**Call-Off 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 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.

1.3 If the Buyer rejects any proposed 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 draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.

1.4 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.

**Annex A: List of Transparency Reports**

| **Title** | **Content** | **Format** | **Frequency**  |
| --- | --- | --- | --- |
| Invoicing  | To develop management information that is of high quality, with sufficient detail and relevance, thereby facilitating greater clarity and transparency in relation to sums claimed for payment. | Contract reference, invoice number, invoice date, invoice amount, hourly cost breakdown, service details, order date, unit prices, and VAT inclusion flag. | Monthly – within 5 working days following the end of each month |
| Ordered Panel Services Data | To monitor status of work commissioned, whether completed and closed, on hold or current position if.  | Supplier Personnel leading on matter, date matter opened and closed, current position on matter, business unit, Supplier’s reference/matter code, name of matter, short matter description, and breakdown of costs. | Monthly |
| Spend | To monitor the total contract spend and the top ten highest spend matters | Set out annual spend, quarterly spend and ten highest costing matters for past 12 months and past quarter, broken down into fees and disbursements per business unit. | Quarterly |
| Innovation Report  | The proposals submitted by the Supplier for improving contract performance awaiting approval from the Contracting Authority. | This shall include the date of submission, whether the proposal relates to cost reduction or an increase in quality standards, dates of approval and rejection, cost implications and any effects on third parties. | Ad-hoc and 6 monthly  |
| Continuous Improvement Report | To identify any lessons learnt, areas of weakness, areas of improvement in management and delivery of legal services. | This shall include the date of submission, whether the proposal relates to cost reduction or an increase in quality standards, dates of approval and rejection, cost implications and any effects on third parties. | 6 Monthly |