

## Monitoring Workbooks – Year 2008 to 2009

QUARTER 2007/08	FROM	TO	SUBMIT BY
1	Mon 07 Apr 2008	Sun 06 July 2008	Monday 21 July 2008
2	Mon 07 July 2008	Sun 05 Oct 2008	Monday 20 Oct 2008
3	Mon 06 Oct 2008	Sun 04 Jan 2009	Monday 19 Jan 2009
4	Mon 05 Jan 2009	Sun 05 Apr 2009	Monday 20 Apr 2009

**NB:** You should only update the Quarter page (folder) of the same annual Monitoring Workbook that you submitted for the previous quarter, unless we have reconfigured the services then a **new** workbook needs to be completed for that quarter period onwards; you should have retained a copy of this.

Please note that Lambeth SP will require the workbooks to be correctly filled whilst repeated request to correct any problems, where easy to resolve, will require you to explain your reasons for failing to do this.

### Contract Folder

The contract folder should be completed to reflect the support staff and support hours that you are obliged to deliver as part of your supporting People contract with Lambeth SP. This folder should **not be updated** unless we agree and then only in a new workbook. Please ensure client group supported, duration of service, workbook year and number of clients supported are all documented.

Please ensure you include your National Provider ID, service ID within the Workbook (National Providers ID list attached below). This ID must be updated on the - "Provider ID" row at the top of the page. This should be the only update made on the Contract Page unless otherwise discussed with the Lambeth Contract and Monitoring Team.

### Updated Information

Please ensure that you keep Lambeth SP updated with any changes to your services especially when it differs from the information you provided on the SP3 form. The information detailed on that form, subsequently agreed with us and updated on our SPOCC system, is used as a measure against the data submitted on your monitoring returns. If you do not confer with us to ratify any changes to your services, this may reflect negatively when we analyse your monitoring workbook returns.

If you have any queries on this matter, then do not hesitate to contact Fola Dada

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Regards,

Sunil Panchal

**Contracts Manager**

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