

**VARIATION AGREEMENT**  
**Intention to Vary / Confirmation of Variation\***

Contract/Variation Reference:

<b>Proposed by:</b>	Herefordshire CCG / Herefordshire Council*
<b>Date of Proposal:</b>	<b>Date of Variation Agreement:</b>

1. The Parties have agreed the Variation summarised below:

Describe Variation in Words
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<b>Financial Impact of Variation</b>	<b>Herefordshire Council</b>	<b>Herefordshire CCG</b>	<b>Fund total</b>
Pre variation budget total	A	D	<b>(A+D)</b>
Details of variation:	B	E	<b>(B+E)</b>
<b>Revised Budget Contribution</b>	<b>C</b>	<b>F</b>	<b>(C+F)</b>

- The Proposer requires the proposed Variation to take effect on [      ].
- The Proposer requires the Recipient to respond to this Variation Proposal in writing within 10 Operational Days, setting out whether:
  - it accepts the proposed Variation; and/or
  - it has any concerns with the contents of this Variation Proposal, and any other comments it may have in relation to the proposed Variation.
- The Variation is reflected in [the revised Particulars and/or Service Conditions bearing the contract reference and variation number set out above and/or the revised General Conditions updated [      ] and/or the attached [insert title and reference of document]] (*delete/complete as applicable*) and the Parties agree that the Contract is varied accordingly.
- The Variation takes effect on [      ].

**IN WITNESS OF WHICH the Parties named below have signed this Variation Agreement on the date(s) shown below**

<b>Signed by</b>	[INSERT AUTHORISED SIGNATORY'S NAME]
<b>for and on behalf of Herefordshire Council*</b>	
<b>Signature</b>	
<b>Title</b>	
<b>Date</b>	

<b>Signed by</b>	[INSERT AUTHORISED SIGNATORY'S NAME]
<b>for and on behalf of Herefordshire Clinical Commissioning Group*</b>	
<b>Signature</b>	
<b>Title</b>	
<b>Date</b>	

\*Delete as required

\*If the Contract being varied is in the form of the NHS Standard Contract 2014/15 (and all Commissioners have agreed, via their Collaborative Commissioning Agreement or otherwise, that the Co-ordinating Commissioner may sign the Variation Agreement on their behalf), only the Co-ordinating Commissioner need sign. In all other circumstances, all Commissioners must sign the Variation Agreement. Delete/complete as appropriate.

Capitalised words and phrases in this Variation Agreement have the meanings given to them in the Contract referred to above.