



Cabinet Office

Colin Dingwall  
Programme Director  
Electoral Registration Transformation Programme

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Stephen Halsey  
Chief Executive,  
Tower Hamlets Council  
Town Hall  
Mulberry Place  
5 Clove Crescent  
E14 2BG

12<sup>th</sup> February 2014

Dear Stephen,

**Electoral Management Software (EMS) Verification Development**

I am writing to confirm that the Cabinet Office has made a capital grant determination, under Section 31 of the Local Government Act 2003, for the purpose of Electoral Management Software (EMS) Verification Development by Xpress to fulfil the requirements for the transition to Individual Electoral Registration. In 2013-14 the grant determination is £386,140.96; this reflects the total value of the Xpress contract of £376,140.96 (inclusive of VAT) and a sum of £10,000.00 for administration costs incurred by Tower Hamlets. Cabinet Office will determine when a milestone has been met and will process the grant payment accordingly to your authority. Further details are set out in Annexes A and B.

Yours sincerely,

Colin Dingwall  
Programme Director



**Annex**

**Electoral Management Software (EMS) Verification (Tower Hamlets) Capital Grant Determination (2013/14) (No31/2262)**

The Minister of State for Cities and the Constitution Greg Clark ("the Minister of State"), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

**Citation**

1. This determination may be cited as the Electoral Management Software (EMS) Verification (Tower Hamlets) Capital Grant Determination (2013/14) (No31/2262).

**Purpose of the grant**

2. The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

**Determination**

3. The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.1.

**Grant condition and manner of payment**

4. Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex B.

**Reasons and consent**

5. Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

Signed by authority of the Minister of State for Cities and Constitution: Greg Clark

A senior civil servant within the Cabinet Office: Colin Dingwall



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Annex *Annex B.*

Authority to which

amount of grant

grant is to be paid

to be paid

Lower Hamlet Council

The payment model is as follows

- £10k for administrative costs to be deliver upfront with the first milestone payment;
- 25% upon completion of 50% of development;
- 25% upon completion of 100% of development;
- 30% upon completion of all Xpress Software Solutions Ltd testing including User Acceptance Testing; and
- 20% upon completion of March 2014 tests, rectification of any defects uncovered, rollout to all clients and final smoke test.



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1. Grant paid to a local authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.

2. The Chief Executive and Chief Internal Auditor of recipient authorities are required to sign and return to the Funding team leader of the Electoral Registration Transformation Programme of the Cabinet Office a declaration, to be received no later than 31st March 2014 in the following terms:

"To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to Electoral Management Software (EMS) Verification (Tower Hamlets) Capital Grant Determination No 31/2262 have been complied with".

3. if an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Parliamentary Under Secretary may -

- a) reduce, suspend or withhold grant; or
- b) by notification in writing to the authority, require the repayment of the whole or any part of the grant.

4. Any sum notified by the Parliamentary Under Secretary under paragraph 3(b) shall immediately become repayable to the Minister.