



Ministry of Housing,  
Communities &  
Local Government

OFFICIAL - SENSITIVE

Locality  
33 Corsham Street  
London  
N1 6DR

19<sup>th</sup> May 2025

Contract Number: CPD/004/117/081

Dear Contractor,

**CONTRACT FOR THE 2018–2022 NEIGHBOURHOOD PLANNING SUPPORT SERVICES**

Please find attached Amendment No. 19 to the above-mentioned contract.

Please confirm acceptance of this updated amendment as soon as possible by signing and returning this document to the undersigned.

The Authority will accept a signed Word or PDF version.

I look forward to hearing from you.

Yours faithfully,

**[Redacted]**



### **AMENDMENT TO CONTRACT**

The details contained in this document form a binding amendment to the Contract referenced below between the Contractor and the Secretary of State for the Ministry of Housing, Communities and Local Government (“MHCLG”).

Contract title : Contract for the 2018-2022 Neighbourhood Planning Support Services

Contract reference : CPD/004/117/081

Purchase order no. : 4500334419

Contractor : Locality

Amendment no. : 19

Effective date of amendment : 1<sup>st</sup> April 2025

#### **Summary of amendment:**

- 1) The fixed cost support elements are extended for a further 3 months, from 1st July 2025 until 30th September 2025, with the exception that the application window for Grant and Technical Support services shall remain closed as of 31st March 2025, and no new Grant or Technical Support services shall be commissioned beyond this date regardless. Further details are set out in Appendix 3 - Supplier Exit Plan for April 2025 to April 2026.
- 2) The maximum Budget for the variable support (Grant and Technical Support) elements commissioned in 2024-25 (Year 7) shall therefore remain unchanged.
- 3) The maximum charges for the fixed cost services delivered from 1st April 2025 to 30th September 2025 shall therefore be £277,526.47 incl. VAT, as set out in Appendix 2 - Exit Costs April 2025 to April 2026.
- 4) The maximum charges for the ‘Tail End Period’, amended to run from 1st October 2025 to 30 April 2026 as set out in Appendix 3, shall be £221,084.34 incl. VAT, as set out in Appendix 2. The purpose of these services is to enable the completion of technical support packages signed off by MHCLG prior to 31st March 2025, and to enable full closedown of the support programme by April 2026.
- 5) For the avoidance of doubt, the costs set out in Appendix 2 relate to delivery of relevant services set out in Appendix 3, with Appendix 3 being included in the Contract at ‘Appendix D1 Contractor’s Tender’ accordingly.



- 6) The Contract shall terminate on 30<sup>th</sup> April 2026.

**Details of amendment:**

**A) Revised Contract Value**

- (i) The Fixed Costs for the period 1st April 2025 to 30th September 2025 will be £277,526.47 incl. VAT, and the Tail-End Period costs for 1st October 2025 to 30<sup>th</sup> April 2026 will be £221,084.34 incl. VAT as set out at 'Appendix 2: Exit Costs April 2025 to April 2026', which replaces 'Appendix 2: Locality Year 8 Tail-End and Exit Costs' of the existing Price Schedule (Annex C), as previously inserted under Amendment No.18. This results in the total costs for Year 8 (Apr 25 to Apr 26) increasing from £180,846.35 inc. VAT to £498,610.81 incl. VAT (i.e. an increase of £317,764.46 inc. VAT).
- (ii) Exit Strategy: an updated Supplier Exit Plan is set out at Appendix 3: Supplier Exit Plan for April 2025 to April 2026, which replaces 'Appendix 3: Locality Exit Strategy, April 2025 to March 2026', as previously inserted under amendment No.18.

**B) Revised Contract Term**

- (i) Delete:

The "Effective Date" of the Contract shall be 8<sup>th</sup> January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1<sup>st</sup> April 2018 (the "Commencement Date") and shall terminate on 31<sup>st</sup> March 2022. MHCLG enacted the 12-month option period available under this contract via Contract Amendment 13 for both variable and fixed costs services. MHCLG then extended the provision of fixed cost services for an additional 12-month period via Contract Amendment 14, and increased variable costs within Year 5 in Contract Amendment 15. MHCLG, then extended the variable and fixed services and costs for 12 months (Year 6), and added a Tail End fixed cost period of 6-months (Year 7) in Contract Amendment 16. Under Amendment 17 MHCLG then extended all fixed and variable services and costs for 12 months across 2024-25 (Year 7), and extended and reprofiled the requirement for Tail End services and related Fixed Costs across 2025-26 (Year 8) to enable the Contract to be brought to a close, with Contract terminating on the 31<sup>st</sup> March 2026.

Under Amendment No 18. the Authority has:



1. Extended all fixed cost services for 3 months, from 1<sup>st</sup> April 2025 to 30<sup>th</sup> June 2025 (Year 8), except that no new Grant or Technical Service awards shall be made during this period.
2. Re-profiled the Tail-End Period services for Year 8, to now be delivered from 1<sup>st</sup> July 2025 to 31<sup>st</sup> March 2026.
3. The Contract shall terminate on 31<sup>st</sup> March 2026.

(ii) Insert:

The “Effective Date” of the Contract shall be 8<sup>th</sup> January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1<sup>st</sup> April 2018 (the “Commencement Date”) and shall terminate on 31<sup>st</sup> March 2022. MHCLG enacted the 12-month option period available under this contract via Contract Amendment 13 for both variable and fixed costs services. MHCLG then extended the provision of fixed cost services for an additional 12-month period via Contract Amendment 14, and increased variable costs within Year 5 in Contract Amendment 15. DLUHC, formerly MHCLG, then extended the variable and fixed services and costs for 12 months (Year 6), and added a Tail End fixed cost period of 6-months (Year 7) in Contract Amendment 16. Under Amendment 17 DLUHC then extended all fixed and variable services and costs for 12 months across 2024-25 (Year 7), and extended and reprofiled the requirement for Tail End services and related Fixed Costs across 2025-26 (Year 8) to enable the Contract to be brought to a close, with Contract terminating on the 31<sup>st</sup> March 2026. Under Contract Amendment 18 the Authority extended all fixed costs for a further 3 months to 30<sup>th</sup> June and reprofiled Tail-End Services to be delivered from July 25 to 31<sup>st</sup> March 26.

Under Amendment No 19. the Authority has:

4. Extended all fixed costs for 3 months from 1<sup>st</sup> July 2025 to 30<sup>th</sup> September 2025 (Year 8), except that no new Grant or Technical Service awards shall be made during this extended period.
5. Reprofiled the Tail End Period services to now be delivered from 1<sup>st</sup> October 2025 to 30<sup>th</sup> April 2026.
6. The Contract shall terminate on 30<sup>th</sup> April 2026.

**C) Revised Pricing and Invoicing**

(i) Insert:

Payment for Fixed Costs and Tail-End Period Costs in 2025-26 shall be in accordance with ‘Appendix 2: Exit Costs April 2025 to April 2026’, which replaces



'Appendix 2: Addition of Locality Year 8 Tail-End & Exit Costs, April 2025 to March 2026', as previously inserted under Amendment No.18.

**D) Revised ANNEX C – Price Schedule**

(i) Insert:

Contract Amendment 19 Appendix 2: Exit Costs April 2025 to April 2026.

(ii) Delete:

Contract Amendment 18 Appendix 2: Addition of Locality Year 8 Tail-End & Exit Costs, April 2025 to March 2026.

**E) Revised Appendix D1 Contractor's Tender**

(iii) Insert:

Contract Amendment 19 Appendix 3: Supplier Exit Plan for April 2025 to April 2026.

(iv) Delete:

Contract Amendment 18 Appendix 3: Addition of Locality Exit Strategy, April 2025 to March 2026

Contract value prior to amendment: **£54,626,488 inc. VAT** (inc. VAT) (inclusive of Amendment Nos.1-18)

Net increase to maximum value of Contract: **£317,764 (inc. VAT)**

Revised maximum value of Contract: **£54,944,252 (inc. VAT)**

Terms and conditions : All other terms and conditions remain the same for this Contract.

<p>FOR AND ON BEHALF OF THE <b>SECRETARY OF STATE FOR THE DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES</b></p>	<p>FOR AND ON BEHALF OF THE <b>CONTRACTOR</b></p>
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Name: <b>[Redacted]</b>	Name: <b>[Redacted]</b>
Title: <b>[Redacted]</b>	Title: <b>[Redacted]</b>
Signed: <b>[Redacted]</b>	Signed: <b>[Redacted]</b>
Date: 20 <sup>th</sup> May 2025	Date: 19.05.25



**Appendix 1: Contract Value & Indicative Budget 2024-26**

**CV18 position (which is starting point)**

**[Redacted]**

**Part A –**

**[Redacted]**

**Part B – Re-profiling Year 8 tail end**

**[Redacted]**

**Part C – Final position**

**[Redacted]**



**Appendix 2: Exit Costs April 2025 to April 2026**

**[Redacted]**

**Appendix 3: Supplier Exit Plan for April 2025 to April 2026**

**[Redacted]**