



Mrs M Dunstone  
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**Health & Community Services  
Children & Young People's  
Commissioning Team, SFAR202  
Six Hills Way  
Stevenage SG1 2FQ**  
Tel: 01438 843927  
Mobile 07867 832 024  
E Mail [REDACTED]  
Contact [REDACTED]  
Ref: HCC1205119  
Date 14 February 2013

Dear Marion

**Letter of Extension and Variation  
The Provision Occupational Therapy Advice, Reports and Services for the  
SEN Service  
Contract: HCC1205119**

Following your recent meetings with Audrey Huzzey, Contract Manager, I am writing to outline the following extension and variation to the above contract while the integrated occupational therapy service is being implemented.

The following amendments will be made with regard to this agreement:

The Council exercises its discretion to extend the Contract Period pursuant to Clause 3.1 of the contract until 31 March 2013. The terms and conditions of this Contract between the Council and the Contractor shall be the terms and conditions of the extended Contract.

Part A General Provisions, Clause 3, will now read

### **3. DURATION OF CONTRACT**

- 3.1 This Contract shall commence on the 1<sup>st</sup> day of September 2011 and shall continue for a period of one year and seven months thereafter until 31 March 2013 unless terminated in accordance with the provisions of this Contract.

Part C Financial Arrangements

**14. CONTRACT PRICE AND PAYMENT**

- 14.1 The volume of additional services delivered will be in line with the total requirements of the SEN Team for the additional period 1<sup>st</sup> September 2012 until 31<sup>st</sup> March 2013. This has been agreed as follows:  
For Tribunal support and OT activity for the period September to December 2012 you delivered [REDACTED] hours at [REDACTED] per hour and this amounts to a total of £12,502.74 for the Autumn term.  
Tribunal support and OT activity for the period January to March 2013 term is predicted as [REDACTED] hours based on known, ongoing activity and this amounts to £5,951.28. There may be additions to this activity as the current Spring term progresses which will also be charged at [REDACTED] per hour. Any new activity will be accounted for in a detailed monitoring report.

The total sum payable for the additional hours quoted above is £18,454.02

All other conditions will remain unchanged.

Would you please sign and return both copies of this letter to confirm your agreement to the above. Once all parties have signed, a copy will be sent to you for your records.

If you have any queries, please contact myself on the number at the top of this letter or Audrey Huzzey, Contract Manager, on Telephone: 01992 [REDACTED]

Yours sincerely

**SIGNATURES**

Signature:

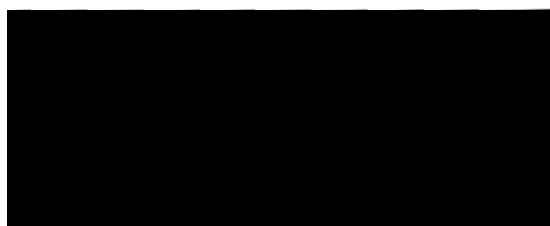


Name: Audrey Huzzey

Designation: Contracting Manager under Contract Regulations

Date: 06.03.13

Signature:



Name:

Designation: Contracting Officer under Contract Regulations

Date: 6.3.13

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**On Behalf of the Provider, I confirm acceptance of the conditions contained within this Agreement**

Signature:



Name: Marion Dunstone

Designation: GENERAL MANAGER, CHILDREN'S SERVICES

Date: 5.3.13

