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Department for Work and Pensions

Innovation Fund Live Running Memo

To: Innovation Fund Providers Round 2 **From:** Innovation Fund Policy Team

Copy: Senior Performance Managers
Performance Managers
IF Governance Group Members

Memo Serial No: IF LR07

Date: 23 June 2015

Subject: Process to seek written consent to Delivery Body changes

Action: For information and action

Timing: Immediate

Background

1. Innovation Fund services are supplied entirely by the delivery bodies set out in respective contracts.
2. Contractors cannot replace, terminate or otherwise change any of the delivery bodies without DWP's prior written consent (clause B2.3)

Summary

3. This memo informs you of the process to adopt where an Innovation Fund contract holder wishes DWP to consider providing written consent to a change in delivery bodies named at Appendix E of schedule 1 (the services).

Action

4. Innovation Fund contract holders should complete the request to change delivery body template, embedded below and email it to your performance manager.
5. In accordance with the provisions of the terms and conditions of the contract, the contract holder must provide the following information about any changes to delivery bodies to enable DWP to fully consider the changes;

6. Their name, registered office and company registration number. The purposes for which the proposed body will be employed, including the scope of any services to be provided by the proposed delivery body. Agreement by the named delivery body in the form of a signed delivery body declaration and any further information reasonably requested by the contracting body.
7. Your performance manager will contact you should DWP require further information about the proposed changes. Where consent is denied DWP will provide reasons in writing. Where consent is given, DWP will complete a Deed of Variation to provide the prior written consent as detailed in the contract.

Further Information

8. The Provider Guidance will be updated as soon as possible to incorporate this process

Contact Details

9. All enquiries on the subject of this Memo should be raised with your Performance Manager in the first instance.

Regards

Specialist Employment Provision Enquiries Team