

28 July 2010

Dear Colleague

I am writing to give you formal notice of the Department's intention to terminate the grant agreement we hold with you for the Youth Community Action Pilot programme.

Ministers have been reviewing all policies and funding commitments, including the Youth Community Action programme and they have decided to bring it to a close with immediate effect.

I know that this will come as a disappointment to you and that it will have implications for your organisation and staff. I want to record my thanks to you and to your team for the enthusiasm and commitment you have shown for this initiative. This decision has not been taken lightly. However it must now be implemented.

In practice this means that unless there are **unavoidable** and **legally binding** reasons why a particular project cannot stop, all programme activity **must** stop:

- All staff whose roles are partly or wholly funded through the programme must be given notice immediately
- All activity which was not contracted (and by this we mean legally binding) prior to the date of the programme being suspended on 28 July should be cancelled.
- If contracts can be terminated without legal challenge, using break clauses, then they should be
- Whilst existing commitments, where essential, can be honoured, expenditure should be reviewed to ensure maximum value for money and savings released where possible

This means that you should not:

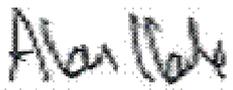
- Commission any new activity
- Retro-contract activity to enable it to happen

I would anticipate that all residual activity will be drawn to a conclusion within the 90 day period stipulated in our grant agreement.

I would be grateful if you could provide confirmation of the funding that will be released as a result of this decision, together with a breakdown of savings by budget head, by 12 August.

I very much appreciate the commitment you have shown to developing this programme and I want to thank you for your contribution over the past year.

Yours sincerely,

A handwritten signature in black ink that reads "Alan Clarke". The signature is written in a cursive style with a large initial 'A'.

Alan Clarke
Deputy Director
Curriculum and Pupil Wellbeing