



Ministry of Housing,  
Communities &  
Local Government

Locality  
33 Corsham Street  
London  
N1 6DR

01<sup>st</sup> July 2020

Contract Number: CPD/004/117/081

Dear Contractor,

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

Please find attached an amendment to the above-mentioned contract. Please confirm acceptance of this amendment as soon as possible by signing and returning this document to the undersigned.

MHCLG will accept a signed hard copy or a PDF version.

I look forward to hearing from you.

Yours faithfully

Joanna Means

Senior Procurement Advisor



### **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.	:	8
Effective date of amendment	:	29 <sup>th</sup> June 2020
Details of amendment	:	MHCLG wish to increase the maximum amount allowed for Basic Grant funding under this contract by up to an additional £1,000 for future payments. (Maximum grant payment available is currently £9,000, this amendment will increase this to £10,000.) This is to account for extra costs for engagement that may be incurred due to the ongoing Covid-19 pandemic.

This amendment will also update the details of the supplier's staff under the contract which is now outdated.

The following amendments are made to the existing Contract documentation.

Appendix A: Grant Amounts – Details see amended grant amounts

Annex B: Contract Award Letter – Details Locality's and their sub-contractors key personal under this contract.

Contract value prior to amendment: £33,623,291 (incl. VAT). (inclusive of Amendment Nos.1, 2,3, 4, 5, 6 & 7.)

Maximum value of this amendment: nil value – there will be no increase to the overall contract value, as costs associated with Amendment No.8 will be covered by current underspend



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Revised value : £33,623,291 (incl. VAT).

for the Contract

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

<b>FOR AND ON BEHALF OF THE SECRETARY OF STATE FOR HOUSING, COMMUNITIES AND LOCAL GOVERNMENT</b>	<b>FOR AND ON BEHALF OF THE CONTRACTOR</b>
Name:	Name:
Title	Title:
Signed:	Signed:
Date:	Date:



## **Appendix A – Grant Amounts**

The table below indicates the current maximum value of all grants available to neighbourhood planning groups under the Main and Discounted Market Homes (DMH) streams of the Neighbourhood Planning Support Programme.

As of 26 May 2020, the maximum value of Basic Grant available to groups rose from £9,000 to £10,000. This contract variation (Contract Amendment No. 8) formalises this increase to Basic Grant, such that all prior references to the £9,000 maximum value of Basic Grant within the original contract documents and all subsequent contract variation documents are now superseded by confirmation of the £10,000 maximum value of Basic Grant outlined below.

Note that the maximum value of all other grants remains unchanged.

		<b>Original Contract</b>	<b>Contract Variation No 5</b>	<b>Contract Variation No 8</b>
Main + DMH	<b>Basic Grant (as per paragraph 4.41, Specification, Original Contract)</b>	9,000	9,000	<b>10,000</b>
Main	<b>Additional Main Grant</b>	8,000	8,000	8,000
DMH	<b>Additional DMH Grant</b>	n/a	10,000	10,000
DMH	<b>NDO Grant</b>	n/a	50,000	50,000



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**Annex B of Contract Award Letter**

The Key Personnel are as follows:

Locality

**[Redacted]**

Sub-Contractors

**[Redacted]**

Details of new personnel:

Locality

**[Redacted]**