

TCN SCHEDULE 8.4

REPORTS AND RECORDS PROVISIONS

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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 Agreement.

2 OTHER REPORTS

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

- (a) delay reports;
- (b) reports relating to Testing (carried out pursuant to Schedule 6.2 (Testing Procedures) and tests carried out under Schedule 2.4 (*Security Management*) and Schedule 8.6 (*Service Continuity Plan and Corporate Resolution Planning*));
- (c) reports which the Supplier is required to supply as part of the Management Information;
- (d) security reports;
- (e) annual reports on the Insurances;
- (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- 3.1 The Supplier shall retain and maintain all the records (including superseded records) referred to in Paragraph 1 and Annex 2 (together “**Records**”):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;
 - (d) at its own expense; and
 - (e) (where applicable) in line with all Laws relating to CCTV and Data Protection legislation.
- 3.2 The Supplier shall 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 7 years following the expiry or termination of this Agreement, 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 7 years after the expiry or termination of this Agreement.
- 3.6 Without prejudice to the foregoing, the Supplier shall provide the Authority:
- (a) 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 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, 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 Authority will provide the Supplier with access to a Virtual Library on which the Supplier shall (subject to any applicable Law governing the use or processing of personal data) make information about this Agreement available, in accordance with the requirements outlined in this Schedule. The Virtual Library will be provided, owned and managed by the Authority for use by the Parties. The Authority will ask the Supplier to nominate three key users that will be granted access rights to the Virtual Library by the Authority. The Supplier will seek written agreement with Authority on those that have been nominated (such agreement to be given at the discretion of the Authority). Once agreement has been reached on the identity, the Supplier (via the key users) will be responsible for uploading the required documents onto the Virtual Library and maintain the documents as described in Annex 1.
- 4.2 The Supplier must promptly notify the Authority of proposed changes to the list of key users (which must be approved by the Authority in accordance with paragraph 4.1) so that appropriate access rights can be maintained and individuals who no longer require access have it removed.

- 4.3 The Supplier shall ensure all key users maintain the Virtual Library. To achieve this, the Supplier shall ensure:
- (a) the information described in Annex 3 of this Schedule is uploaded to the Virtual library 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) there is a structured method for uploading files so that each document uploaded has a unique identifier which is automatically assigned;
 - (c) only the key users nominated by the Supplier (as described in paragraph 4.1) shall have access to the Virtual Library via the password protected interface provided by the Authority.
 - (d) documents can be downloaded by the key users nominated by the Supplier and viewed offline (on a regular and automated basis);
 - (e) documents are structured and maintained in accordance with the security requirements as set out in this Agreement including those set out in Schedule 2.4 (Security Management) and the format of the documents (where not otherwise set out in the Agreement) are to be in a format as agreed with the Authority; and
 - (f) documents are created and based on open standards in Schedule 2.3 (Standards).
- 4.4 For the avoidance of doubt, the Virtual Library shall form a database which constitutes Authority Software.
- 4.5 The Supplier shall upload complete and accurate information specified in Annex 3 by the Initial Upload Date (except where the Initial Upload Date is prior to the launch of the Virtual Library in which case by the date at which the Virtual Library is made available in accordance with Paragraph 4.1) onto Virtual Library in the format specified.
- 4.6 Upon any document being uploaded to the Virtual Library, the Supplier shall email on the same date as the upload, a copy of the document to the nominated Authority email address which will be provided by the Authority to the Supplier following the Effective Date.
- 4.7 Except for notices under Clause 44.4 or items covered under Clause 44.6, where the Supplier is under an obligation to provide information to the Authority in a provision under this Agreement, 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.
- 4.8 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 Agreement and the Supplier shall refer to the applicable clause for further details as to the requirement.

- 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 seek agreement from the Authority (which the Authority shall grant at its discretion) to 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 Supplier's Third-Party Auditor (prior to the Supplier being granted access) the Third-Party Auditor shall:
- (a) be entitled to access, view and download information specified in Annex 3 subject to it entering into a confidentiality agreement with the Authority (on terms acceptable to the Authority) 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 in 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 Agreement 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 5 days (as outlined in Schedule 2.2), 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 Agreement (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 Agreement shall prevail.
- 4.15 The Authority shall ensure that all key users of the Virtual Library, nominated by the Supplier, and the Authority, 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 Authority shall provide any training manuals to the Supplier relating to the use of the Virtual Library.
- 4.17 On written request by the Supplier, the Authority shall provide the key users nominated by the Supplier with a reasonable (in the opinion of the Authority) level of (i) training and (ii) ongoing support to enable the Supplier 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
Risk register	Risks and mitigating actions relating to the delivery of the Services.	As agreed by the Supplier and Authority	Once every Service Period - to be provided on the first day of each calendar month
Staff Training Records	Type of training and dates carried out by Supplier Personnel	As agreed by the Supplier and Authority	Within 5 days of a request by the Authority, unless otherwise agreed in writing with the Authority)
Supplier Personnel (including sub-contractor and third parties employed by the Supplier)	Breakdown of staff roles and responsibilities.	As agreed by the Supplier and Authority	At least 5 Working Days prior to the Change coming into effect
Test Centre Opening Hours	A timetable of each Test Centre's historic opening and closing times for the previous Service Period	As agreed by the Supplier and Authority	Once every Service Period - commencing first day of each calendar month
Forecast Test Centre Opening Hours	Forward look timetable of proposed Test Centre Opening Hours for the next 6 months	As agreed by the Supplier and Authority	Once every Service Period - commencing first day of each calendar month
Evidence of Annual Audit	Test Centre site audit	As agreed by the Supplier and Authority	Annually, with the first report provided 12 months after the Effective Date
Forward Change Schedule	Upcoming changes planned to be made to the operation of the Services and evaluation assessment relating to recently implemented changes	As agreed by the Supplier and Authority	Once every Service Period - commencing first day of each calendar month
Active Directory Permission Log	A record of key users nominated by the Supplier and the Authority that have access to the Active Directory.	As agreed by the Supplier and Authority	Upon Effective Date and within 1 day of any changes to the key users

ANNEX 2: RECORDS TO BE KEPT BY THE SUPPLIER

The records to be kept by the Supplier are:

1. This Agreement, its Schedules and all amendments to such documents.
2. All other documents which this Agreement 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 Agreement and any claims made in respect of them.
17. All journals and audit trail data referred to in Schedule 2.4 (*Security Management Plan*).
18. All other records, notices or certificates required to be produced and/or maintained by the Supplier pursuant to this Agreement.

19. All Records of evidence stored in relation to suspected fraudulent activity
20. All Records of CCTV recordings stored, including when each recording was deleted (after the 60-day window in which each recording needs to be retained).

ANNEX 3: RECORDS TO UPLOAD TO VIRTUAL LIBRARY

Applicable Clause/ Paragraph	Required Data	Format of Data	Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Cl.5.5 (e), (f) 17.1(a), 17.2(a)(ii)	Documentation	As appropriate and agreed by the Authority	Within seven days of the issue of a Milestone Achievement Certificate in respect of the relevant Deliverable.	Upon any variation	Authority and key users agreed between the Parties pursuant to paragraph 4.1
Cl 7A	Documentation	Sch 4.6	Effective Date	Upon any approval by the Authority of additional Third Party Services following the Effective Date	Authority and key users nominated by the Supplier
Sch 2.2, Part B Para 2.3	Performance Monitoring Report and the Balanced Scorecard Report	Sch 2.2, Part B	Service Commencement	Within 5 Working Days of the end of each Service Period	Authority and key users nominated by the Supplier
Sch 2.4, Para 4	Core Information Management System Diagram	Sch 2.4, Annex 2	Operational Services Commencement Date	Any update, annually and after any of the events in para 6.13	Authority and key users nominated by the Supplier
Sch 2.4, Para 6	Risk Management Documentation	Sch 2.4, Annex 3	Operational Services Commencement Date	Any update, monthly and after any of the events in Schedule 2.4, para 6.13 of Schedule 2.4	Authority and key users nominated by the Supplier
Sch 2.5, Para 4	Evidence of Insurances	Sch 2.5	Effective Date	Within 15 days after policy renewal or replacement	Authority and key users nominated by the Supplier
Sch 2.6, Annex 2	Sustainability Report	Sch 2.6, Annex 2	Operational Services Commencement Date	Every 12 months following the Initial Upload Date	Authority and key users nominated by the Supplier

Applicable Clause/ Paragraph	Required Data	Format of Data	Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Cl 22	Commercially Sensitive Information	Sch 4.2	Effective Date	Upon Agreement by the Authority to vary the information	Authority, Auditor, and key users nominated by the Supplier
Cl 15.7	Notified Key Subcontractors	Sch 4.3	Effective Date	On replacement of Key Subcontractor	Authority and key users nominated by the Supplier
Cl 15.5	Third Party Contracts	Sch 4.4	Effective Date	On appointment of Sub-contractor	Authority and key users nominated by the Supplier
Cl 15.6	Notified Key Sub-Contractors	Sch 4.3	Effective Date	With each approved appointment or variation	Authority and key users nominated by the Supplier
Cl 15.23	Supply chain Transparency Information Reports	Sch 8.4, Annex 4	thirty days prior to the of the end of each financial year	Every 12 months	Authority and key users nominated by the Supplier
Cl 16,17	Software	Sch 5	Operational Services Commencement Date	Upon Agreement by the Authority to vary the information	Authority and key users nominated by the Supplier
Cl 6.1	Quality Plan		Within 15 working days of Effective Date	Upon Agreement by the Authority to vary the information	Authority and key users nominated by the Supplier
Cl 6.4	Detailed Implementation Plan	Sch 6.1	Within 15 working days of Effective Date	Every 3 months from Effective Date	Authority and key users nominated by the Supplier
Sch 6.2, Para 4	Test Strategy	As appropriate and agreed by the Authority	Within 20 working days of Effective Date	Upon update to the Test Strategy	Authority and key users nominated by the Supplier
Sch 6.2, Para 5	Test Plan	As appropriate and agreed by the Authority	15 prior working days of relevant test	Upon update to the Test Plan	Authority and key users nominated by the Supplier

Applicable Clause/ Paragraph	Required Data	Format of Data	Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 6.2, Para 8	Test Specification	As appropriate and agreed by the Authority	10 prior working days of relevant test	Upon update to the Test Specification	Authority and key users nominated by the Supplier
Sch 6.2, Para 8	Draft Test Report	As appropriate and agreed by the Authority	2 working days prior to the date on which the test is planned to end for the Draft Test Report	Reissue with each re-Test	Authority and key users nominated by the Supplier
Sch 6.2, Para 8	Final Test Report	As appropriate and agreed by the Authority	5 days for the final Test Report following the relevant test completion	Reissue with each Test	Authority and key users nominated by the Supplier
Sch 7.1, Part E Para 1.1	Template Invoice	As appropriate and agreed by the Authority	Within 10 working days of the Effective Date	Upon Agreement by the Authority to vary the template	Authority and key users nominated by the Supplier
Sch 7.3, Para 5	Benchmarking Plan	Sch 7.3	Upon receipt from Benchmarkers	Approval of Plan	Authority, Auditor and key users nominated by the Supplier
Sch 7.3, Para 5	Benchmarking report	Sch 7.3	Upon receipt from Benchmarkers	Any update	Authority Auditor and key users nominated by the Supplier
Sch 7.4 Para 2.3(b)	Financial Indicator Reports	Sch 7.4 para 2.5	As specified in para 2.3(b) of Sch 7.4	As specified in para 2.3(b) of Sch 7.4	Authority and key users nominated by the Supplier
Sch 7.4 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 10 Working Days of initial notification or awareness of a Financial Distress Event	On a regular basis (not less than fortnightly)	Authority and key users nominated by the Supplier

Applicable Clause/ Paragraph	Required Data	Format of Data	Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 7.5, Part B, para 1.2	Contract Amendment Report	Sch 7.5, Part B, para 1.2	Within 1 month of a material change being agreed	Upon any Changes to the Agreement	Authority and key users nominated by the Supplier
Sch 7.5, Part B, para 1.2	Quarterly Contract Report	Sch 7.5, Part B, para 1.2	Within 1 month of the end of each Quarter	Upon any Changes to the Agreement	Authority and key users nominated by the Supplier
Sch 7.5, Part B, para 1.2	Annual Contract Report	Sch 7.5, Part B, para 1.2	Within 1 month of the end of the Contract Year to which that report relates	Upon any Changes to the Agreement	Authority and key users nominated by the Supplier
Sch 7.5 Part B, para 1.2	Financial Reconciliation Report	Sch 7.5, Part B, para 1.2	Within 6 months after the end of the Term	Upon any Changes to the Agreement	Authority and key users nominated by the Supplier
Sch 8.2 Para 4.3	Impact Assessment Estimate	As appropriate and agreed by the Authority	Within 10 working days of date of receiving change request.	Upon any variation to Impact Assessment	Authority and key users nominated by the Supplier
Sch 8.2 Para 5	Impact Assessment	As appropriate and agreed by the Authority	Within the period agreed by the Impact Assessment Estimate	Within 10 Working Days of request by the Authority to update under Schedule 8.1 Para 5.7	Authority and key users nominated by the Supplier
Sch 8.2, 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 and key users nominated by the Supplier
Sch 8.2, Para 4	Change Request	Sch 8.2, Annex 1	Within 10 working days of Authority issuing the Change Request	Upon any further variation to the Change Request	Authority and key users nominated by the Supplier
Sch 8.3, Para 2.1	Dispute Notice	Sch 8.3 Para 2.2	No longer than 20 working days from an unresolved dispute arising	Upon any variation	Authority and key users nominated by the Supplier

Applicable Clause/ Paragraph	Required Data	Format of Data	Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 8.3, Para 2.4	Mediation Notice	As appropriate	When first served	Upon any variation	Authority and key users nominated by the Supplier
Sch 8.4, Para 1	Reports and Records Provisions	Sch 8.4, Annex 1	Within 3 months of the Effective Date	Frequency specified in Sch 8.4, Annex 1	Authority and key users nominated by the Supplier
Sch 8.5, Para 2.1 (a)	Register of All Assets, Sub-contracts and Other Relevant Agreements	As appropriate and agreed by the Authority	Within 3 months of the Effective Date	Upon any variation	Authority and key users nominated by the Supplier
Sch 8.5, Para 2.1 (b)	Configuration Database of Technical Infrastructure and Operating Procedures	As appropriate and agreed by the Authority	Within 3 months of the Effective Date	Upon any variation	Authority and key users nominated by the Supplier
Sch 8.5, 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 10 working days of Authority's written request	Authority and its potential Replacement Suppliers
Sch 8.5, Para 4.1	Exit Plan	Sch 8.5, Para 4.3	Within 3 months of the Effective Date	In the first month of each contract year; and Within 14 days if requested by the Authority following a Financial Distress Event Within 20 days after service of Termination Notice or 6 months prior to expiry of the Agreement.	Authority and key users nominated by the Supplier

Applicable Clause/ Paragraph	Required Data	Format of Data	Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 8.5, Para 5.7 (b)	Authority Data (handback)	Sch 8.4, Para 3 and/or as appropriate and agreed by the Authority	Upon expiry of the Term, or earlier termination or Partial Termination or, where relevant, at the end of the Termination Assistance Period	Upon any variation	Authority and key users nominated by the Supplier
Sch 8.5, Annex 1, Para 1, 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	Authority, and key users nominated by the Supplier
Sch 8.6 Service Continuity	Service Continuity Plan	Sch 8.6, Para 2.2	Within 40 days from the Effective Date	Sch 8.6, Para 7.1	Authority and key users nominated by the Supplier
Sch 8.6, Para 6.2	Service Continuity Plan Review Report	Sch 8.6, Para 6.2	Within 20 Working Days of the conclusion of each review of the Service Continuity Plan.	Upon any variation	Authority and key users nominated by the Supplier
Sch 8.6	Corporate Resolution Planning Information	Sch 8.6, Para 11.3	Schedule 8.6 Part 2 Para 11.2	Sch 8.6, Para 11.8	Authority and key users nominated by the Supplier
Sch 7.4 Para 8	Board Confirmation	As set out at Annex 5 of Sch 7.4	Within 120 days of the first Accounting Reference Date to occur.	Within 15 months of the previous Board Confirmation provided or within 120 days after each Accounting Reference Date (whichever is the earlier)	Authority and key users nominated by the Supplier

Applicable Clause/ Paragraph	Required Data	Format of Data	Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
Sch 9.1, Part E, Para 1.1	Supplier's Provisional Supplier Personnel List and, Staffing Information	As appropriate and agreed by the Authority	Sch 9.1, Para 1.1 A-D	At such intervals as are reasonably requested by the Authority	Authority and key users nominated by the Supplier
Sch 9.1, Part E, Para 1.2	Supplier's Final Supplier Personnel List	As appropriate and agreed by the Authority	At least 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 9.1, 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	Upon any variation	Authority and key users nominated by the Supplier
Sch 9.1, Part E, Para 1.7	Payroll and benefits information	As appropriate and agreed by the Authority	Within 5 Working Days following the Service Transfer Date	Upon any variation	Authority, any Replacement Supplier and/or Replacement Sub- contractor
Sch 9.1, Annex	List of Notified Sub-contractors	As appropriate and agreed by the Authority	Effective Date	Upon any variation	Authority and key users nominated by the Supplier

ANNEX 4: SUPPLY CHAIN TRANSPARENCY INFORMATION TEMPLATE

	Financial Year 20[]			
	Under this Agreement		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	£[]	[]	£[]	[]

