

Annex E – Local Authority Letter Template (Example)

Bidders should note that bids will need to have full local authority support (Head of Service at minimum) from each of the areas in which they intend to work.

Lead contact – <name and job title of individual>

Address – <for local authority/referral agency

Contact email – <for lead contact>

Contact phone number – <for lead contact>

Re: Support for the Fair Chance Fund

This letter confirms our support for and commitment to the 'xxxx' full Fair Chance Fund bid.

We recognise the importance of the local authority role in assuring the gateway process for the Fair Chance Fund and we are committed to ensuring that all those referred onto the scheme from our area meet the eligibility criteria set out in the full bid. [*These should be reiterated in the letter for clarity*].

We are confident that the referral and gateway processes set out bid are credible, achievable and can be in place by January 2015 and we are clear about our role within that process, including working with partners to ensure that a sufficient number of eligible referrals consistent with the profile set out in the bid are made.

We confirm that at the services being proposed here will be additional to services already offered locally and will not compete with or displace existing services. We are confident accommodation being used is suitable for the client group.

Where supported accommodation is used we will ensure that the gateway onto the scheme is particularly robust and individuals accessing that accommodation would not have been able to do so without Fair Chance Fund assistance. The Fair Chance Fund will not replace or displace existing local funding for supported accommodation.

We are confident that where local authority held data is used to support or enable the Fair Chance Fund the arrangements are compliant with data protection legislation.