

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 If the Buyer rejects any 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 Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.3 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.
- 2.1 Financial Transparency
- 2.2 The Supplier acknowledges the importance to the Buyer of the Financial Transparency Objectives and the Buyer's need for complete transparency in the way in which the Charges are calculated.
- 2.3 During the Contract Period, and for a period of seven (7) years following the end of the Contract Period, the Supplier shall: (a) maintain and retain the Open Book Data; and (b) disclose and allow the Buyer and/or the Auditors access to the Open Book Data.
- 2.4 During the Contract Period, and for a period of 18 months following the end of the Contract Period, the Supplier shall make available the Supplier Authorised Representative at reasonable times and on reasonable notice to answer any queries that the Buyer may have on any Open Book Data.

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Annex A: List of Transparency Reports

Report Name	Contents	Reporting Frequency
Monthly Update Report	<ul style="list-style-type: none"> Applications received in the last month and year to date and how it compares with forecasts and targets. The % of applications that are: first time applicants, made online and submitted via post. The number of grants awarded in the last month and year to date and how it compares with forecasts and targets. Number of 1:1 assessments completed in the last month and year to date. Number of applications in progress. The total amount of money spent on grant items, list of all the grant items purchased and their price in the last month and year to date. Number of grant items delivered in the last month and year to date. Forecast of the number of applications to be received, number of grants to be provided, number of families to be supported and money to spent on grants in the next month and revised full year forecasts. Performance against all key performance indicators, performance indicators and service levels. 	Monthly Reports will be provided to the Department one (1) week before performance management meetings.
Monthly Grant Funding Commitment Declaration Form	As set out in DPS Order Schedule 25.	Must be returned no later than the 7th day of the following month.
Customer Satisfaction Survey	<ul style="list-style-type: none"> Please see 4.14 and KPI 2. <p>The contents of the surveys will include:</p> <ul style="list-style-type: none"> Satisfaction with the application process/ service and with allocation of grant item. Impact of the grant on disabled children's: Physical health/ Behaviour/ Conditions/ Mental health/ General wellbeing. Impact of the grant on Disabled children's siblings': Physical health/ Mental health/ 	Quarterly

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	<p>General wellbeing.</p> <ul style="list-style-type: none"> Whether the grant had improved the following for Parent / Carers: Can better support their child's care and needs /Mange better financially/ Do more of the things that matter/ Access information and support. <p>The Supplier must provide the Buyer with a report which sets out the findings of the Satisfaction Survey along with proposals to improve outcomes and for inclusion in the Supplier's Continuous Improvement Plan.</p>	
Grant Funding Forecast Form	As set out in DPS Order Schedule 25	<p>Quarterly</p> <p>Must be returned no later than the 5th day of the month following the end of the quarter.</p>
Quarterly Grant Report	As set out in DPS Order Schedule 25	<p>Quarterly</p> <p>Must be returned no later than the 12th day of the first month of the quarter.</p>
Quarterly Family poll	<p>A report outlining the following personal data that the supplier will have already or will gather from a survey sent to applicants before they receive a grant. The survey will include the following:</p> <ul style="list-style-type: none"> Household Information/ Applicant Information/ CYP information Household income/ Household employment Respite care and support/access to short breaks. Additional costs in raising a disabled or seriously ill child Household debts/ Household savings/ Household bills Food (food requirements, costs, security of supply) Disabled child's wellbeing/ Applicant's wellbeing/ Family's needs 	Quarterly

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Annual Report	<ul style="list-style-type: none">• This should cover everything set out in the monthly report but based on annual figures and also detail key achievements across the year.• The supplier shall also provide an update on the progress of their Continuous Improvement Plan	Annually The Annual Update Report must be submitted no later than 5 working days before the relevant Annual Review Meeting.
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