

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

From: Work Programmes Division

Memo Serial Number: 119

Date: 5 June 2013

Subject: Revised ESF Compliance Monitoring regime

Action: For Information and action

Timing: Immediate

Background

The ESF Compliance Management Team wish to cascade the following message regarding the New Regime for compliance monitoring.

Summary and action

It has come to our attention that during their visits to provider premises, some of our Compliance Monitoring Officers have been given 'full access' to Provider IT systems instead of 'read only'.

We wish to point out this creates a risk of data being inadvertently changed as well as viewed on the Claimant records they are required to inspect.

Therefore, we request that if it is not possible to give 'read only' access to the data, that steps are taken by the provider, to gain assurance that records have not been subject to any inadvertent change.'

Further Information Contact Details

All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

Work Programme Provision Enquiries Team