

Approving & Signing EWGS Contracts

Purpose GLADE introduces a new process for approving and signing grant contracts and felling licences. The following pages describe how FC staff are to implement the new method of approving and signing printed EWGS contracts.

Background Under the previous WGS process, the appropriate officer would 'prior-approve' documents before they were sent to an applicant and then formally approve documents by signing them once the applicant had signed.

In the GLADE approval process the appropriate officer will formally approve (but not sign) the grant documents before they are sent to the applicant for their signature. The applicant will then sign and return the grant documents for an FC signature.

Business needs This new process means that any FC officer will be able to sign the final printed agreement on behalf of the FC, as the formal approval will have already taken place. It also reflects the proposed on-line approval procedures.

The new process still requires the appropriate officer to check and approve the documents so it retains full control of contract quality and content.

This process will apply to all agreements where the applicant elects to deal with us using paper forms and printed documents. During GLADE's initial release period we will be sending all applicants printed grant contracts to sign so this process will apply to all agreements.

The differences and similarities between the old and new methods of approving and signing contracts are shown in Appendix 1

Support This note is supported by the national office Operations Manager.

The GLADE Approval Process

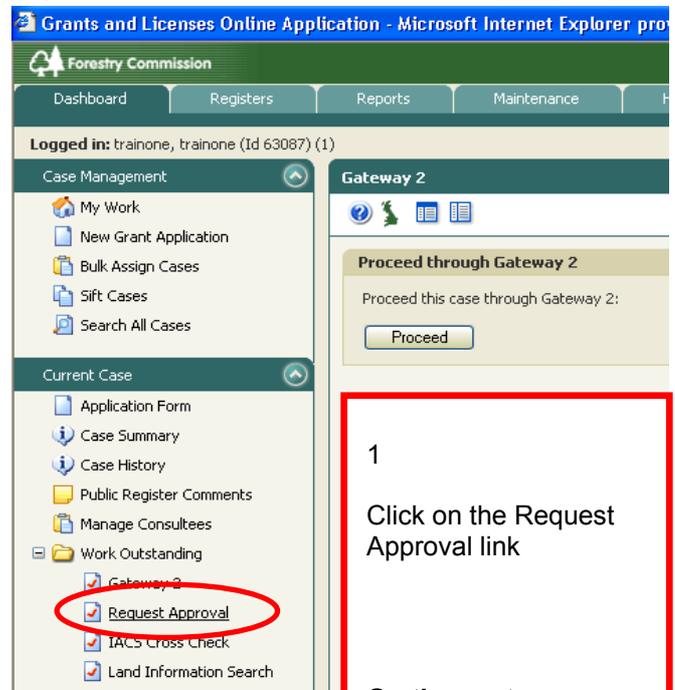
When approving and signing paper contracts the following process applies:

Request Contract Approval

1. The Woodland Officer will refer the case to an appropriate member of staff for approval by clicking on the **Request Approval** link under the Current Case menu on the left-hand side of the screen.

The Woodland Officer will be prompted to accept a declaration concerning the quality and validity of the documents and select an appropriate member of staff to approve the contract from the drop down menu.

Clicking on the **Request Approval** button then submits the case to that selected member of staff for approval.



1

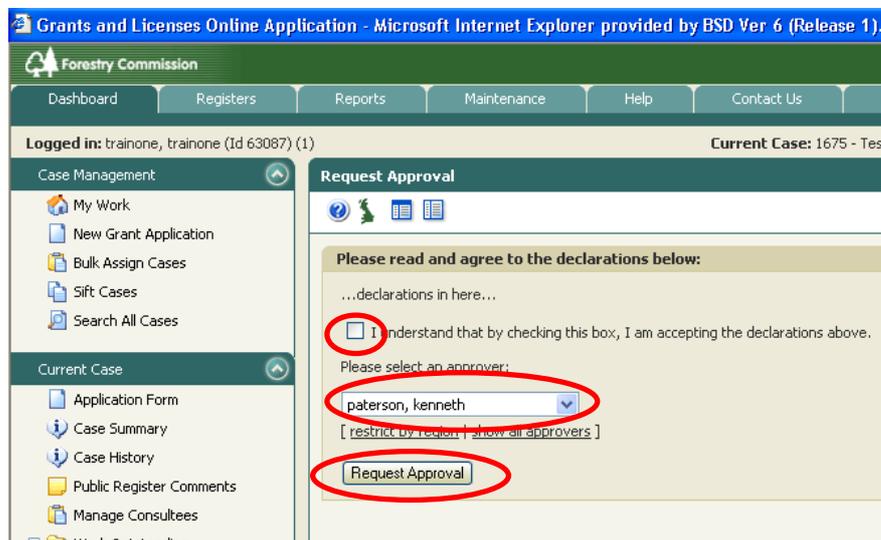
Click on the Request Approval link

On the next screen...

Tick the box to accept the declaration.

Then select the member of staff who you would like to refer the case to for approval from the drop down menu.

Clicking on the **Request Approval** button then submits the case to the selected Approver



Approver

- The case will appear in the list of cases on the 'approver's' 'My Work' screen at DFA status (*Draft for Approval*). To approve the case click on the **Approve Case** link under the Current Case menu.

(Future releases of GLADE will improve the system so that it is clear when a new case is received in the 'My Work' screen.)

2

Select the case for approval by clicking on the Ref or Property name in the search results. Note that the status will be DFA.

Then click **Approve Case** link in the Current Case menu on the left hand side

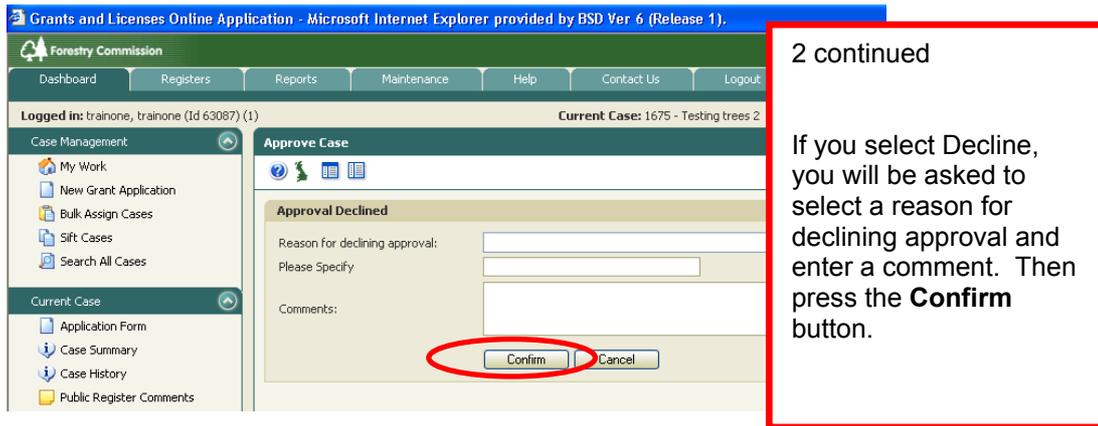
Ref	Property Name	Case Type
1674	Testing trees	English Woodland Grant Scheme
1675	Testing trees 2	English Woodland Grant Scheme

The 'approver' will then be given the option to accept or decline approval for the case.

2 continued

Click on either the **Approve** or **Decline** button

Click on the **Decline** button and the 'approver' will be prompted to provide a reason and comment on why the case is not approved. This reason is logged in the Case History. The case will then return to the Woodland officer's 'My Work' area – the case status will remain at DFA.



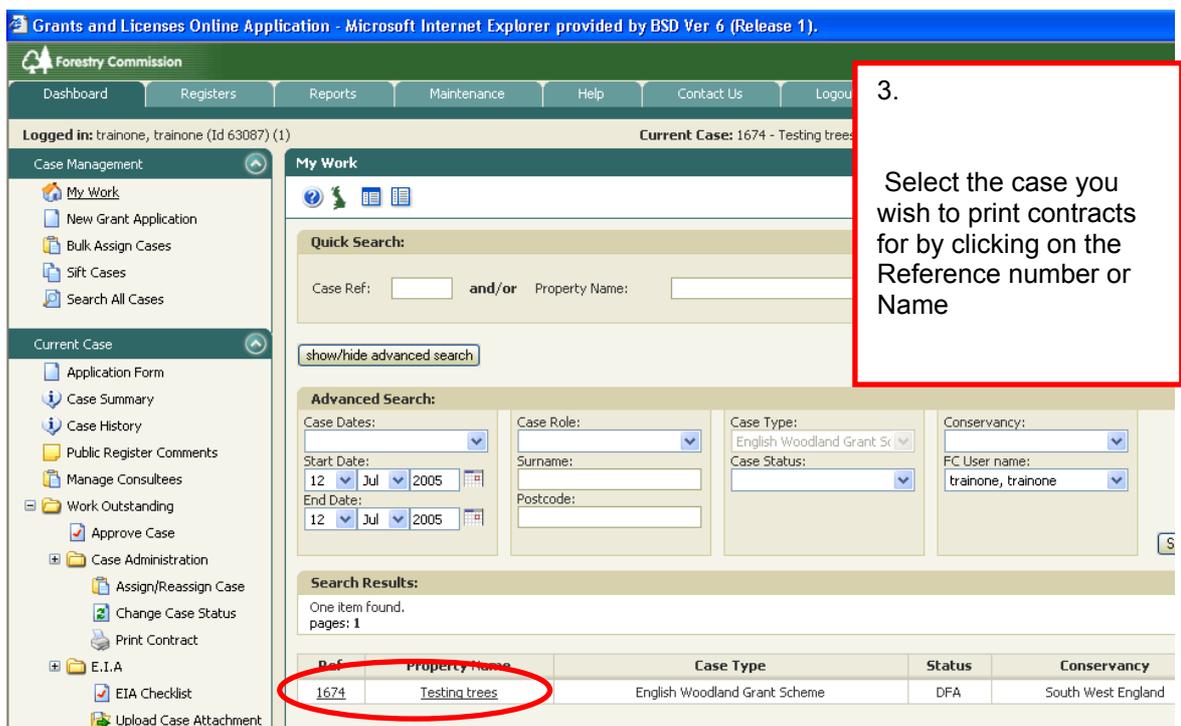
If the 'approver' clicks on the **Approve** button, the case will return to the Woodland Officer's 'My Work' area and the case's status will be change to DCT – Draft Contract.

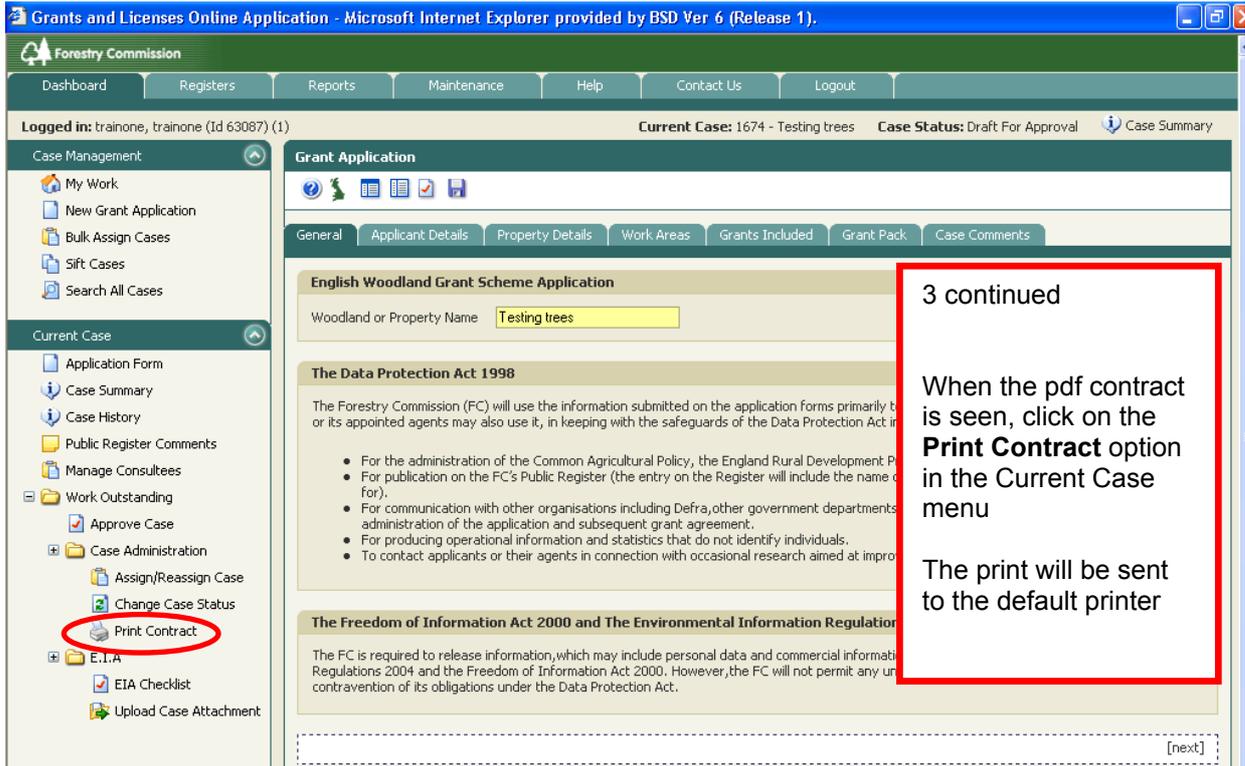
Printing the contract

3. After approval the Woodland or Admin. Officer will print two copies of the contact (this will include the contract maps). Both copies should be posted to the applicant for their signature. The contracts will not carry an FC signature at this stage, even though the case has been approved and this has been logged within GLADE.

A covering letter should be sent to the applicant with the contracts. A template for this letter is at Appendix 2.

To print the contract: select the appropriate case from the 'My Work' screen. Then click on the **Print Contract** link in the Current Case menu on the left side of the screen. Then print two copies of the PDF contract displayed.

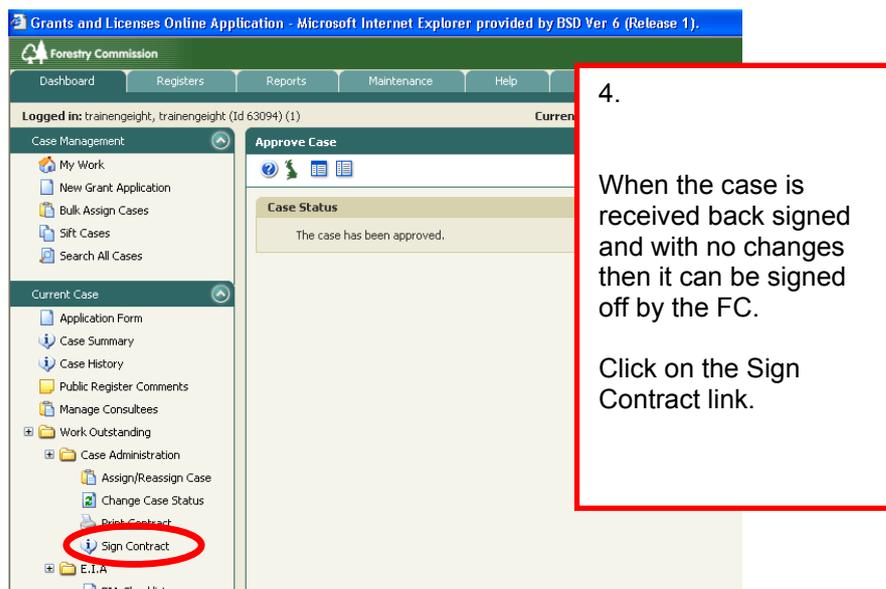




Recording the applicant(s) signature

4. If the applicant returns both copies of the agreement, signed and with no changes marked, this needs to be recorded and completed in GLADE. To begin this process click on the **Sign Contract** link in the Current Case menu on the left-of the screen.

If the contract is returned with changes then, after being reviewed and updated by the Woodland Officer, it will go back through the approval process.



- Select the User (in other words the Applicant) who has signed the contract by clicking on the User ID for the appropriate person.

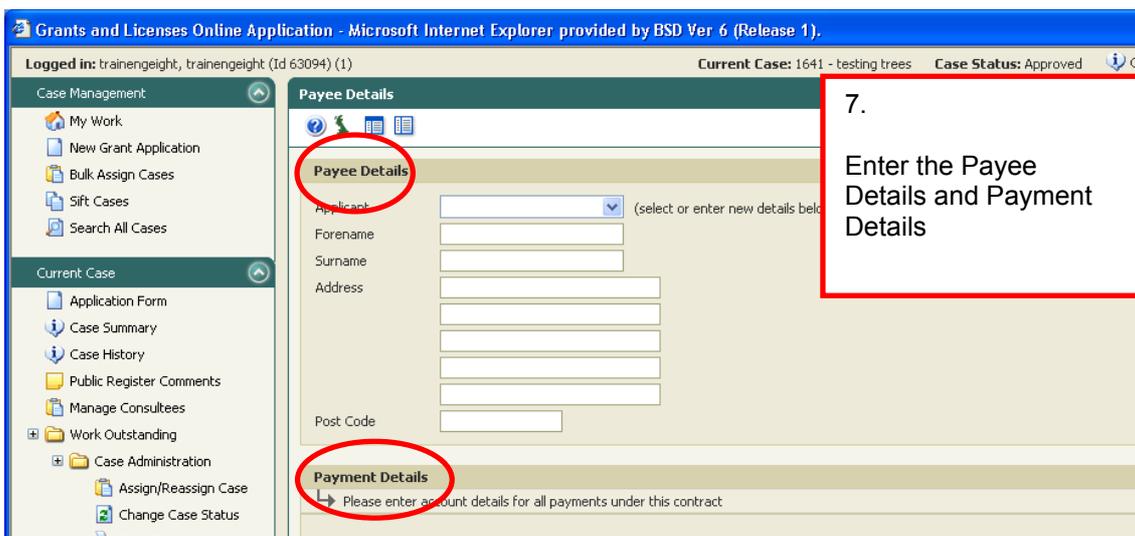


- Tick the box titled 'Tick this box to agree to the contract conditions' and click on the **Accept Contract** button.



- The next screen records the payee and payment details and any case management actions that the Main Applicant allows their Agent to undertake. Finally, this screen records who we should contact regarding the grant scheme. There will be a page within the printed contract for the Main Applicant to provide this information. Once this information is entered click on the **Submit** button.

Note: during GLADE's initial release only the Main Applicants will be able to sign the contract. In the future Main Applicants will be able to give their Agents authority to sign contracts on their behalf by submitting a written request to the FC.



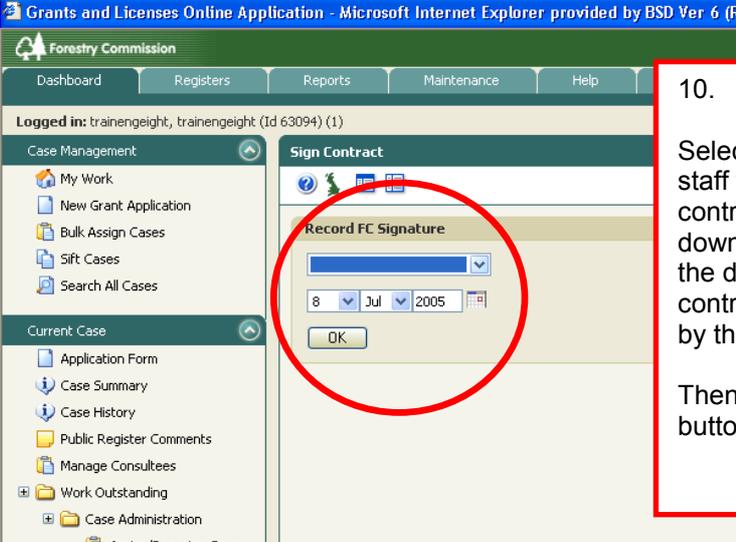
- In the next screen confirm that the signing process is complete. If the contract requires the signature of several applicants the following warning is presented: 'Applicants on the contract still have to sign'. Steps 5 to 7 will need to be repeated for each of the applicants who have signed the contract.

Recording an FC signature against the contract

- Once we have recorded the fact that the applicants have signed the contracts, click on the **Record FC Signature** button.

- Select the FC officer who has signed the contract from the drop down menu, and enter the date using either the drop down menus or the calendar. Both copies of the printed contract should be signed by the FC. Because an appropriate member of staff approved the agreement, any member of staff can sign the contract for the FC. Signing the contract simply communicates to the applicant that the contract is finally approved.

Clicking on the **OK** button returns to the 'My Work' screen. The case will no longer appear in the table of active cases.



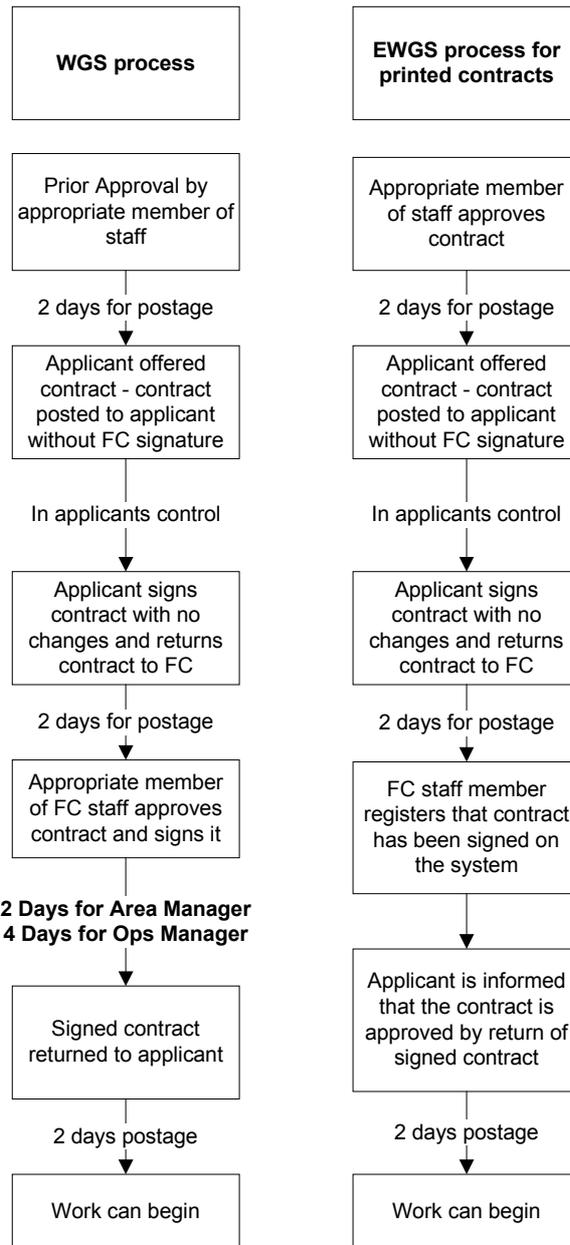
10.

Select the member of FC staff who has signed the contract from the drop down menu. Then enter the date on which the contract has been signed by the FC.

Then click on the **OK** button

11. One copy of the approved contract, signed by the FC officer should then be returned to the applicant.

Appendix 1



Appendix 2

Standard letter to accompany printed EWGS contracts when sent for applicant's signature

NAME
ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3
ADDRESS LINE 4
ADDRESS LINE 5
POSTCODE

DATE

Dear NAME

THE ENGLAND RURAL DEVELOPMENT PROGRAMME
ENGLISH WOODLAND GRANT SCHEME

EWGS REF PROPERTY NAME

I enclose copies of your English Woodland Grant Scheme Contract for signature.

Please check that the details of your contract are correct. If you need to amend the details in your contract at this stage, please mark the desired changes on the contract in red pen and return all the documents unsigned to us within 30 days of the date of this letter.

If you are happy with the contract you and any other applicants named in the contract must sign and date both copies where indicated. You must also complete the "Paying Grants" sheet included in the contract document so that we know how to make payment to you. Return both signed copies of the contract and the Paying Grants sheet to us. We will send you the approved EWGS contract as soon as possible thereafter.

Please note that you have 30 days to agree the contract or notify us of any changes you wish us to consider.

If we have not heard from you within 30 days the grant offer will be withdrawn. In this event, any tree felling proposed in your grant application will not be approved and you must make a separate application for a felling licence if you still wish to undertake the felling work.

In the event of any queries please contact: **WOODLAND OFFICER, TELEPHONE.**

DO NOT BEGIN ANY WORK UNTIL YOU HAVE RECEIVED YOUR APPROVED CONTRACT.

NAME
For the Forestry Commission