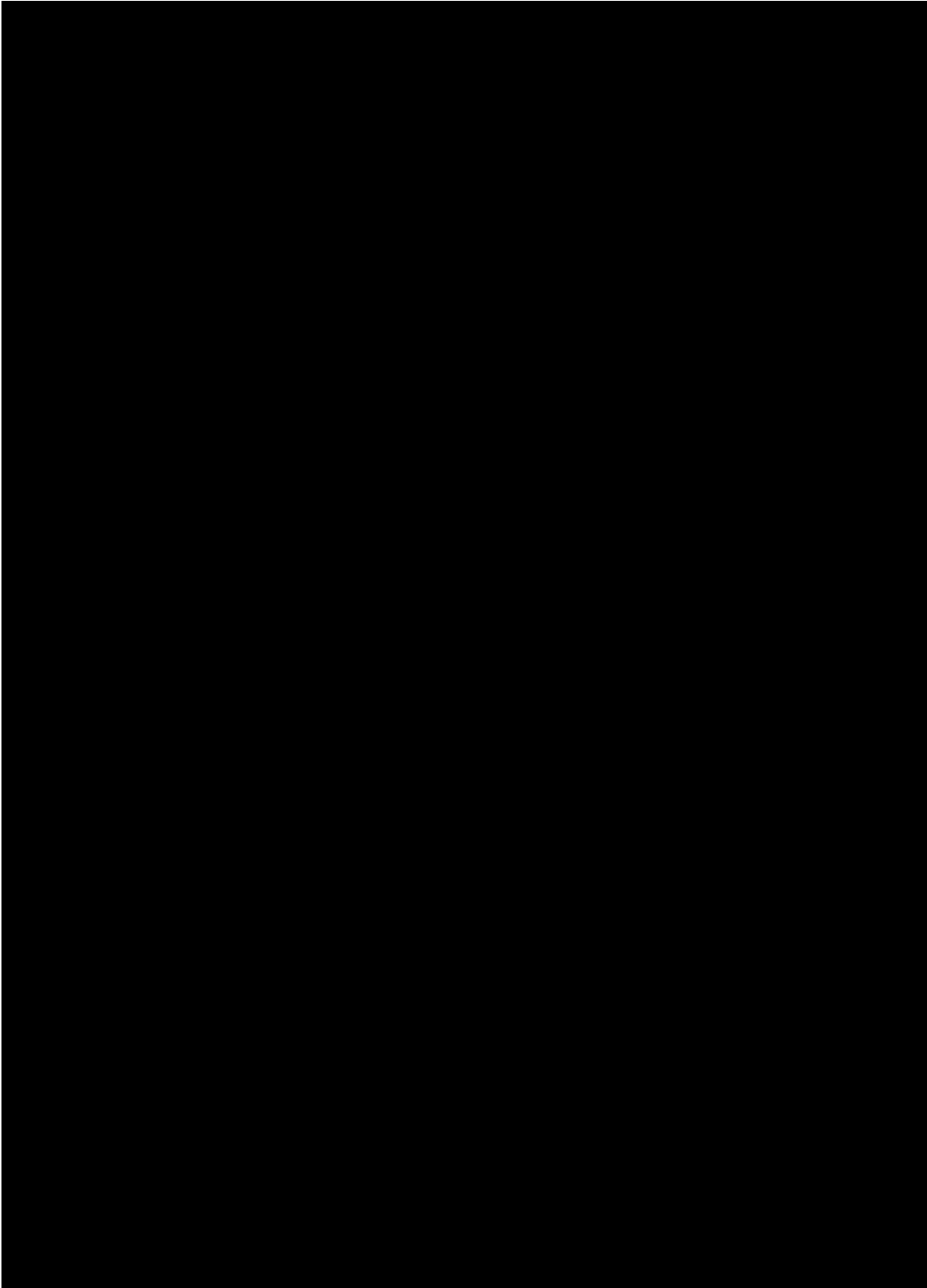


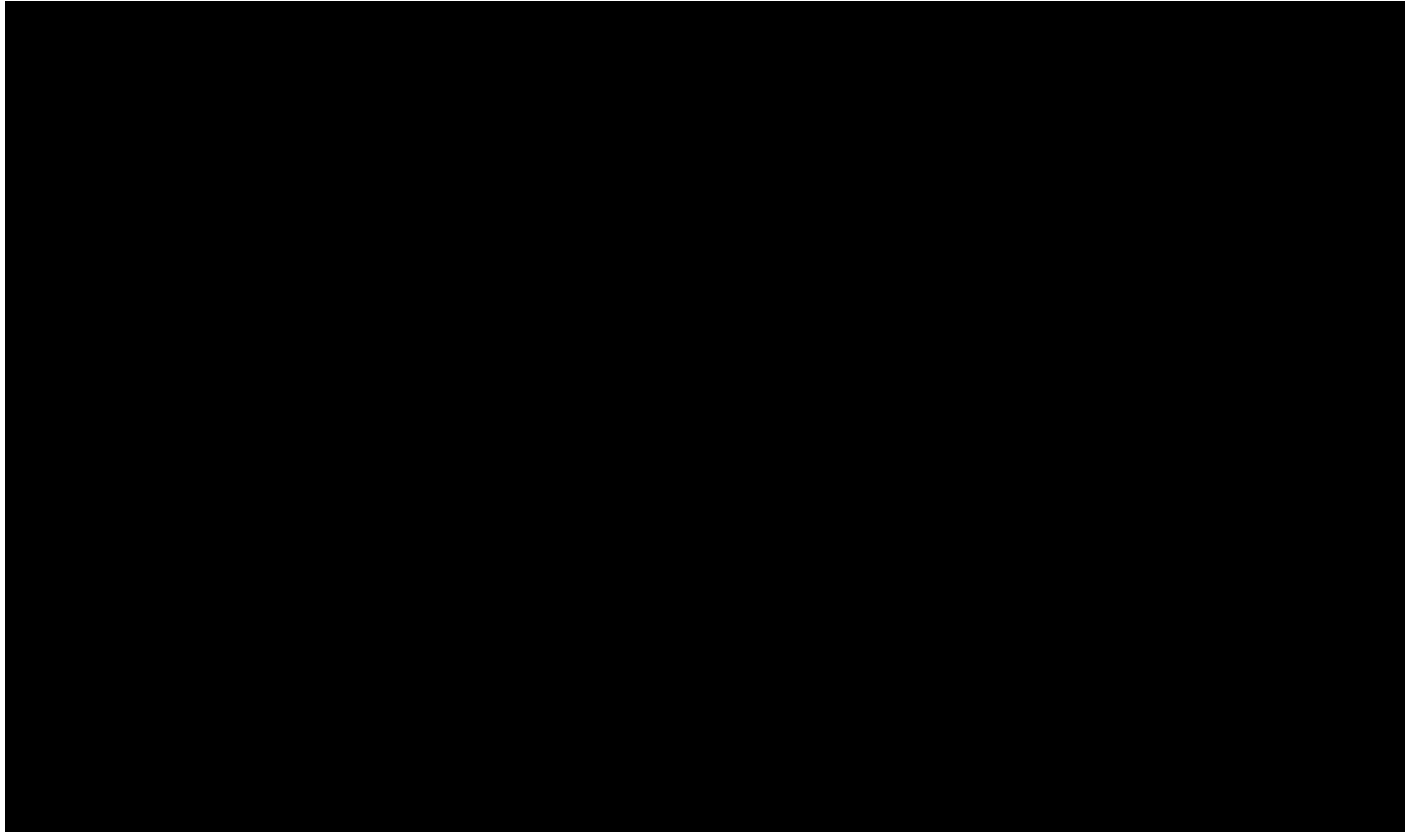
Defra are seeking EY's support to address the IPA recommendations in respect of Contingencies, Planning and Roles & Relationships detailed above.

2. Statement of Services

EY will provide seven weeks of support to the FASS from 18 November 2020 with the primary objective of assisting the FASS to go-live on 1 January 2021.







4. Project Governance and Reporting

Clear project governance, lines of accountability and expert challenge will be critical to the success of this project. The weekly Project Board will be the authority accountable for making joint decisions to drive success and signing off project outputs as required. Status reports will be prepared for the weekly Project Board detailing progress made, decisions required and next steps. It is expected that EY staff will be extended invites to the Project Board and there will be good attendance from representatives from Defra and the MMO.

5. Limitations on scope

Unless our instructions are later amended, the work we undertake will be restricted to those set out above. You may decide you wish to vary this scope as the engagement progresses. We will discuss any such variations with you and agree how to best deliver the revised scope, within the budget provided.

In providing the services detailed above we will be acting in reliance on information provided by yourselves and your advisors.

6. Fees

EY will invoice for work done on a time-incurred basis, charged according to the table below. The invoice will be issued to Cabinet Office who will make payment for the services received and recover these costs from Defra at the end of the seven week period.



an accurate record of time spent by our staff in providing the services along with supporting narrative, if requested.

Total	£88,475
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7. Dependencies

Delivery of the scope of work outlined within this Project Engagement Letter is dependent upon the following assumptions:

[illegible]

8. Feedback and satisfaction

Two feedback meetings will take place during the project, one at the conclusion of week three and a second at the conclusion of week six to confirm that everything is progressing as expected and to monitor the performance of EY.

9. Terms and conditions

The Project Engagement Letter is governed by the terms and conditions of the CCS Management Consultancy Framework contract RM3745. Nothing in the Project Engagement Letter supersedes the terms and conditions set out in contract RM3745

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DEPARTMENT

By signing below, Defra accepts the contents of the Project Engagement Letter and agrees to enter into an agreement with Cabinet Office and EY, to provide the services in accordance with the Statement of Work.

For and on behalf of Defra

Name and title:

Signature:

11/20

AGREED AND ACCEPTED BY GOVERNMENT GRANTS MANAGEMENT FUNCTION

For and on behalf of Government Grants Management Function:

Name and title:

Signature:

Date: