

Brent Council
Brent Civic Centre
Engineers Way
Wembley Park
HA9 0JF

Email only: connecttowork.programme@dwp.gov.uk

29 September 2025

Dear Luke Ward,

“Connect to Work Grant Side Letter”

1. The Department for Work and Pensions (“**We**” or “**DWP**”) are writing to you in relation to the Connect to Work Grant, as you are an Additional Delivery Area Member within the West London Alliance Delivery Area. We understand that pursuant to your agreed arrangement in place with Ealing Council, Connect to Work Grant funding shall become available to you.
2. The purpose of this side letter is to clarify and document i) DWP’s direct relationship with you, as an Additional Delivery Area Member; and ii) which provisions from the Grant Funding Agreement in place between DWP and Ealing Council dated [*DWP to insert date*] (“**GFA**”) are directly enforceable by DWP.
3. Terms used but not otherwise defined in this letter shall have the same meaning as in the GFA.
4. In accordance with the GFA, you are obligated to comply with the following clauses of the GFA as if each condition on Ealing Council contained therein is interpreted to be a condition on you: 3.5.3, 4.8, 4.10.1, 4.10.2, 5.1, 5.2, 7.2, 8.2, 8.6, 9.1, 9.2, 11, 12, 14.1, 14.2, 14.3, 15.1, 15.3, 15.4, 16.1, 16.2, 16.4, 17.1, 17.2, 17.4, 18, 19, 20, 22, 23, 24, 25.2, 25.3, 25.6, 30, and 34.1 (with the reference in clause 34.1 to the 'Grant Funding Agreement' being interpreted as a reference to this Connect to Work Grant Side Letter). For your records, a copy of the GFA is appended to this Connect to Work Grant Side Letter.
5. This Connect to Work Grant Side Letter does not intend to create legal contractual relations.
6. Subject to paragraph 7 below, the provisions contained within this Connect to Work Grant Side Letter are not contractually binding.
7. You and DWP shall be legally contractually bound by application of clause 15.1 (Data Protection and Public Procurement) of the GFA as if it is applicable between you and DWP, and you and DWP shall be legally contractually bound by clauses 31, 32, 35 and 36 of the GFA, only to the extent necessary to enforce clause 15.1 (Data Protection and Public Procurement).
8. Please sign and return the enclosed copy of this letter to DWP as soon as possible to confirm your agreement with its terms. In counter-signing this letter, you acknowledge and agree to the terms of this Connect to Work Grant Side Letter.

9. This Connect to Work Grant Side Letter may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts together shall constitute one letter.
10. If you have any questions, contact connecttowork.programme@dwp.gov.uk

Yours sincerely

Signed

[DWP to insert name of authorised signatory]

For and on behalf of DWP

We acknowledge and confirm our agreement to the terms of this Connect to Work Grant Side Letter of which this is a copy.

Signed

For and on behalf of Brent Council

Date:

Appendix 1 GFA

[Executed and finalised version of the relevant GFA to be embedded, or appended here]