

CONTRACT

Between

THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF LAMBETH

and

[SERVICE PROVIDER NAME]

THE CONTRACT

The Contract shall comprise the following:

A. The Terms and Conditions of Contract comprising:

- 1 Appointment
- 2 Definitions and Interpretations
- 3 Contract Term
- 4 The Consultant's Obligations
- 5 The Consultant's Representative
- 6 The Council's Obligations
- 7 The Council's Authorised Officer
- 8 Risk Management
- 9 Responsible Procurement
- 10 VAT
- 11 Confidentiality
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- 17 Termination Consequences
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- 19 [Not used]
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- 21 Status of the Service Provider
- 22 Variations
- 23 Data Protection and Freedom of Information
- 24 Equal Opportunities
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- 26 [Not Used]
- 27 Complaints in Respect of Service Provision
- 28 Disputes
- 29 Committee Meetings and other Meetings
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- 31 Waiver
- 32 Supersedes Prior Agreements
- 33 Entire Contract
- 34 Notices
- 35 [Not Used]
- 36 Assignment and Sub-Contracting
- 37 Third Parties
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B. Schedules to the Contract comprising:

Schedule 1	Service Specification and Service Provider's Proposal
Schedule 2	Contact details
Schedule 3	Method Statement and Pricing Document

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CONTRACT FOR PROVISION OF ANTI-RACISM TRAINING SERVICES

THIS CONTRACT is made the day of 2021

BETWEEN

- (1) **[Service Provider name]** (company no. xxx), whose address for service within the jurisdiction of the courts of (England and Wales) [address] ("the Service Provider")

AND

- (2) **The Mayor and Burgesses of the London Borough of Lambeth**, Lambeth Town Hall, Brixton Hill, London SW2 1RW ('the Council')

(each a 'Party' and together 'the Parties')

1 Appointment

- 1.1 The Council has a requirement for mandatory anti-racism training for all staff in its Resident Services directorate.
- 1.2 The Council has accepted the Service Provider's proposal for the delivery of the Council's training requirement.
- 1.3 The Council commissions the Service Provider to provide training services in accordance with the Conditions of Contract, the Service Specification, Schedules and any appendices herewith.

(TERMS AND CONDITIONS OF CONTRACT)

2 Definitions & Interpretations

2.1 Definitions

Authorised Officer is the officer whose contact details are listed in Schedule 2, or any person whose name has been notified in writing by or on behalf of the Council to the Service Provider in accordance with Clause 7

Commencement Date shall be the date the date stated in Clause 3.1 or, if none is stated, the date on which the Service Provider first delivers the Services to the Council

Contract means the Contract entered into by the Council and the Service Provider embodied in the Conditions of Contract and the Contract Documents

Contract Documents	mean the Terms and these Conditions of Contract, the tender or invitation for proposal documents, any submissions made by the Service Provider together with the Schedules and any appendices
Contract Standard	means such standards as complies in each and every respect with all relevant provisions of the Contract Documents and where to the extent that no criteria are stated in the Contract the standard is to be to a good, safe and efficient manner in accordance with good practice and professional standards
Data Protection Legislation	means (i) the UK-General Data Protection Regulation ("UK-GDPR"), (ii) the Data Protection Act 2018 ("DPA") (iii) all applicable laws about the processing of personal data and privacy
Force Majeure	<p>means:</p> <ul style="list-style-type: none"> • acts of war • acts of God • decrees of Government • riots • civil commotion; and • any event or circumstance beyond the control of, or unpreventable by, the affected Party other than any labour dispute between the Service Provider and its staff or the failure to provide the Services <p>- but not the Covid pandemic</p>
Intellectual Property	<p>means the following, wherever in the world enforceable, or such similar rights, which have equivalent effect, including all reversions and renewals and all applications for registration:</p> <ul style="list-style-type: none"> • any patents or patent applications; • any trade marks (whether or not registered); • inventions, discoveries, utility models and improvements whether or not capable of protection by patent or registration; • copyright or design rights (whether registered or unregistered); • database rights; • performer's property rights as described in Part II of the Copyright Designs and Patents

	<p>Act 1988 and any similar rights of performers anywhere in the world;</p> <ul style="list-style-type: none"> • any goodwill in any trade or service name, trading style or get-up; and • any and all other intellectual or proprietary rights
Intellectual Property Rights Work	means all Intellectual Property that arises or is obtained by or developed by the Service Provider in respect of, or in the course of, or in connection with, the Services (“the Intellectual Property Rights Work”)
Pricing Document	means the rates and prices submitted by the Service Provider for the provision of the Services as set out in Schedule 3
Schedules	mean the numbered schedules and appendices attached to these Conditions
Services	means the services required to provide the outcomes set out in the Specification at Schedule 1 and which are to be delivered by the Consultant
Social Value	means measures that help to improve the economic, social and environmental well-being of the area in which the Services are delivered
Term	means the period the Services shall be provided by the Service Provider from the Commencement of the Services to the completion of all work required under the Contract.
Variation	has the meaning ascribed to it in Clause 22

2.1 Interpretation

- a. Words in the singular include the plural and vice versa;
- b. Words in the masculine include words in the feminine and vice versa
- c. Words importing individuals shall be treated as importing corporations and vice versa;
- d. Headings are for ease of reference only and shall not affect the construction of the Contract; and
- e. Reference to any enactment, order, regulation or other similar instrument shall be construed as a reference to such enactment, order, regulation or instrument as amended or re-enacted by any subsequent enactment, order, regulation or instrument;
- f. The word ‘including’ shall be understood as meaning ‘including without limitation’.

3 Contract Term

- 3.1 The Contract Term ('Term') is the period from xx to xx unless either terminated in accordance with this Clause 3 or Clause 16 (Termination) of this Contract or extended by agreement.
- 3.2 The Contract is a 'time is of the essence' agreement and the Services must be performed in full by the second date stated in Clause 3.1.
- 3.3 This Contract does not constitute an exclusive agreement between the Parties and the Council shall be entitled to employ other persons to provide similar services to the Services.

4 The Service Provider's Obligations

- 4.1 The Service Provider shall perform the Services to the Contract Standard.
- 4.2 The Service Provider shall at all times comply with the requirements of the Health and Safety at Work, etc. Act. 1974, the Management of Health and Safety at Work Regulations 1992 (including the provision by the Service Provider of a copy of its risk assessment under these Regulations when requested by the Council), and of other Acts, Regulations, Orders or rules of law pertaining to health and safety. The Service Provider shall also ensure the health and safety of members of the public, the Council's employees, agents and contractors.
- 4.3 Except for any Intellectual Property which the Specification specifies will vest in the Council the Service Provider shall own the copyright in all the Intellectual Property Rights Work that arises or is obtained by or developed by the Service Provider in respect of, or in the course of, or in connection with, the Services. The Service Provider hereby grants to the Council a royalty-free licence to use and reproduce the Intellectual Property Rights Work for all purposes relating to the Services. The Council shall also be entitled to grant sub-licences to others. The Service Provider shall indemnify the Council against all costs and damages associated with infringements of Intellectual Property rights in relation to the Services provided by the Service Provider.
- 4.4 The Service Provider shall assign to the Services sufficient, qualified and experienced staff to ensure that the Services are provided in accordance with the Contract Standard.
- 4.5 The Service Provider shall procure clean criminal records checks for any staff engaged in services in which they might come into contact with vulnerable people, or where the law requires it.

5 The Service Provider's Representative

- 5.1 The Service Provider shall appoint a senior person as a representative with authority to act on behalf of the Service Provider for all purposes connected with the Contract. The Service Provider's Representative is the person named in Schedule 2 as may be updated in writing from time to time.

6 The Council's Obligations

- 6.1 In consideration of the services rendered by the Service Provider under this Contract the Council shall pay the Service Provider in accordance with the provisions of Schedule 3.
- 6.2 It is a condition of this Contract that the Council shall pay all properly presented valid invoices within 30 days.
- 6.3 For the avoidance of doubt, and subject to the exception in Clause 29.1, the Council shall not be liable to pay any expenses in addition to the Contract Price, for instance but not limited to travel and subsistence expenses.

7 The Council's Authorised Officer

- 7.1 The Authorised Officer shall be the person defined in this Contract and named in Schedule 2 or such other person nominated in writing by the Council from time to time to act in the name of the Council for the purposes of the Contract.
- 7.2 The Authorised Officer shall have power to issue instructions to the Service Provider on any matter relating to the provision of the Services, and the Service Provider shall comply therewith.

8 Risk Management

- 8.1 The Service Provider agrees to assist the Council in respect of combatting fraud and corruption perpetrated by staff abusing their position and by others who may attempt to obtain the Council's assets or services to which they are not entitled. If the Service Provider has any suspicions in this regard he should seek advice from the Head of Internal Audit and Counter Fraud..
- 8.2 The Service Provider shall have and maintain adequate procedures in place to prevent fraud, bribery, money-laundering and corruption in line with legislation including, but not limited to, the Terrorism Act 2000, the Proceeds of Crime Act 2002, and the Bribery Act 2010.
- 8.3 The Service Provider shall comply with the conditions of employing foreign nationals under the Asylum and Nationality Act 2006.

9 Responsible Procurement

- 9.1 The Service shall endeavour to deliver Social Value through the provision of the Services and shall assist the Authorised Officer in capturing and measuring the Social Value so delivered.

10 VAT

- 10.1 All sums payable under this Contract unless otherwise stated are exclusive of VAT and other duties or taxes.

11 Confidentiality

- 11.1 The Service Provider shall not at any time during or after the Term divulge or allow to be divulged to any person any confidential information relating to the functions or affairs of the Council to a third person. For purposes of this Clause 11.1 confidential information is any information which the Authorised Officer has notified as confidential or which the Service Provider ought to reasonably believe to be confidential. Nothing in this Clause 11.1 shall prohibit whistleblowing or the sharing of confidential information for lawful purposes with a government agency.

12 Indemnity

- 12.1 Subject to Clause 12.2 the Service Provider shall indemnify and keep indemnified the Council from and against any and all loss, damage or liability (whether criminal or civil) suffered and legal fees and costs incurred by the Council resulting from a breach of this Contract by the Service Provider including but not limited to:

- (a) any act, neglect or default of the Service Provider or its staff or agents; and
- (b) breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party.

- 12.2 Subject to Clause 12.3 the Consultant's aggregate liability under this Contract (whether in contract, tort (including negligence), breach of statutory duty, restitution or otherwise) in respect of any loss of or damage to tangible property (which for the avoidance of doubt includes data) (whether belonging to the other Party or a third party) howsoever caused will be limited to the Contract Price, which the Parties agree to be fair and reasonable in the circumstances.

- 12.3 Neither Party excludes or limits its liability (if any) to the other Party:

- (i) for breach of its obligations arising under Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982;
- (ii) for personal injury or death resulting from its negligence;
- (iii) for any matter for which it would be illegal for it to exclude or to attempt to exclude its liability; or for fraud.

- 12.4 The Council shall not be liable for any consequential losses including but not exclusively, loss of profit, earning, income, business, goodwill, savings opportunities, reputation or associated costs to the Service Provider howsoever caused.

13 Insurance

- 13.1 The Service Provider shall maintain at its own cost and for a period of at least 6 years after the end of the Term policies of insurance to cover its liability in respect of any act or default for which it may become liable to indemnify the Council under the terms of this Contract in the following minimum sums:

- (a) Employers' liability of £5,000,000 (five million)
- (b) Public liability of £5,000,000 (five million)

- (c) Professional indemnity insurance in a sum appropriate to the risk profile of the Services.

13.2 The Service Provider warrants that it has the insurances required by Clause 13.1.

14 Conflict of Interest

14.1 Upon becoming aware of any possible conflict of interest that may arise between the interest of the Council and any other of the Consultant's clients, the Service Provider shall notify the Authorised Officer immediately and shall take all reasonable steps to remove or avoid the cause of any such conflict to the satisfaction of the Authorised Officer.

15 Monitoring of the Contract

15.1 The Service Provider shall promptly provide the Authorised Officer with any information relating to the carrying out of the Services which the Authorised Officer may reasonably request.

16 Termination

16.1 Unless otherwise agreed by the Parties or terminated pursuant to Clause 3.2 or any of the following provisions, the Contract shall expire at the end of the Term specified in Clause 3.1 of this Contract.

16.2 The Council may terminate the Contract with immediate effect if:

- (a) The Authorised Officer is of the reasonable opinion that the Service Provider has failed to perform the Services specified in the Contract or has failed to do so to the Contract Standard and that such failure is incapable of remedy.
- (b) The Service Provider has failed to remedy a failure to perform the Services or has failed to remedy a failure to provide the Service to the Contract Standard including the standard required by the Schedules or these conditions of Contract in the time required to remedy such failure as expressed in writing to the Consultant.
- (c) the Services have not been provided at the time set out in these Conditions of Contract (including but not limited to Schedule 1), and the Authorised Officer reasonably considers either that time is of the essence or that the nature of the Services justifies termination without affording the Service Provider an opportunity to remedy its default.
- (d) The Service Provider or any employee of the Service Provider or any person acting on behalf of the Service Provider has:
 - I. given any fee or reward the receipt of which is an offence under sub-section (2) of Section 117 of the Local Government Act 1972;
 - II. at any time during the tendering process (i.e. from the date of the publication of the notice seeking expressions of interest to the date of the award of the Contract), directly or indirectly canvassed any member or official of the Council concerning the acceptance of any proposal in respect of the Contract;

- III. directly or indirectly obtained or attempted to obtain information from any member or official of the Council concerning any other proposal submitted by any other person in respect of the formation of the Contract;
- IV. committed, or attempted to commit, or failed to prevent, any offence under, but not limited to, the Acts of Parliament listed in Clause 8.

(e) The Service Provider compounds or arranges with his creditors whilst insolvent or is unable to pay its debts within the meaning of Section 123 of the Insolvency Act 1986.

(f) A mortgagor takes possession of the whole or a substantial part of the Consultant's property or assets or an administrator is appointed to the same.

(g) An order is made, or a resolution passed, for the winding up of the Consultant.

16.3 The Service Provider may terminate the Contract if:

(a) the Council is in breach of any of its obligations under clauses 6.1 and/or 6.2 but only after first giving the Council a reasonable opportunity to remedy its breach save that nothing in this provision shall relieve the Council of any obligation to pay interest; or

(b) the Service Provider is professionally obligated to cease acting for the Council.

17 Termination consequences

17.1 In the event of the Contract being terminated for any of the reasons contained in Clause 16.2 above the Council will cease to be under any obligation to make further payment until the costs, loss and/or damage resulting from or arising out of the termination of the Consultant's engagement shall have been calculated.

17.2 In the event that the Service Provider terminates the Contract under the provisions of Clause 16.3(a) it shall be entitled to recover its reasonable expenses from the Council of recovering its unpaid invoices.

17.3 The termination of the Contract, howsoever arising, will be without prejudice to any rights or obligations theretofore accrued or to any provisions which are expressed to be performed after or to survive the termination of this Contract.

18 Delivery up of documents on termination

18.1 Subject always to Clause 4.4, the Service Provider or his personal representative shall upon the termination of his engagement immediately deliver up to the Council all correspondence documents specification papers and property belonging to the Council which may be in his possession or under his control.

19 Not Used

19.1 Not used.

20 Force Majeure

- 20.1 If either Party fails to carry out their respective obligations under this Contract as a result of Force Majeure then that Party shall not be liable under this Contract for such failure provided the affected Party shall have given the other notice that such failure is the result of Force Majeure within 5 business days of such failure occurring.
- 20.2 If an event of Force Majeure occurs then the Council and the Service Provider shall meet to discuss how best to continue to provide the Services until the Force Majeure event ceases, which may include the Council providing the Service Provider with assistance, where reasonably practicable.
- 20.3 Either Party may terminate the Contract for Force Majeure if they reasonably consider that the Force Majeure event will persist for longer than 60 days.
- 20.4 The Covid-19 pandemic is not deemed a Force Majeure event for purposes of this Contract. If during the Contract Term the Council makes substantial changes to its staff's methods and location of working for a reason related to Covid-19 the Service Provider shall work with the Authorised Officer to adjust the performance of the Services to better fit the Council's changed requirements.

21 Status of the Service Provider

- 21.1 The Service Provider must not represent to anyone, nor allow any of his staff to represent to anyone, that they are employees of the Council.
- 21.2 The Service Provider warrants that none of the individuals deployed in the performance of the Services will do so through an intermediary company within the meaning of the Internal Revenue IR35 rules. If any do work through an intermediary company the Service Provider shall immediately notify the Council.
- 21.3 Notwithstanding Clause 21.2 above, if the Council demands it the Service Provider shall promptly provide such information as the Council reasonably requires for it to make an assessment as to whether the 'off payroll working' rules apply.

22 Variations

- 22.1 A variation to this Contract (including to the scope and nature of the Services) shall only be valid if it has been agreed in writing and signed by both Parties ('a Variation').
- 22.2 The Service Provider shall not make a Variation or supply services not specified without the written authority of the Authorised Officer.

23 Data Protection and Freedom of Information

- 23.1 The Parties agree that no Personal Data will be processed under this Contract with the exception of limited, non-sensitive Personal Data comprising names, titles and work email addresses and telephone numbers of staff engaged in contract management by the Council and contract delivery by the Consultant. The Parties shall comply with their respective obligations under the Data Protection Legislation.

23.2 The Council has a number of obligations under the Freedom of Information Act 2000 (FOIA) to provide information of its functions where a person has made a request, unless the FOIA exempts the requested information from such provision. The Service Provider and its sub-contractors shall co-operate with the Council in respect of any request affecting or related to the provision of the Services by among other things providing written responses to requests as required by the Authorised Officer. The Service Provider shall use all reasonable endeavours to help the Council meet its obligations under the FOIA.

23.3 The Council is obliged by the Local Government Transparency Code issued by the Secretary of State under the Local Government (Transparency Requirements) (England) Regulations 2014 to publish contracts (worth more than £5,000) in their entirety, subject to redaction of commercially sensitive information, confidential information, intellectual property and data protection. The Service Provider agrees that the Council may publish this Contract in its entirety and also publish performance data subject to the Council considering and properly applying those qualifications.

24 Equal Opportunities

24.1 The Service Provider shall use all reasonable endeavours to comply with all statutory provisions, statutory instruments, rules, regulations and bye-laws relating to equality and discrimination including, but not limited to, the Equality Act 2010 and shall take all reasonable steps to ensure that its staff do not discriminate against any person because of any Protected Characteristic within the meaning of the Equality Act.

25 Policy documents

25.1 The Service Provider shall ensure that its staff are fully conversant with and abide by all of the Council's policies which are relevant to the performance of the Services and which have been brought to its attention including but not limited to Lambeth's policy on whistleblowing.

26 Not Used

26.1 Not used.

27 Complaints in Respect of Service Provision

27.1 The Service Provider shall deal with any complaints received from whatever source in a prompt, courteous and efficient manner and shall keep a written record of all complaints received and of the action taken in relation to such complaints. Such records shall be kept available for inspection by the Authorised Officer at all reasonable times. The Service Provider shall notify the Authorised Officer promptly in writing of all complaints received and of all steps taken or proposed to be taken in response thereto.

28 Disputes

28.1 Subject to Clause 28.2 if any dispute or difference arises out of this Contract the Parties shall meet and attempt to resolve all such disputes or differences. If within 30 days such disputes or differences cannot be resolved, then the Parties with the assistance of the Centre for Dispute Resolution seek to resolve the dispute or difference amicably

by using an alternative dispute resolution ("ADR") procedure acceptable to both Parties.

- 28.2 Nothing in this Clause 28 (Disputes) shall operate to prevent either Party taking legal action in the courts should they consider that ADR will not adequately protect or vindicate their position.

29 Committee Meetings and other Meetings

- 29.1 The Service Provider shall, if requested (and only to the extent reasonable and proportionate), make its staff available to attend Council and committee meetings, meetings of the Executive, meetings with members of task forces and other meetings, including but not limited to Scrutiny Committees. The Service Provider may invoice the Council for reasonable travel expenses and staff hourly time only if the Authorised Officer agrees it in advance.

30 Local Authority Functions

- 30.1 Nothing in this Contract shall prejudice or affect the Council's rights, powers, duties and obligations in relation to the exercise of its functions as a local authority.

31 Waiver

- 31.1 Failure by either Party to enforce or rely on at any time during or after the Term any one or more of the terms, conditions or warranties of this Contract shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions or rely on any warranties given in this Contract, nor shall such failure create an estoppel.

30 Supersedes Prior Agreements

- 30.1 This Contract supersedes any prior contracts or agreements between the Parties to provide the Services, whether written or oral, and any such prior contracts or agreements are cancelled as at the Commencement Date but without prejudice to any rights that have already accrued to either of the Parties.

33 Entire Contract

- 33.1 Each Party acknowledges that this Contract, its Schedules and any amendments or Variations that may be agreed in writing by both Parties, contains the whole agreement between the Parties relating to the subject matter of the Contract.

34 Notices

- 34.1 Any notice or other communication requiring to be served under or in connection with the Contract shall be in writing and shall be delivered to the registered offices at the addresses stated in the Contract or as otherwise specified in the Contract.
- 34.2 Any such notice shall be delivered by hand or sent by recorded first class post and shall conclusively be deemed to have been given or received at the time of delivery. The Parties will simultaneously email any notice given under this Clause 34 to the other Party's Representative or Authorised Officer, as the case may be.

35 Not used.

35.1 Not used.

36 Assignment and Sub-Contracting

36.1 The Service Provider shall not:

- (a) without the written consent of the Authorised Officer, in his absolute discretion and subject to any terms as he may consider desirable assign the Contract or any part thereof or the benefit or advantage of the Contract or any part thereof;
- (b) sub-contract the provision of the Services or any part thereof to any person without the prior written consent of the Authorised Officer. Such consent shall be at the discretion of the Authorised Officer and, if given, shall not relieve the Service Provider from any liability or obligation under the Contract. The Service Provider shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees or agents in all respect as if they were the acts, defaults or neglect of the Consultant.

37 Third Parties

37.1 Neither Party intends to confer any right or benefit upon a third party and for the avoidance of doubt, the provisions of the Contract (Rights of Third Parties) Act 1999 are expressly excluded from this Contract.

38 Governing Law

38.1 This Contract shall be governed by English law.

Signed for and on behalf of the Parties on the next page.

<p>Signed for and on behalf of the Council (1)</p> <p>Name:</p> <p>Position:</p> <p>Signature:</p>	<p>Signed for and on behalf of the Service Provider(1)</p> <p>Director Name:</p> <p>Position:</p> <p>Signature:</p>
<p>Signed for and on behalf of the Council (2)</p> <p>Name:</p> <p>Position:</p> <p>Signature:</p>	<p>Signed for and on behalf of the Service Provider(2)</p> <p>Director Name:</p> <p>Position:</p> <p>Signature:</p>

SCHEDULE 1

SERVICE SPECIFICATION AND SERVICE PROVIDER'S PROPOSAL

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SCHEDULE 2

CONTACT DETAILS

The Service Provider's Representative:

For general queries in the absence of the named representative:

The Council's Authorised Officer shall be:

For general queries in absence of the named officer.

SCHEDULE 3

METHOD STATEMENT AND PRICING DOCUMENT

CONTRACT PRICE

PAYMENT TERMS

1. The Council operates an electronic only policy for issuing Purchase Orders and receiving invoices from consultants and contractors through an internet portal managed in partnership with the Council by a third-party provider.
2. The electronic portal is offered free of charge to consultants and contractors. The Council will direct the third-party partner to make contact with the Service Provider in order to create an account within the electronic portal to enable them to invoice the Council.
3. The Service Provider will be able to view its Purchase Orders and the status of its invoices within the electronic portal in real time.
4. Both the Council and the Service Provider shall adhere to the following procedure in respect of invoicing and payments in respect of the Services:
 - (a) The Service Provider shall submit to the Council each month (or as otherwise agreed by the Parties in writing) an invoice, by electronic means through the portal only setting out the sums for each type of work together with a record detailing the work carried out, in accordance with the prices tendered and;
 - (b) Once the Council agrees the details of the electronic invoice and the work record it will arrange payment, which will be made within 30 days of invoice date unless disputed by the Council.
 - (c) Where the Council disputes the amounts entered on an invoice the parties shall discuss the differences and the Service Provider shall submit such further information as required by the Council to verify the invoice sum.
 - (d) Once agreed, the Service Provider shall submit a corrected invoice as agreed pursuant to Clause 4(a), above.
5. Invoices submitted via the internet portal shall be deemed to have been received on the next working day from the date of transmission.
6. Invoices submitted by any other means shall be deemed to have been received only once those invoices reach the appropriate payment officer within the Council.