

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

From: Work Programmes Division

Cc: Account Managers
Account Executives
Senior Performance Managers
Performance Managers

Memo Serial Number: 153

Date: 12 May 2014

Subject: Update regarding monthly Supply Chain MI returns

Action: For Information and Action

Timing: Immediate

Background

On 1 April 2014 we issued Work Programme Live Running Memo no. 149, which introduced version 2 of the Performance Management Regime guidance.

Version 2 of the guidance contained a number of revisions including new chapters and changes to existing chapters.

The revisions included a new chapter regarding Supply Chain Management Information. This chapter introduced a requirement for providers to produce MI regarding the performance of Supply Chain partners and how their performance contributes to overall performance.

Within Chapter 8 of the Performance Management Regime, Provider guidance it stated you are required to complete the Supply Chain MI tool (Annex 3) and send it to your Performance Manager (PM) by the 10th of each month. The first month's return (for April 2014) will be due by 10 May 2014.

The Department has made a slight change to Annex 3 and are now asking for the first return to be due on 15 May which will cover the period of April 14. The revised Annex 3 has been sent out with this memo.

We asked that the following months return will be sent to your Performance Manager by the 10th of each month.

Summary and action

You are required to complete the Supply Chain MI tool and send it to your Performance Manager (PM) by the 10th of each month. The first month's return (for April 2014) is due by the 15th May 2014.

Further guidance on completing the Supply Chain MI tool can be found in Chapter 8 of the guidance.

Further Information Contact Details

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

Work Programmes Division Enquiries Team