

Withdrawn

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withdrawn.**

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Access to Work Live Running Memo

To: Access to Work Providers

From: Non-Work Programmes Division

Copy:

Head of Non-Work Programme Team

Non-Work Programme Policy &

Performance Team Leaders

Non-Work Programme Senior

Performance Managers

Non-Work Programme Performance

Managers

Account Managers

Account Executives

Memo Serial No: AtW LR 02

Date: 19 February 2013

Subject: Amendment to procedure for the notification of provider staff changes

Action: For Information and action

Timing: Immediate

Background

1. Following a meeting of Access to Work practitioners, legal advice has been sought and received regarding the prior authorisation of provider personnel changes as detailed below.

Summary and action

2. With immediate effect, the requirement in the Access to Work Provider Guidance for CV's of new personnel to be approved by DWP prior to employment no longer applies.

3. All changes in personnel and/or organisational structures/responsibilities should from now on be notified in advance to your Performance Manager. It is your responsibility to ensure that all replacement personnel are of at least equivalent experience/skills to the former post holder, in line with your contract.

4. The Provider Guidance has been amended to reflect this change and will be published as soon as possible.

Further Information Contact Details

5. All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

Non-Work Programmes Division Enquiries Team