SCHEDULE 24

REPORTS AND RECORDS PROVISIONS

Schedule 24 (*Reports and Records Provisions*)

1 TRANSPARENCY REPORTS

1.1 Within three (3) months of the Effective Date the Supplier shall provide to the Authority for its approval (such approval not to be unreasonably withheld or delayed) draft reports in accordance with Annex 1 (once approved, the "**Transparency Reports**").

1.2 If the Authority rejects any draft Transparency Report, the Supplier shall submit a revised version of the relevant report for further approval by the Authority 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 Authority. If the Parties fail to agree on a draft Transparency Report the Authority shall determine what should be included.

1.3 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Authority at the frequency referred to in Annex 1.

1.4 Any disagreement in connection with the preparation and/or approval of Transparency Reports, other than under Paragraph 1.2 above in relation to the contents of a Transparency Report, shall be treated as a Dispute.

1.5 The requirements for Transparency Reports are in addition to any other reporting requirements in this Contract.

2 OTHER REPORTS

2.1 The Authority may require any or all of the following reports:

(a) delay reports;

(b) reports relating to Testing and tests carried out under Schedule 5 (*Security Management*) and Schedule 26 (*Service Continuity Plan and Corporate Resolution Planning*);

(c) reports which the Supplier is required to supply as part of the Management Information;

(d) annual reports on the Insurances;

(e) security reports; and

(f) Force Majeure Event reports.

3 RECORDS

3.1 The Supplier shall retain and maintain all the records (including superseded records) referred to in Paragraph 1 and Annex 2 (together "**Records**"):

(a) in accordance with the requirements of The National Archives and Good Industry Practice;

(b) in chronological order;

(c) in a form that is capable of audit; and

(d) at its own expense.

3.2 The Supplier shall promptly make the Records available for inspection to the Authority on request, subject to the Authority giving reasonable notice.

3.3 Where Records are retained in electronic form, the original metadata shall be preserved together with all subsequent metadata in a format reasonably accessible to the Authority.

3.4 The Supplier shall, during the Term and a period of at least seven (7) years following the expiry or termination of this Contract, maintain or cause to be maintained complete and accurate documents and records in relation to the provision of the Services including but not limited to all Records.

3.5 Records that contain financial information shall be retained and maintained in safe storage by the Supplier for a period of at least seven (7) years after the expiry or termination of this Contract.

3.6 Without prejudice to the foregoing, the Supplier shall provide the Authority:

(a) as soon as they are available, and in any event within sixty (60) Working Days after the end of the first six (6) months of each financial year of the Supplier during the Term, a copy, certified as a true copy by an authorised representative of the Supplier, of its un-audited interim accounts and, if applicable, of consolidated un-audited interim accounts of the Supplier and its Affiliates which would (if the Supplier were listed on the London Stock Exchange (whether or not it is)) be required to be sent to shareholders as at the end of and for each such six (6) month period; and

(b) as soon as they shall have been sent to its shareholders in order to be laid before an annual general meeting of the Supplier, but not later than one hundred and thirty (130) Working Days after the end of each accounting reference period of the Supplier part or all of which falls during the Term, the Supplier's audited accounts and if applicable, of the consolidated audited accounts of the Supplier and its Affiliates in respect of that period together with copies of all related directors' and auditors' reports and all other notices/circulars to shareholders.

4 VIRTUAL LIBRARY

4.1 The Supplier shall, no later than eight (8) weeks prior to the first Operational Services Commencement Date and without charge to the Authority, create and host a Virtual Library on which the Supplier shall (subject to any applicable legislation

governing the use or processing of personal data) make information about this Contract available in in accordance with the requirements outlined in this Schedule.

4.2 The Supplier shall ensure that the Virtual Library is:

(a) capable of holding and allowing access to the information described in Annex 3 of this Schedule and includes full and accurate file details of all uploaded items including date and time of upload, version number and the name of the uploader;

(b) structured so that each document uploaded has a unique identifier which is automatically assigned;

(c) readily accessible by the Authority at all times in full via a user- friendly, password protected interface to such nominated users as are notified to the Supplier by the Authority from time to time;

(d) structured so as to allow nominated users to download either specific documents or the complete Virtual Library (to the extent it has Access Permission) in bulk and store and view the content offline (on a regular and automated basis);

(e) structured and maintained in accordance with the security requirements as set out in this Contract including those set out in Schedule 5 (*Security Management*);

(f) created and based on open standards in Schedule 4 (*Standards*); and

(g) backed up on a secure off-site system.

4.3 For the avoidance of doubt, the Virtual Library (excluding any Software used to host it) shall form a database which constitute Project Specific IPR which shall be assigned to the Authority pursuant to Paragraph 2.1 of Schedule 32 (*Intellectual Property Rights*) of this Contract.

4.4 The Supplier shall upload complete and accurate information specified in Annex 3 by the Initial Upload Date (except where prior to the launch of the Virtual Library in which case the date at which the Virtual Library is made available in accordance with Paragraph 4) onto Virtual Library in the format specified.

4.5 Upon any document being uploaded to the Virtual Library, and where the Authority has been granted Access Permission to that document, the Supplier shall email on the same date as the upload, a copy of the document to the nominated Authority email address at:

REDACTED

4.6 Except for notices under Clause 44.4 (*Notices*) or items covered by Clause 44.6 (*Notices*), where the Supplier is under an obligation to provide information to the Authority in a provision under this Contract, then the Supplier's upload of that information onto the Virtual Library shall satisfy the Supplier's obligation to provide the Authority with that information provided that the Authority has access in

accordance with this Paragraph 4 and the uploaded information meets the requirements more particularly specified in the relevant provision.

4.7 Except to the extent that the requirements provide for earlier and more regular Authority access to up-to-date information, Annex 3 shall not take precedence over any other obligation to provide information in this Contract and the Supplier shall refer to the applicable clause for further details as to the requirement.

4.8 The Suppler shall provide each specified person (as set out in column 6 of the table at Annex 3) access to view and download the specified information in the Virtual Library in Annex 3 subject upon the occurrence of the event specified in the column marked Access Permission in Annex 3 to this Schedule.

4.9 Where Access Permission is not listed (in column 6 of the table at Annex 3) as being subject to the occurrence of a certain event the Supplier shall grant access to the person and information specified (in column 6 of the table at Annex 3) from the Initial Upload Date.

4.10 Where Access Permission is specified as being granted to the Authority's Third Party Auditor (prior to the Authority being granted access) it shall:

(a) be entitled to access, view and download information specified in Annex 3 subject to it entering into a confidentiality agreement with the Supplier to keep the contents confidential (except to the extent disclosure of the confidential information is required under Paragraph 4.10(b) of this Schedule); and

(b) report to the Authority (at its request) as to the completeness and accuracy of the information but not the substance of the information.

4.11 The Supplier shall ensure that the Virtual Library retains in an accessible form all historic or superseded records of the information specified Annex 3. In order to maintain the integrity of the historic archive of the information and documentation and for the purposes of maintaining a clear audit trail, the Supplier shall not delete or overwrite any information that has been stored in the Virtual Library, except for the purposes of maintenance (provided no information is lost during maintenance) or to enable the Supplier to comply with Data Protection Legislation.

4.12 The Supplier warrants that the information uploaded to the Virtual Library is accurate, complete, up-to-date and in accordance with this Contract at the date of upload.

4.13 Where the Supplier becomes aware that any of the information provided on the Virtual Library is materially inaccurate, incomplete or out of date (other than in respect of historic versions of documents) the Supplier shall provide an update to the information within fourteen (14) days unless already due to be updated beforehand due to an Update Requirement specified in Annex 3.

4.14 In the event of a conflict between any requirement in this Contract (excluding Annex 3) for the Supplier to provide information to the Authority and the requirements set out in Annex 3 of this Schedule, the requirement elsewhere in this Contract shall prevail.

4.15 The Supplier shall ensure that all approved users of the Virtual Library are alerted by email each time that information in the Virtual Library is uploaded or updated as it occurs.

4.16 No later than one (1) Month prior to the Operational Services Commencement Date, the Supplier shall provide training manuals to the Authority relating to the use of the Virtual Library.

4.17 On request by the Authority the Supplier shall provide the Authority's nominated users with a reasonable level of training and ongoing support to enable them to make use of the Virtual Library.

4.18 For the avoidance of doubt, the cost of any redactions, access restrictions or compliance with the Data Protection Legislation in respect of the information hosted on the Virtual Library shall be at the Supplier's own cost and expense.

ANNEX 1: TRANSPARENCY REPORTS

TITLE	CONTENT	FORMAT	FREQUENCY	Recipient Board
Performance Monitoring Report	Report summarising the performance by the Supplier against each of the Performance Indicators during the reporting period. This shall include: – Performance against Performance Levels; – Number and summary of any KPI Failures and PI Failures; – Achieved Service Availability %. – number of Incidents by priority (P1 to P4); – performance against Performance Levels for each Incident.	Excel	Monthly	Contract Manager Meeting
Report format for service measures	Service measures for which Performance Levels were not met shall be reported by exception and shall be accompanied by a detailed note providing a description of the cause(s) of why they were not met and any action plan to prevent a reoccurrence.	Word document	Monthly	Contract Manager Meeting
Software Licence Management	The Software Licence Management report shall contain the following information:	Excel	Quarterly	Contract Manager Meeting

TITLE	CONTENT	FORMAT	FREQUENCY	Recipient Board
	– Number of licences, per software type, used in provision of the Service in total; – Number of licences in use, per software type, by or on behalf of the Authority in connection with the receipt of the Services. – New licenses created in the reporting period.			
Operational Change Management	The Operational Change Management report shall contain the following information: – Planned Maintenance in the reporting period; – Service Downtime in the relevant period; – Change Schedule for current period; – Future schedule of change; – Number of active Change Requests and expected delivery dates; – Completed Change Requests and associated review documentation; – Failed changes (requiring rollback) and associated review documentation; – Number of unauthorised	Excel	Monthly	Change Delivery Board

TITLE	CONTENT	FORMAT	FREQUENCY	Recipient Board
	changes in the relevant reporting period.			
User Training and Implementation	The User Implementation and Training report shall include an outline of the number of users who have completed training sessions in the relevant reporting period.	Excel	Monthly	Change Delivery Board
Compliments and Complaints Report	The Compliments and Complaints report shall summarise any compliments and complaints received by the Supplier from Service Users in the reporting period.	Word document	Monthly	Contract Manager Meeting
Service Report Appendices	The Appendices section of the service report shall include: – Graphs of the number of Incidents and Problems that have occurred over the reporting period; and – Cumulative monthly graphs of Incidents, Problems and Issues.	Excel	Monthly	Contract Manager Meeting
Balanced Scorecard Report	Report summarising the Supplier's performance over the relevant Service Period.	Excel	Monthly	Contract Manager Meeting
Device Performance Management Report	Report on the performance of the Device manufacturing and delivery supply chain.	Word document	Monthly	Contract Manager Meeting

TITLE	CONTENT	FORMAT	FREQUENCY	Recipient Board
Devices sent to landfill Report	Report on the quantity of: (a) individual Devices; and (b) material by weight and type, sent for disposal in landfill in the relevant reporting period.	Excel	Quarterly	Contract Manager Meeting
Root Cause Analysis Report	Analysis of the root cause of each relevant Incident, including steps to be taken to prevent the relevant Incident reoccurring.	Word document	Following every P1 Incident or where requested by the Authority.	Contract Manager Meeting
Security	The Security report shall include: – Number and summary of any Breaches of Security; – Number of security alerts; – Number of security Incidents; Summary of any security improvements and/or remedial security work undertaken.	Excel	Monthly	Contract Manager Meeting
Mobile Network Service Performance Report	Report on the performance of the Mobile Network service.	Excel	Monthly	Contract Manager Meeting
Application Service Performance Report	Supplier to report relevant application metrics in accordance with Schedule 3	Excel	Monthly	Contract Manager Meeting

TITLE	CONTENT	FORMAT	FREQUENCY	Recipient Board
Application Service identified improvement opportunities	Supplier to report areas for potential improvement to Application Services prior to implementation.	Word document	Monthly	Change Advisory Board
Deployment Report	Report on the installation/deployment of software.	Word document	On a regular basis – at least monthly, and/or upon the reasonable request of the Authority.	Contract Manager Meeting and Perform-ance Board
Risk Management Report	Report on internal and external EM Programme IT risks.	Word document	Monthly	Contract Manager Meeting
Infrastructure Capacity Report – weekly capacity	Report illustrating used and available capacity within the systems and services on a week by week basis.	Excel	Six monthly	Contract Manager Meeting
Infrastructure Capacity Report – capacity against monitoring data	Report containing: (a) charts to illustrate the capacity and usage of system components compared with the volume of monitoring data; (b) forecast capacity for the next six (6) months, highlighting where extra capacity is required; (c) a recommendation on the extra capacity required to the Authority which includes a	Excel	Six monthly	Contract Manager Meeting

TITLE	CONTENT	FORMAT	FREQUENCY	Recipient Board
	procurement plan and implementation and licensing costs to cover the required expansion in capacity.			
Infrastructure Service Report	Report on infrastructure metrics necessary to evidence the effective running of the Service against the Performance Levels.	Excel	Monthly	Contract Manager Meeting
Breach of Security Report	Report outlining a series of events and/or statements in relation to a Breach of Security.	Word document	One week following a Breach of Security	Contract Manager Meeting and Performan ce Board
Sustainability Report	As described in Paragraph 3 and Annex 3 of Schedule 4 (Standards)	Word document	See Annex 3 of Schedule 4 (Standards)	Service Delivery Board

ANNEX 2: RECORDS TO BE KEPT BY THE SUPPLIER

The records to be kept by the Supplier are:

1 This Contract, its Schedules and all amendments to such documents.

2 All other documents which this Contract expressly requires to be prepared.

3 Records relating to the appointment and succession of the Supplier Representative and each member of the Key Personnel.

4 Notices, reports and other documentation submitted by any Expert.

5 All operation and maintenance manuals prepared by the Supplier for the purpose of maintaining the provision of the Services and the underlying IT Environment and Supplier Equipment.

6 Documents prepared by the Supplier or received by the Supplier from a third party relating to a Force Majeure Event.

7 All formal notices, reports or submissions made by the Supplier to the Authority Representative in connection with the provision of the Services.

8 All certificates, licences, registrations or warranties in each case obtained by the Supplier in relation to the provision of the Services.

9 Documents prepared by the Supplier in support of claims for the Charges.

10 Documents submitted by the Supplier pursuant to the Change Control Procedure.

11 Documents submitted by the Supplier pursuant to invocation by it or the Authority of the Dispute Resolution Procedure.

12 Documents evidencing any change in ownership or any interest in any or all of the shares in the Supplier and/or the Guarantor, where such change may cause a change of Control; and including documents detailing the identity of the persons changing such ownership or interest.

13 Invoices and records related to VAT sought to be recovered by the Supplier.

14 Financial records, including audited and un-audited accounts of the Guarantor and the Supplier.

15 Records required to be retained by the Supplier by Law, including in relation to health and safety matters and health and safety files and all consents.

16 All documents relating to the insurances to be maintained under this Contract and any claims made in respect of them.

17 All journals and audit trail data referred to in Schedule 5 (*Security Management*).

18 All other records, notices or certificates required to be produced and/or maintained by the Supplier pursuant to this Contract.

ANNEX 3: RECORDS TO UPLOAD TO VIRTUAL LIBRARY

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Cl.5.5 (e), (f), 5.8(b), Paragraphs 2.1(a) and 2.2(a)(ii)	Documentation	As appropriate and agreed by the Authority	Within seven (7) days of the issue of a Milestone Achievement Certificate in respect of the relevant Deliverable.	-	Authority
Cl 14.3	Key Personnel	Sch 29	Effective Date	On replacement of Key Personnel	Authority
Sch 3, Part B, Para 2.3	Performance Monitoring Report and the Balanced Scorecard Report	Sch 3, Part B	Service Commencement	Within ten (10) Working Days of the end of each Service Period	Authority
Sch 5, Para 4.4	Security Management Plan	Sch 5, Annex 3	Within twenty (20) Working Days of the date of the Contract	Regular review and at least annually	Authority
Sch 5, Para 6.1, 6.2 and 6.3	Security certificates	As appropriate and agreed by the Authority	Prior to receiving, storing or processing any Authority Data	-	-
Sch 6, Para 4	Evidence of Insurances	Sch 6	Effective Date	Within fifteen (15) days after policy renewal or replacement	Authority

Applicable Clause/ Paragraph	**Required Data**	**Format of Data**	**Initial Upload Date**	**Update Requirement**	**Access Permission and Access Event (where applicable)**
Sch 9	Commercially Sensitive Information	Sch 9	Effective Date	Upon Agreement by the Authority to vary the information	Authority and/ or Auditor
Cl 15.7	Notified Key Subcontractors	Sch 10	Effective Date	On replacement of key subcontractor	Authority
Sch 11, Para 1	Third Party Contracts	Sch 11	Effective Date	On appointment of subcontract	Authority
Cl 15.6 and 15.7	Notified Key Sub-Contractors	Sch 10	Effective Date	With each approved appointment or variation	Authority
Cl 15.28	Supply chain Transparency Reports	Sch 24, Annex 4	Thirty (30) days prior to the of the end of each financial year	Every twelve (12) months	Authority
Cl 16 and Schedule 32 (Intellectual Property Rights)	Software	Sch 12 and Annex 1 to Schedule 32 (*Intellectual Property Rights*)	Operational Services Commencement Date	Upon Agreement by the Authority to vary the information	Authority
Cl 6.4	Detailed Implementation Plan	Sch 13	Within ten (10) Working Days of Effective Date	Every month from Effective Date	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Cl 33.8(h)	Annual slavery and human trafficking report	As appropriate and agreed by the Authority	Within twelve (12) months	Every twelve (12) months	Authority
Sch 13, Paras 7.4 and 7.5	Implementation Weekly Status Report	As appropriate and agreed by the Authority	As specified in Para 7.4 of Sch 13	As specified in Para 7.4 of Sch 13	Authority
Sch 14, Para 4	Test Strategy	As appropriate and agreed by the Authority	Within twenty (20) Working Days of Effective Date	Upon update to the test strategy	Authority
Sch 14, Para 5	Test Plan	As appropriate and agreed by the Authority	Twenty (20) prior Working Days of relevant test	Upon update to the test plan	Authority
Sch 14, Para 8	Test Specification	As appropriate and agreed by the Authority	Ten (10) prior Working Days of relevant test	Upon update to the test specification	Authority
Sch 14, Para 8	Test Report	As appropriate and agreed by the Authority	Two (2) Working Days prior to the date on which the test is planned to end for the Draft Test Report Five (5) days for the Final Test Report	Reissue with each retest	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
			following the relevant test completion		
Sch 15, Part E, Para 1.1	Template Invoice	As appropriate and agreed by the Authority	Within Ten (10) Working Days of the Effective Date	Upon Agreement by the Authority to vary the template	Authority
Sch 15, Annex 4	Risk Register	Sch 15, Annex 4	Effective Date	Upon Agreement by the Authority to vary the by the Risk Management Board	Authority
Sch 17, Para 4	Benchmarking Plan	Sch 17	Upon receipt from Benchmarker	Approval of Plan	Authority and Auditor
Sch 17, Para 5	Benchmarking report	Sch 17	Upon receipt from Benchmarker	Any update	Authority and Auditor
Sch 18, Para 2.3(b)	Financial Indicator Reports	Sch 18, Para 2.5	As specified in Para 2.3(b) of Sch 18	As specified in Para 2.3(b) of Sch 18	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 18 Para 4.3(b)	Financial Distress Remediation Plan	As appropriate and agreed by the Authority	As soon as reasonably practicable and in any event within ten (10) Working Days of initial notification or awareness of a Financial Distress Event	On a regular basis (not less than fortnightly)	Authority
Sch 19, Part B, Para 1.1	Contract Amendment Report	Sch 19, Part B, Para 1.2	Within one month of a material change being agreed	-	Authority
Sch 19, Para 1.1	Quarterly Contract Report	Sch 19, Part B, Para 1.2	Within one (1) month of the end of each Quarter	-	Authority
Sch 19, Part B, para 1.1	Annual Contract Report	Sch 19, Part B, Para 1.2	Within one (1) month of the end of the Contract Year to which that report relates	-	Authority
Sch 19, Part B, para 1.1	Financial Reconciliation Report	Sch 19, Part B, Para 1.2	Within six (6) months after the end of the Term	-	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 21, Para 3.3	Representation and Structure of boards	Sch 21, Annex 1	Within seven (7) days of receipt of intention, or in the case of a non-Authority board member agreement by the Authority	-	Authority
Sch 21, Para 3.5(e)	Minutes of governance meetings (all boards)	As appropriate and agreed by the Authority	Within seven (7) days of receipt from chairperson	-	Authority
Sch 22, Para 4.3	Impact Assessment Estimate	As appropriate and agreed by the Authority	Within ten (10) Working Days of date of receiving change request.	-	Authority
Sch 22, Para 5	Impact Assessment	As appropriate and agreed by the Authority	Within the period agreed by the Impact Assessment Estimate	Within ten (10) Working Days of request by the Authority to update under Schedule 22, Para 5.4	Authority
Sch 22, Para 2.6	Update full copy of the Agreement and copy of annotated version illustrating changes	PDF and MS Word (editable)	Signature of Variation Date	Any variation	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 22, Para 4	Change Request	Sch 22, Annex 1	Within ten (10) Working Days of Authority issuing the Change Request	-	Authority
Sch 23, Para 2.1	Dispute Notice	Sch 23, Para 2.2	No longer than twenty (20) Working Days from an unresolved dispute arising	Any variation	Authority
Sch 23, Para 2.4	Mediation Notice	As appropriate	When first served	Any variation	Authority
Sch 24, Para 1	Reports and Records Provisions	Sch 24, Annex 1	Within three (3) months of the Effective Date	Frequency specified in Sch 24, Annex 1	Authority
Sch 25, Para 2.1(a)	Register of All Assets, Sub-contracts and Other Relevant Agreements	As appropriate and agreed by the Authority	Within three (3) months of the Effective Date	Any variation	Authority
Sch 25, Para 2.1(b)	Configuration Database of Technical Infrastructure and Operating Procedures	As appropriate and agreed by the Authority	Within three (3) months of the Effective Date	Any variation	Authority
Sch 25, Para 3.1	Exit Information	As appropriate and agreed by the Authority	On reasonable notice given by the Authority at any point during the Term	Within ten (10) Working Days of Authority's written request	Authority and its potential Replacement Suppliers

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 25, Para 5.1	Exit Plan	Sch 25, Para 5.3	Within three (3) months of the Effective Date	In the first month of each contract year; and Within fourteen (14) days if requested by the Authority following a Financial Distress Event Within twenty (20) days after service of Termination Notice or six (6) months prior to expiry of the Contract	Authority
Sch 25, Para 6.3(e)	Provide up to date Registers during the Termination Assistance Period	As appropriate	As requested by the Authority	As appropriate	
Sch 25, Para 6.7(b)	Authority Data (handback)	Sch 25, Para 3 and/or as appropriate and agreed by the Authority	At the end of the Termination Assistance Period	-	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 25, Annex 1, Para 1.1, Para 1.2, Para 1.3 & Para 1.4	Termination Services supporting documentation and knowledge transfer material	As appropriate and agreed by the Authority	As specified in the Termination Assistance Notice and in any event prior to the end of the Termination Assistance Period	As specified in the Termination Assistance Notice or otherwise requested by the Authority	-
Sch 26 (Service Continuity)	Service Continuity Plan	Sch 26, Para 2.2	Within forty (40) Working Days from the Effective Date	Sch 26, Para 7.1	Authority
Sch 26, Para 7.2	Service Continuity Plan Review Report	Sch 26, Para 6.2	Within twenty (20) Working Days of the conclusion of each review of the Service Continuity Plan.	-	-
Sch 26, Part B	Corporate Resolution Planning Information	Sch 26, Part B, Para 2.3	Sch 26, Part B, Para 2.2	Sch 26, Para 11.8	Authority
Sch 18, Para 8	Board Confirmation	As set out at Annex 4 of Sch 18	Within one hundred and twenty (120) days of the first Accounting Reference Date to occur	Within fifteen (15) months of the previous Board Confirmation provided or within one hundred and twenty (120) days	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
				after each Accounting Reference Date (whichever is the earlier)	
Sch 28, Part E, Para 1.1	Supplier's Provisional Supplier Personnel List and, Staffing Information	As appropriate and agreed by the Authority	Sch 28, Para 1.1(a) - (d)	At such intervals as are reasonably requested by the Authority	Authority
Sch 28, Part E, Para 1.2	Supplier's Final Supplier Personnel List	As appropriate and agreed by the Authority	At least twenty (20) Working Days prior to the Service Transfer Date	Upon any material change to the list of employees	Authority and, at the discretion of the Authority, the Replacement Supplier and/or any Replacement Subcontractor
Sch 28, Part E, Para 1.6	Information relating to the manner in which the services are organised	As appropriate and agreed by the Authority	Effective Date	-	Authority

Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 28, Part E, Para 1.7	Payroll and benefits information	As appropriate and agreed by the Authority	Within five (5) Working Days following the Service Transfer Date	-	Authority, any Replacement Supplier and/or Replacement Sub-contractor
Sch 28, Annex E1	List of Notified Sub-contractors	As appropriate and agreed by the Authority	Effective Date	Upon any change	Authority
Sch 29	Key Personnel	Sch 29	Effective Date	As amended from time to time	Authority
Sch 31, Annex 1 Para 2.1	Reports on Data Subject Access Requests	As appropriate and agreed by the Authority	As agreed with Authority	As agreed with Authority	Authority and Supplier

ANNEX 4: SUPPLY CHAIN TRANSPARENCY INFORMATION TEMPLATE

	Financial Year 20[ ]			
	Under this Contract		**Supplier as a whole**	
	£	**%**	**£**	**%**
Estimated total contract revenue (£) to be received in this Financial Year	£[ ]	100%	£[ ]	100%
Total value of Sub-contracted revenues (£) in this Financial Year	£[ ]	[ ]	£[ ]	[ ]
Total value of Sub-contracted revenues to SMEs (£) in this Financial Year	£[ ]	[ ]	£[ ]	[ ]
Total value of Sub-contracted revenues to VCSEs (£) in this Financial Year	£[ ]	[ ]	£[ ]	[ ]