

Schedule 24

Reports and Records Provisions

1 Transparency Reports

- 1.1 Within three (3) months of the Effective Date each Supplier shall provide to the Authority for its approval (such approval not to be unreasonably withheld or delayed) draft reports in accordance with Appendix A (once approved, the **Transparency Reports**).
- 1.2 If the Authority rejects any draft Transparency Report, the relevant 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 (acting reasonably and in good faith) what should be included.
- 1.3 Each Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Authority at the frequency referred to in Appendix A.
- 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 (which may be provided via an online portal made available to the Authority by the relevant Supplier):

- 2.1.1 delay reports;
- 2.1.2 reports relating to Testing and tests carried out under Schedule 5 (Security Management) and Schedules 26A and 26B (Service Continuity Plan and Corporate Resolution Planning);
- 2.1.3 reports which the relevant Supplier is required to supply as part of the Management Information;
- 2.1.4 annual reports on the Insurances, as required by Schedule 6A or 6B (Insurance Requirements) as applicable;
- 2.1.5 security reports; and
- 2.1.6 Force Majeure Event reports.

3 Records

- 3.1 Each Supplier shall retain and maintain all the records (including superseded records) referred to in Paragraph 1 and Appendix A (together **Records**):

- 3.1.1 in accordance with the requirements of The National Archives and Good Industry Practice;
- 3.1.2 in chronological order;
- 3.1.3 in a form that is capable of audit; and
- 3.1.4 at its own expense.

- 3.2 Each 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 Each 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 each 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, each Supplier shall provide the Authority with its audited accounts within 130 Working Days after the end of each Accounting Reference Date of the relevant Supplier's part or all of which falls during the Term.
- 4 Virtual Library
 - 4.1 Each Supplier shall, no later than eight (8) weeks prior to the first Operational Services Commencement Date and without charge to the Authority, create a Virtual Library on which each Supplier shall (subject to any applicable legislation governing the use or processing of personal data) make information about this Contract available in accordance with the requirements outlined in this Schedule.
 - 4.2 Each Supplier shall ensure that the Virtual Library is:
 - 4.2.1 capable of holding and allowing access to the information described in Appendix C 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;
 - 4.2.2 structured so that each document uploaded has a unique identifier;
 - 4.2.3 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 each Supplier by the Authority from time to time;
 - 4.2.4 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);
 - 4.2.5 structured and maintained in accordance with the security requirements as set out in this Contract including those set out in Schedule 5 (Security Management);
 - 4.2.6 created and based on open standards in Schedule 4 (Standards); and
 - 4.2.7 backed up on a secure off-site system.
 - 4.3 Each Supplier shall upload complete and accurate information specified in Appendix C 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 4.1) onto Virtual Library in the format specified.
 - 4.4 Upon any document being uploaded to the Virtual Library, and where the Authority has been granted Access Permission to that document, the relevant Supplier shall email on the same date as the upload, a copy of the document to the email address nominated by the Authority from time to time.
 - 4.5 Except for notices under Clause 42.4 or items covered by Clause 42.6, where either Supplier is under an obligation to provide information to the Authority in a provision under this Contract, then the relevant Supplier's upload of that information onto the Virtual Library shall satisfy the

relevant Supplier's obligation to provide the Authority with that information provided that the Authority has access in accordance with this Paragraph 3.6 and the uploaded information meets the requirements more particularly specified in the relevant provision.

- 4.6 Except to the extent that the requirements provide for earlier and more regular Authority access to up-to-date information, Appendix C shall not take precedence over any other obligation to provide information in this Contract and the relevant Supplier shall refer to the applicable clause for further details as to the requirement.
- 4.7 The Supplier shall provide each specified person (as set out in column six of the table at Appendix C) access to view and download the specified information in the Virtual Library in Appendix C subject upon the occurrence of the event specified in the column marked Access Permission and Access Event in column six of the table at Appendix C to this Schedule.
- 4.8 Where Access Permission is not listed (in column six of the table at Appendix C) as being subject to the occurrence of a certain event the relevant Supplier shall grant access to the person and information specified (in column six of the table at Appendix C) from the Initial Upload Date.
- 4.9 Where Access Permission is specified as being granted to the Authority's Third Party Auditor (prior to the Authority being granted access) it shall:
 - 4.9.1 be entitled to access, view and download information specified in Appendix C subject to it entering into a confidentiality agreement with the relevant Supplier to keep the contents confidential (except to the extent disclosure of the confidential information is required under Paragraph 4.9.2 of this Schedule); and
 - 4.9.2 report to the Authority (at its request) as to the completeness and accuracy of the information but not the substance of the information.
- 4.10 Each Supplier shall ensure that the Virtual Library retains in an accessible form all historic or superseded records of the information specified Appendix C. 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, each 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 relevant Supplier to comply with Data Protection Legislation.
- 4.11 Each 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.
- 4.12 Where either 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 relevant 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 Appendix C.
- 4.13 In the event of a conflict between any requirement in this Contract (excluding Appendix C) for either Supplier to provide information to the Authority and the requirements set out in Appendix C of this Schedule, the requirement elsewhere in this Contract shall prevail.
- 4.14 Each 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.
- 4.15 No later than one (1) Month prior to the Operational Services Commencement Date, each Supplier shall provide training manuals to the Authority relating to the use of the Virtual Library.
- 4.16 On request by the Authority each 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.

- 4.17 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 relevant Supplier's own cost and expense.

Appendix A

Transparency reports

Title	Content	Format	Frequency
Charges	As agreed by the Parties within three (3) months of the Effective Date.	As agreed by the Parties within three (3) months of the Effective Date.	Quarterly
Performance management – Operational Services	As agreed by the Parties within three (3) months of the Effective Date.	As agreed by the Parties within three (3) months of the Effective Date.	Quarterly
Sustainability	As agreed by the Parties within three (3) months of the Effective Date.	As agreed by the Parties within three (3) months of the Effective Date.	Annually

Appendix B

Records to be kept by each Supplier

The records to be kept by each 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 each Supplier's 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 each Supplier for the purpose of maintaining the provision of the Services and the underlying IT Environment and Supplier Equipment.
- 6 Documents prepared by each Supplier or received by each Supplier from a third party relating to a Force Majeure Event.
- 7 All formal notices, reports or submissions made by each 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 each Supplier in relation to the provision of the Services.
- 9 Documents prepared by each Supplier in support of claims for the Charges.
- 10 Documents submitted by each Supplier pursuant to the Change Control Procedure.
- 11 Documents submitted by each 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 each Supplier, 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 each Supplier.
- 14 Financial records, including audited accounts of each Supplier.
- 15 Records required to be retained by each 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 each Supplier pursuant to this Contract

Appendix C

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)
Clause 14.6 and Schedule 29A and 29B (Key Personnel), as applicable	Key Personnel	An updated version of Schedule 29A or Schedule 29B (as applicable)	Effective Date	Without undue delay after a change in appointment to the Key Personnel	Authority
Clauses 15.7	Copy of information reasonably requested by the Authority	As appropriate and agreed by the Parties	Within ten (10) Working Days of Authority's request following suppliers notice pursuant to Clause 15.6	N/A	Authority
Clause 15.9 and Schedule 11A and 11B (Third Party Contracts), Paragraph 1	Third Party Contracts	An updated version of Schedule 11A or Schedule 11B (as applicable)	Effective Date	Without undue delay after entering into a Third Party Contract	Authority
Clause 15.11 and Schedules 10A and 10B (Key Sub-contractors), Paragraph 2	Key Sub-contractors	An updated version of Schedule 10A or Schedule 10B (as applicable)	Effective Date	Without undue delay after a change in appointment of a Key Sub-contractor	Authority

*Synergy ERP/SI Services Contract
Schedule 24 (Reports and Records Provisions)*

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Clause 15.28	Supply chain Transparency Reports	Schedule 24, Appendix D	Thirty (30) days prior to the of the end of each financial year	Every financial year	Authority
Clause 33.10.8	Modern Slavery Assessment Tool or existing assessment	As appropriate and agreed by the Parties	Within sixty (60) Working Days of the Effective Date	As maybe reasonably required by the Authority	Authority
Schedule 3 (Performance Levels), Part 2, Paragraph 1.1.1	Performance Monitoring Report	Schedule 3, Part 2, Paragraph 1.3	Within ten (10) Working Days of the end of the first Service Period	Within ten (10) Working Days of the end of each subsequent Service Period	Authority
Schedule 3 (Performance Levels), Part 2, Paragraph 1.1.2	Balance Scorecard Report	Schedule 3, Part 2, Paragraph 1.4	Within ten (10) Working Days of the end of the first Service Period	Within ten (10) Working Days of the end of each subsequent Service Period	Authority
Schedule 5 (Security Management), Part 1, Paragraph 5.4 and Part 2, Paragraph 7.5	Security Management Plan	Schedule 5, Part 1, Appendix C	Without undue delay after the Authority has issued its approval	Annually or as maybe otherwise required by the Authority acting reasonably	Authority

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Schedule 5 (Security Management), Part 1, Paragraphs 7.1 and 7.2	Security certifications for ISO/IEC 27001 and Cyber Essentials Plus certificates	A copy of each security certification	Prior to receiving, storing or processing any Authority Data	Without undue delay following the renewal of the relevant security certification	-
Schedule 5 (Security Management), Part 2, Paragraphs 7.5 and 7.6.7	Core Information Management System diagram	Schedule 5, Part 2, Appendix C	The date specified in the Detailed Implementation Plan	Regularly and at least annually subject to Schedule 22 Change Control	Authority
Schedule 5 (Security Management), Part 2, Paragraphs 8.1 and 8.4	Security certifications for ISO/IEC 27001 and Cyber Essentials Plus certificates	A copy of each security certification	Prior to receiving, storing or processing any Authority Data	Without undue delay following the renewal of the relevant security certification	-
Schedule 6A and 6B (Insurance Requirements), Paragraph 4	Evidence of Insurance	Insurer or broker certificate of insurance	Effective Date	Within fifteen (15) days after policy renewal or replacement	Authority
Schedule 9A and 9B (Commercially Sensitive Information)	Commercially Sensitive Information	An updated version of Schedule 9A or Schedule 9B (as applicable)	Effective Date	Without undue delay following agreement by the Parties to update the information	Authority and/or Auditor

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Schedule 24 (Reports and Records Provisions)*

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Schedule 12A and 12B (Software), Paragraph 1.2	Software	Schedule 12, Paragraphs 2 and 3	Effective Date	Regularly, and in any event no less than every six (6) months from the Effective Date	Authority
Schedule 13 (Implementation Plan), Paragraphs 3 and 4	Detailed Implementation Plan	The plan developed and revised from time to time in accordance with Schedule 13, Paragraphs 3 and 4.	Without undue delay after approval of the Detailed Implementation Plan	Without undue delay after approval of the updated Detailed Implementation Plan	Authority
Schedule 14 (Testing Procedures), Paragraph 4.1	Test Strategy	As appropriate and agreed by the Parties	Within forty-five (45) Working Days of Effective Date (or such other period as the Parties may agree in writing)	N/A	Authority
Schedule 14 (Testing Procedures), Paragraph 5.1	Test Plan	As appropriate and agreed by the Parties	Twenty (20) Working Days prior to the start of the relevant Testing	N/A	Authority
Schedule 14 (Testing	Test Specification	As appropriate and agreed by the Parties	Ten (10) Working Days prior to the	N/A	Authority

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Procedures), Paragraph 7.1			start of the relevant Testing		
Schedule 14 (Testing Procedures), Paragraph 8.5	Test Report	As appropriate and agreed by the Parties	Draft Test Report: At least two (2) Working Days prior to the date on which the Test is planned to end Final Test Report: within five (5) Working Days of completion of Testing	Re-issue with each re-Test in line with re-Test procedure	Authority
Schedule 15 (Charges and Invoicing), Part 5, Paragraph 1.2	Template invoice	As appropriate and agreed by the Parties	Within ten (10) Working Days of the Effective Date	Upon agreement by the Authority to vary the template	Authority
Schedule 17 (Benchmarking), Paragraph 4.1	Approval of Benchmark Review plan	As prescribed by Schedule 17, Paragraph 4.1	Within 10 working days of receipt of the draft plan from the Benchmarkers	Within 10 working days of Approval of any subsequent Benchmark Review	Authority and Auditor

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Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Schedule 17 (Benchmarking), Paragraph 5.1	Benchmark Report as provided by the Benchmarker	Schedule 17, Paragraph 5.1	Without undue delay after receipt from the Benchmarker	Without undue delay after any subsequent Benchmark Report	Authority and Auditor
Schedule 18 (Financial Distress), Paragraph 2.3.2	Financial Indicator reports	Schedule 18, Paragraph 2.5	As specified in Schedule 18 Paragraph 2.3.2	As specified in Schedule 18 Paragraphs 2.3.2 and 5.1 of	Authority
Schedule 18 (Financial Distress), Paragraph 4.3.2(a)	Financial Distress Remediation Plan	As appropriate and agreed by the Parties	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
Schedule 18 (Financial Distress), Paragraph 8	Board Confirmation that Supplier is not aware of Financial Distress Event.	Schedule 18, Appendix D	Within 120 days of the first Accounting Reference Date	Within either 120 days after each Accounting Reference Date or fifteen (15) months of the previous Board Confirmation provided,	Authority

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Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
				whichever is the earlier	
Schedule 19 (Financial Reports and Audit Rights), Part 2, Paragraph 1.1.1	Contract Inception Report	Schedule 19, Part 2, Paragraph 1.2	Effective Date	N/A	Authority
Schedule 19 (Financial Reports and Audit Rights), Part 2, Paragraph 1.1.2	Contract Amendment Report	Schedule 19, Part 2, Paragraph 1.2	Within one (1) month of a Material Change being agreed	As per column D of this table	Authority
Schedule 19, Paragraph (Financial Reports and Audit Rights), Part 2, Paragraph 1.1.2	Quarterly Contract Report	Schedule 19, Part 2, Paragraph 1.2	Within one (1) month of the end of each Quarter	As per column D of this table	Authority
Schedule 19 (Financial Reports and Audit Rights), Part 2, Paragraph 1.1.2	Annual Contract Report	Schedule 19, Part 2, Paragraph 1.2	Within one (1) month of the end of the Contract Year to which that report relates	As per column D of this table	Authority

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Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Schedule 19 (Financial Reports and Audit Rights), Part 2, Paragraph 1.1	Financial Reconciliation Report	Schedule 19, Part 2, Paragraph 1.2	Within six (6) months after the end of the Term	N/A	Authority
Schedule 21 (Governance), Paragraph 3.3 (and 3.2)	Suppliers' Representation on Boards	Schedule 21, Appendix A	Effective Date	As and when Supplier changes representatives to attend Boards	Authority
Schedule 21 (Governance), Paragraph 3.5.5	Minutes of governance meetings (all boards)	As appropriate and agreed by the Parties	On receipt from the chairperson	N/A	Authority
Schedule 22 (Change Control Procedure), Paragraph 4.2	Impact Assessment	As appropriate and agreed by the Parties	As soon as reasonably practicable and in any event within ten (10) Working Days of the date on which a Change Request is issued	Within ten (10) Working Days of notice from the Authority to re-issue the Impact Assessment under Schedule 22, Paragraph 5.4	Authority
Schedule 22 (Change Control Procedure), Paragraph 2.9	Copy of the Contract which has been updated to include all Contract Changes and annotated with reference to the Change Authorisation Notice	PDF and MS Word (editable)	Within ten (10) Working Days of the Authority's signature and issue of a Change	Without undue delay after any subsequent Contract Change	Authority

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
			Authorisation Note		
Schedule 22 (Change Control Procedure), Paragraph 4.1	Change Request	Schedule 22, Appendix A	On issue of a Change Request	Without undue delay after any subsequent Change Request	Authority
Schedule 23 (Dispute Resolution Procedure), Paragraph 2.1	Dispute Notice	As prescribed by Schedule 23, Paragraph 2.2	Without undue delay after issue of a Dispute Notice in respect of a Dispute	Without undue delay after issue of any subsequent Dispute Notice	Authority
Schedule 23 (Dispute Resolution Procedure), Paragraph 4.2	Mediation Notice	As appropriate and agreed by the Parties	Without undue delay after issue of a Mediation Notice	Without undue delay after issue of any subsequent Mediation Notice	Authority
Schedule 24 (Reports and Records Provisions), Paragraph 1	Draft Transparency Reports	As specified in Schedule 24, Appendix A	Within three (3) months of the Effective Date	Within five (5) Working Days of receipt of any notice of rejection of the relevant draft Transparency Report. from the Authority Updated Transparency Reports on the	Authority

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Schedule 24 (Reports and Records Provisions)*

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
				frequency specified in Schedule 24, Appendix A	
Schedule 25 (Exit Management), Paragraph 2.1.1	The Registers (comprised of Assets, Sub-contracts and other relevant agreements)	As appropriate and agreed by the Parties	Effective Date	Regularly and on any change to the Assets, Sub-contracts or relevant agreements	Authority
Schedule 25 (Exit Management), Paragraph 2.1.2	Configuration database detailing the technical infrastructure and operating procedures through which the Services are provisioned	As appropriate and agreed by the Parties	Effective Date	As appropriate to enable a transition of the Services	Authority
Schedule 25 (Exit Management), Paragraph 3.1	Exit Information	As appropriate and agreed by the Parties	On reasonable notice given by the Authority at any point during the Term	On an as-requested basis as soon as reasonably practicable and in any event within ten (10) Working Days of Authority's written request	Authority and its potential Replacement Suppliers
Schedule 25 (Exit Management),	Supplier A Exit Plan	As prescribed by Schedule 25, Paragraph 5.3	For Supplier A: within six (6)	In the first month of each Contract Year;	Authority

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Paragraphs 5.1, 5.5 and 5.6	Supplier B Exit Plan Joint Exit Plan for either an Emergency Exit or Ordinary Exit		months after the Effective Date For Supplier B: within six (6) months after the Effective Date Supplier A and Supplier B joint Exit Plan: within six (6) months after the Effective Date	(commencing on the second Contract Year) Within fourteen (14) days if requested by the Authority following a Financial Distress Event To be submitted by the relevant Supplier within twenty (20) Working Days after service of a Termination Notice or six (6) months prior to expiry of the Contract	
Schedule 25 (Exit Management), Paragraph 6.3.5	Up-to-date Registers during the Termination Assistance Period	As appropriate and agreed by the Parties	As requested by the Authority	As appropriate	Authority
Schedule 25 (Exit Management), Paragraph 6.3.6	Up-to-date Exit Information during the Termination Assistance Period	As appropriate and agreed by the Parties	As requested by the Authority and in any event within ten (10) Working Days of	As appropriate	Authority

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Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
			the Authority's request		
Schedule 25 (Exit Management), Paragraph 6.7.2	Authority Data	In electronic form or other format as reasonably required by Authority	On termination or expiry of the Term or at the end of the Termination Assistance Period	N/A	Authority / Replacement Supplier
Schedule 25 (Exit Management), Appendix A, Paragraph 1.1, Paragraph 1.2, Paragraph 1.3, and Paragraph 1.4	Supporting documentation and knowledge transfer material in respect of the Termination Services	As appropriate and agreed by the Parties	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	-
Schedule 26B (Service Continuity Plan and Corporate Resolution Planning), Part 1, Paragraph 2.1	Service Continuity Plan	As prescribed by Schedule 26B, Paragraph 2.2	Within forty (40) Working Days from the Effective Date	At the frequency specified in Schedule 26B, Paragraph 7.1	Authority
Schedule 26B (Service Continuity Plan and Corporate	Review Report	As prescribed by Schedule 26B, Paragraph 7.2	Within twenty (20) Working Days of the	Within twenty (20) Working Days of any notice of	-

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Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
Resolution Planning), Part 1, Paragraph 7.2			conclusion of each review of the Service Continuity Plan	rejection of the Review Report from the Authority	
Schedule 26B (Service Continuity Plan and Corporate Resolution Planning), Part 2, Paragraph 2.2, 2.8 and 2.9	Corporate Resolution Planning Information	As prescribed by Schedule 26B, Part 2, Paragraph 2.3	Schedule 26B, Part 2, Paragraph 2.2	Schedule 26B, Part 2, Paragraphs 2.8 and 2.9	Authority
Schedule 28A and 28B (Staff Transfer), Part 5, Paragraph 1.1	Supplier's Provisional Supplier Personnel List and Staffing Information as prescribed by Schedule 28A Appendix E2 and Schedule 28B Appendix E2	Suitably anonymised and as appropriate and agreed by the Parties	Within twenty (20) Working Days of the earliest occurrence of the events set out in Schedule 28, Part 5, Paragraphs 1.1.1 to 1.1.4	At such intervals as are reasonably requested by the Authority	Authority
Schedule 28A and 28B (Staff Transfer), Part 5, Paragraph 1.2	Supplier's Final Supplier Personnel List Staffing Information in respect of the Supplier's Final Supplier Personnel List as prescribed by	As appropriate and agreed by the Parties	At least twenty (20) Working Days prior to the Service Transfer Date	N/A	Authority and, at the direction of the Authority, the Replacement Supplier and/or any Replacement Sub-contractor

Applicable Clause/Paragraph	Required data	Format of data	Initial upload date	Update requirement	Access Permission and Access Event (where applicable)
	Schedule 28A Appendix E2 and Schedule 28B Appendix E2				
Schedule 28A and 28B (Staff Transfer), Part 5, Paragraph 1.6	Information relating to the manner in which the services are organised	As appropriate and agreed by the Parties	Where applicable the relevant transfer date	As appropriate	Authority
Schedule 28A and 28B (Staff Transfer), Part 5, Paragraph 1.7	Payroll and benefits information	As appropriate and agreed by the Parties	Within five (5) Working Days following the Service Transfer Date	N/A	Authority, any Replacement Supplier and/or Replacement Sub-contractor

Appendix D

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	£[●]	[●]	£[●]	[●]