Dear [LOCAL AUTHORITY]

We are writing in relation to the services which you commission us to provide, including [INSERT].

Those services fall under section 80 of the NHS Act 2006 and enable local authorities to carry out their responsibilities in the fields of education, social services and public health. Because these services fall outside of the scope of the medical services which we are contracted to provide, we are entitled under our contract to demand a fee for them (Clause 19.1.2 Standard GMC Contract).

Our fees for those services are set out in the table below:

|  |  |
| --- | --- |
| **Service Description** | **Fee** |
| *[e.g. Safeguarding report]* | £ |
|  |  |
|  |  |
|  |  |

We will supply you with an invoice for services [INSERT WHEN INVOICES WILL BE PROVIDED, e.g. after each service is provided OR monthly OR quarterly etc] and require payment within [INSERT].

If you commission and accept these services from us we treat this as an acceptance of the terms on which we agree to provide the services and your agreement to the charges set out in this letter.

Yours sincerely

[GP PRACTICE/CONTRACTOR NAME]