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Order Schedule 1 (Transparency Reports)

1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.

1.2 Without prejudice to the Supplier's reporting requirements set out in the DPS Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.

1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.

1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

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Annex A: List of Transparency Reports

Title	Content	Format	Frequency
KPI's	Report on achievement of supplier and sub-contractor performance including achievement against KPI's 4-13.	TBA	Every six months
Annual Review Report	To support the Annual Contract Review process (ACR) this will include all aspects of supplier and sub-contractor performance and delivery including but not limited to: a) an Operational Plan; b) a Resource Plan; and c) a Quality Management/Continuous Improvement Plan.	TBA	Annually
Social Value Report	Report on the achievement (and that of its sub-contractors) activities to deliver the measures /outcomes detailed in the suppliers method statement: Social Value Theme: Tackling Economic Inequality Demonstrating effective measures to deliver any/all of the following benefits through the Contract: a) Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in	TBA	Every six months

Title	Content	Format	Frequency
	high growth sectors. b) Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. Social Value Theme: Wellbeing Demonstrating effective measures to deliver any/all of the following benefits through the Contract: a) Action to support health and wellbeing, including physical and mental health, in the contract workforce. b) Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.		
Audit Report	Full Audit report (4.12.4) of Specification	TBA	Annually by 30 September
Compliance Report	Compliance Report (4.12.6) of Specification	TBA	Annually by 31st July
Annual Satisfaction Survey	Annual Satisfaction Survey To be measured in July (4.12.5) of Specification	TBA	Annually to be measured in July
Key Subcontractor(s) Performance	Report detailing the performance of key sub contractors. Detailing the % of the contact the sub contractor is responsible for delivering and their	TBA	Every six months

Title	Content	Format	Frequency
	achievement against the KPI's they are responsible for delivering		
Key Sub Contractor(s)	Modern Slavery Report	TBA	Every six months