

30<sup>th</sup> August 2012

Ian Savigar  
Divisional Director Customer Services  
Bath and North East Somerset

Dear Ian

**Re: Universal Credit – 2013 Focus – Local Authority Led Pilots**

I am happy to inform you that your local authority's Application to lead a pilot in preparation for Universal Credit implementation in the programme of 2013 focus pilots has been successful.

The activity in the pilot which your local authority is to lead, shall be as set out in your local authority's Application and accord with the aims and principles set out in the Prospectus for 2013 Focus Local Authority Led Pilots. I would like to highlight particularly the importance we attach to capturing learning and best practice and in return for receiving funding, your local authority agrees to:

- provide regular evaluation and management information about the pilot as agreed with DWP. This will include a monthly progress report showing progress against the project plan and highlighting any issues arising as well as delivering a full evaluation report;
- work with DWP to help facilitate wider learning across the sector by participating in seminars and workshops and hosting open days for peers;
- keep confidential the terms of this letter and not disclose any confidential or commercially sensitive information regarding the pilot without the prior written consent of DWP;
- permit DWP to publish and use material provided by you about the pilot; and
- share its communication plan with DWP **after** a formal announcement has been made by DWP about the Local Authority Led Pilots so that all communications are properly coordinated (see contact details below)

The contact detail for the UC Communications Team is Julian Anderson Tel: 020 7829 3370. Email: [JULIAN.ANDERSON@DWP.GSI.GOV.UK](mailto:JULIAN.ANDERSON@DWP.GSI.GOV.UK) and the DWP Press Office is Daniel Barnes Tel 0203 267 5123 [daniel.barnes@dwp.gsi.gov.uk](mailto:daniel.barnes@dwp.gsi.gov.uk)

A member of the UC Local Authority Team will be in touch with you shortly to discuss the projected costs of the pilot and the associated funding and the commencement of the pilot.

In addition, we would like to invite you and one other colleague to a workshop on Monday, 17<sup>th</sup> September in Caxton House, London from 11.00am to review and discuss the arrangements for the mobilisation and running of the pilots. This will also provide an opportunity to meet other pilot leads and DWP Operational representatives. Further details will be issued shortly.

The provision of grant funding by the Department for Work and Pensions is conditional upon compliance with the declaration on behalf of your local authority at the end of your local authority's Application signed by yourself.

Please acknowledge receipt and acceptance of the terms of this letter by signing, dating and returning the enclosed copy.

I would like to add my congratulations to your authority on its successful application.

Yours sincerely

Tim Read  
Director, Universal Credit Programme

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We hereby acknowledge receipt and accept the terms of this letter.

Name:

Title:

Date: