

MODEL AGREEMENT FOR SERVICES

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SCHEDULE 1 (DEFINITIONS)

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Schedule 1 (*Definitions*)

1 DEFINITIONS

- 1.1 In the Contract, unless the context otherwise requires, capitalised expressions shall have the meanings set out in this Schedule 1 (*Definitions*), or the Glossary, or the relevant Schedule in which that capitalised expression appears.
- 1.2 If a capitalised expression does not have an interpretation in this Schedule or any other Schedule, it shall, in the first instance, be interpreted in accordance with the common interpretation within the relevant market sector/industry where appropriate. Otherwise, it shall be interpreted in accordance with the dictionary meaning.
- 1.3 In the Contract, unless the context otherwise requires:
- 1.3.1 the singular includes the plural and vice versa;
 - 1.3.2 reference to a gender includes the other gender and the neuter;
 - 1.3.3 references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or Crown Body;
 - 1.3.4 a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
 - 1.3.5 the words "**including**", "**other**", "**in particular**", "**for example**" and similar words shall not limit the generality of the preceding words and shall be construed as if they were immediately followed by the words "**without limitation**";
 - 1.3.6 references to "**writing**" include typing, printing, lithography, photography, display on a screen, electronic and facsimile transmission and other modes of representing or reproducing words in a visible form, and expressions referring to writing shall be construed accordingly;
 - 1.3.7 references to "**representations**" shall be construed as references to present facts, to "**warranties**" as references to present and future facts and to "**undertakings**" as references to obligations under the Contract;
 - 1.3.8 references to "**Clauses**" and "**Schedules**" are, unless otherwise provided, references to the clauses and schedules of the Core Terms and references in any Schedule to parts, paragraphs, annexes and tables are, unless otherwise provided, references to the parts, paragraphs, annexes and tables of the Schedule in which these references appear;

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- 1.3.9 references to "**Paragraphs**" are, unless otherwise provided, references to the paragraph of the appropriate Schedules unless otherwise provided; and
- 1.3.10 references to a series of Clauses or Paragraphs shall be inclusive of the clause numbers specified.
- 1.3.11 the headings in the Contract are for ease of reference only and shall not affect the interpretation or construction of the Contract; and
- 1.3.12 where the Buyer is a Crown Body it shall be treated as contracting with the Crown as a whole.
- 1.3.13 Any reference in this Contract which immediately before IP Completion Day (or such later date when relevant EU law ceases to have effect pursuant to Section 1A of the European Union (Withdrawal) Act 2018) is a reference to (as it has effect from time to time):
- (a) any EU regulation, EU decision, EU tertiary legislation or provision of the EEA agreement ("**EU References**") which is to form part of domestic law by application of Section 3 of the European Union (Withdrawal) Act 2018 shall be read on and after IP Completion Day as a reference to the EU References as they form part of domestic law by virtue of Section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and
 - (b) any EU institution or EU authority or other such EU body shall be read on and after IP Completion Day as a reference to the UK institution, authority or body to which its functions were transferred.
- 1.4 Where a standard, policy or document is referred to in this Contract by reference to a hyperlink, then if the hyperlink is changed or no longer provides access to the relevant standard, policy or document, the Supplier shall notify the Authority and the Parties shall update this Contract with a reference to the replacement hyperlink.
- 1.5 For the purposes of this Schedule 1 (*Definitions*), any term referenced in the Contract shall be regarded as a defined term by the Parties where that term is defined in Schedule 1 (*Definitions*) or Annex 1 (Glossary) to Schedule 1 (*Definitions*). The Parties further agree that, in the event of any potential or actual contradiction between Schedule 1 (*Definitions*) and Annex 1 (Glossary), Schedule 1 (*Definitions*) shall take precedence over Annex 1 (Glossary).
- "Acceptance Method"** the method the Authority will use to check the Acceptance Criteria or Key Milestone has been met.

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“Accounting Reference Date”	means in each year the date to which the Supplier prepares its annual audited financial statements;
“Achieve”	(a) in respect of a Test, to successfully pass a Test without any Test Issues; and (b) in respect of a Milestone, the issue of a Milestone Achievement Certificate in respect of that Milestone in accordance with the provisions of Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>), and “Achieved” and “Achievement” shall be construed accordingly;
“Affected Party”	the Party seeking to claim relief in respect of a Force Majeure Event;
“Affiliate”	in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control with, that body corporate from time to time;
“Allowable Price”	in relation to the Retained Deliverables relating to a Key Milestone during the Implementation Period, if any, an amount determined in accordance with the formula: $A - B$ where: (a) A is an amount equal to the Costs incurred by the Supplier in providing or developing the relevant Retained Deliverables as reflected in the Financial Model together with an amount equal to the Anticipated Contract Life Profit Margin thereon; and (b) B is an amount equal to the Allowable Price Adjustment relating to the relevant Retained Deliverables, if any, or if there is no such Allowable Price Adjustment, zero, provided that the Allowable Price for any Retained Deliverables shall in no

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	circumstances exceed the aggregate amount of the Milestone Payments paid to the Supplier in respect of the Milestones (or in the case of Partial Termination, the Milestones for the parts of the Services terminated) relating to that Key Milestone;
“Allowable Price Adjustment”	has the meaning given in Clause 32.8(c) (Payments by the Supplier);
“Annual Contract Report”	has the meaning given in Schedule 19 (<i>Financial Reports and Audit Rights</i>);
“Annual Revenue”	<p>means, for the purposes of determining whether an entity is a Public Sector Dependent Supplier, the audited consolidated aggregate revenue (including share of revenue of joint ventures and Associates) reported by the Supplier or, as appropriate, the Supplier Group in its most recent published accounts, subject to the following methodology:</p> <ul style="list-style-type: none">(a) figures for accounting periods of other than 12 months should be scaled pro rata to produce a proforma figure for a 12 month period; and(b) where the Supplier, the Supplier Group and/or their joint ventures and Associates report in a foreign currency, revenue should be converted to British Pound Sterling at the closing exchange rate on the Accounting Reference Date;
“Anticipated Contract Life Profit Margin”	has the meaning given in Schedule 15 (<i>Charges and Invoicing</i>);
“Approved Sub-Licensee”	<p>any of the following:</p> <ul style="list-style-type: none">(a) a Central Government Body;(b) any third party providing services to a Central Government Body; and/or(c) any body (including any private sector body) which performs or carries on any of the functions and/or activities that previously had been performed and/or carried on by the Authority;

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“Assets”	all assets and rights used by the Supplier to provide the Services in accordance with this Contract but excluding the Authority Assets;
“Associated Person”	has the meaning given to it in Section 44(4) of the Criminal Finances Act 2017;
“Associates”	means, in relation to an entity, an undertaking in which the entity owns, directly or indirectly, between 20% and 50% of the voting rights and exercises a degree of control sufficient for the undertaking to be treated as an associate under generally accepted accounting principles;
“Assurance”	means written confirmation from a Relevant Authority to the Supplier that the CRP Information is approved by the Relevant Authority;
“Audit”	any exercise by the Authority of its Audit Rights pursuant to Clause 12 (Records, Reports, Audit and Open Book Data) and Schedule 19 (<i>Financial Reports and Audit Rights</i>);
“Audit Agents”	<ul style="list-style-type: none">(a) the Authority’s internal and external auditors;(b) the Authority’s statutory or regulatory auditors;(c) the Comptroller and Auditor General, their staff and/or any appointed representatives of the National Audit Office;(d) HM Treasury or the Cabinet Office;(e) any party formally appointed by the Authority to carry out audit or similar review functions; and(f) successors or assigns of any of the above;
“Audit Rights”	the audit and access rights referred to in Schedule 19 (<i>Financial Reports and Audit Rights</i>);

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“Authority Assets”

the Authority Materials, the Authority infrastructure and any other data, software, assets, equipment or other property owned by and/or licensed or leased to the Authority and which is or may be used in connection with the provision or receipt of the Services;

“Authority Background IPRs”

- (a) IPRs owned by the Authority before the Effective Date, including IPRs contained in any of the Authority's Know-How, documentation, processes and procedures;
- (b) IPRs created by the Authority independently of this Contract; and/or
- (c) Crown Copyright which is not available to the Supplier otherwise than under this Contract;

but excluding IPRs owned by the Authority subsisting in the Authority Software;

“Authority Cause”

any material breach by the Authority of any of the Authority Responsibilities, except to the extent that such breach is:

- (a) the result of any act or omission by the Authority to which the Supplier has given its prior consent; or
- (b) caused by the Supplier, any Sub-contractor or any Supplier Personnel;

“Authority Data”

- (a) the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, and which are:
 - (i) supplied to the Supplier by or on behalf of the Authority; and/or
 - (ii) which the Supplier is required to generate, process, store or transmit pursuant to this Contract; or
- (b) any Personal Data for which the Authority is the Controller;

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“Authority IT Strategy”	the Authority's IT policy in force as at the Effective Date (a copy of which has been supplied to the Supplier), as updated from time to time in accordance with the Change Control Procedure;
“Authority Materials”	<p>the Authority Data together with any materials, documentation, information, programs and codes supplied by the Authority to the Supplier, the IPRs in which:</p> <ul style="list-style-type: none">(a) are owned or used by or on behalf of the Authority; and(b) are or may be used in connection with the provision or receipt of the Services, <p>but excluding any Project Specific IPRs, Specially Written Software, Supplier Software, Third Party Software and Documentation relating to Supplier Software or Third Party Software;</p>
“Authority Premises”	premises owned, controlled or occupied by the Authority and/or any Central Government Body which are made available for use by the Supplier or its Sub-contractors for provision of the Services (or any of them);
“Authority Representative”	the representative appointed by the Authority pursuant to Clause 11.4 (Representatives);
“Authority Requirements”	the requirements of the Authority set out in Schedule 2 (<i>Services Description</i>), Schedule 3 (<i>Performance Levels</i>), Schedule 4 (<i>Standards</i>), Schedule 5 (<i>Security Management</i>), Schedule 6 (<i>Insurance Requirements</i>), Schedule 13 (<i>Implementation Plan</i>), Schedule 24 (<i>Reports and Records Provisions</i>), Schedule 25 (<i>Exit Management</i>) and Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>);
“Authority Responsibilities”	the responsibilities of the Authority specified in Schedule 7 (<i>Authority Responsibilities</i>);
“Authority Software”	software which is owned by or licensed to the Authority (other than under or pursuant to this Contract) and which is or will be used by the

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	Supplier for the purposes of providing the Services;
“Authority System”	the Authority's computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Authority or the Supplier in connection with this Contract which is owned by the Authority or licensed to it by a third party and which interfaces with the Supplier System or which is necessary for the Authority to receive the Services;
“Balanced Scorecard Report”	has the meaning given in Paragraph 1.1.2 of Part B of Schedule 3 (<i>Performance Levels</i>);
“Baseline Security Requirements”	the Authority's baseline security requirements, the current copy of which is contained in Annex 1 (<i>Baseline Security Requirements</i>) of Schedule 5 (<i>Security Management</i>), as updated from time to time by the Authority and notified to the Supplier;
“Board”	means the Supplier's board of directors;
“Board Confirmation”	means the written confirmation from the Board in accordance with Paragraph 8 of Schedule 18 (<i>Financial Distress</i>);
“Breakage Costs Payment”	has the meaning given in Schedule 16 (<i>Payments on Termination</i>);
“Cabinet Office Markets and Suppliers Team”	means the UK Government's team responsible for managing the relationship between government and its Strategic Suppliers, or any replacement or successor body carrying out the same function;
“Central Government Body”	a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: (a) Government Department; (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);

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	(c) Non-Ministerial Department; or
	(d) Executive Agency;
“Certificate of Costs”	has the meaning given in Schedule 15 (<i>Charges and Invoicing</i>);
“Change”	any change to this Contract;
“Change Authorisation Note”	a form setting out an agreed Contract Change which shall be substantially in the form of Annex 2: Change Authorisation Note;
“Change Control Procedure”	the procedure for changing this Contract set out in Schedule 22 (<i>Change Control Procedure</i>);
“Change in Law”	any change in Law which impacts on the performance of the Services which comes into force after the Effective Date;
“Change Request”	a written request for a Contract Change substantially in the form of ANNEX 1 (<i>Change Request Form</i>);
“Charges”	the charges for the provision of the Services set out in or otherwise calculated in accordance with Schedule 15 (<i>Charges and Invoicing</i>), including any Milestone Payment or Service Charge;
“Class 1 Transaction”	has the meaning set out in the listing rules issued by the UK Listing Authority;
“CNI”	means Critical National Infrastructure;
“Commercially Sensitive Information”	<p>the information listed in Schedule 9 (<i>Commercially Sensitive Information</i>) comprising the information of a commercially sensitive nature relating to:</p> <ul style="list-style-type: none">(a) the pricing of the Services;(b) details of the Supplier’s IPRs; and(c) the Supplier’s business and investment plans; <p>which the Supplier has indicated to the Authority that, if disclosed by the Authority, would cause the Supplier significant</p>

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	commercial disadvantage or material financial loss;
“Comparable Supply”	the supply of services to another customer of the Supplier that are the same or similar to any of the Services;
“Compensation for Unacceptable KPI Failure”	has the meaning given in Clause 7.4(a) (Unacceptable KPI Failure);
“Compensation Payment”	has the meaning given in Schedule 16 (<i>Payments on Termination</i>);
“Condition Precedent”	has the meaning given in Clause 4.2 (Condition Precedent);
“Confidential Information”	<p>(a) Information, including all Personal Data, which (however it is conveyed) is provided by the Disclosing Party pursuant to or in anticipation of this Contract that relates to:</p> <ul style="list-style-type: none">(i) the Disclosing Party Group; or(ii) the operations, business, affairs, developments, intellectual property rights, trade secrets, know-how and/or personnel of the Disclosing Party Group;(iii) other Information provided by the Disclosing Party pursuant to or in anticipation of this Contract that is clearly designated as being confidential or equivalent or that ought reasonably to be considered to be confidential (whether or not it is so marked) which comes (or has come) to the Recipient’s attention or into the Recipient’s possession in connection with this Contract;(iv) discussions, negotiations, and correspondence between the Disclosing Party or any of its directors, officers, employees, consultants or professional advisers and the Recipient or any of its directors, officers, employees, consultants and

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professional advisers in connection with this Contract and all matters arising therefrom; and

- (b) Information derived from any of the above,

but not including any Information which:

- (i) was in the possession of the Recipient without obligation of confidentiality prior to its disclosure by the Disclosing Party;
- (ii) the Recipient obtained on a non-confidential basis from a third party who is not, to the Recipient's knowledge or belief, bound by a confidentiality agreement with the Disclosing Party or otherwise prohibited from disclosing the information to the Recipient;
- (iii) was already generally available and in the public domain at the time of disclosure otherwise than by a breach of this Contract or breach of a duty of confidentiality;
- (iv) was independently developed without access to the Confidential Information; or
- (v) relates to the Supplier's:
 - (1) performance under this Contract; or
 - (2) failure to pay any Sub-contractor as required pursuant to Clause 15.15(a) (Supply Chain Protection);

“Conflict of Interest”

a conflict between the financial or personal duties of the Supplier or the Supplier Personnel and the duties owed to the Authority under the Contract, in the reasonable opinion of the Authority;

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“Contract Change”	any change to this Contract other than an Operational Change;
“Contract Inception Report”	the initial financial model in a form agreed by the Supplier and the Authority in writing on or before the Effective Date;
“Contracts Finder”	the online government portal which allows suppliers to search for information about contracts as prescribed by Part 4 of the Public Contract Regulations 2015;
“Contract Year”	<p>(a) a period of 12 months commencing on the Effective Date; or</p> <p>(b) thereafter a period of 12 months commencing on each anniversary of the Effective Date;</p> <p>provided that the final Contract Year shall end on the expiry or termination of the Term;</p>
“Control”	the possession by person, directly or indirectly, of the power to direct or cause the direction of the management and policies of the other person (whether through the ownership of voting shares, by contract or otherwise) and “Controls” and “Controlled” shall be interpreted accordingly;
“Controller”	has the meaning given in the UK GDPR or the EU GDPR as the context requires;
“Corporate Change Event”	means: <p>(a) any change of Control of the Supplier or a Parent Undertaking of the Supplier;</p> <p>(b) any change of Control of any member of the Supplier Group which, in the reasonable opinion of the Authority, could have a material adverse effect on the Services;</p> <p>(c) any change to the business of the Supplier or any member of the Supplier Group which, in the reasonable opinion of the Authority, could have a material adverse effect on the Services;</p>

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- (d) a Class 1 Transaction taking place in relation to the shares of the Supplier or any Parent Undertaking of the Supplier whose shares are listed on the main market of the London Stock Exchange plc;
- (e) an event that could reasonably be regarded as being equivalent to a Class 1 Transaction taking place in respect of the Supplier or any Parent Undertaking of the Supplier;
- (f) payment of dividends by the Supplier or the ultimate Parent Undertaking of the Supplier Group exceeding 25% of the Net Asset Value of the Supplier or the ultimate Parent Undertaking of the Supplier Group respectively in any 12 month period;
- (g) an order is made or an effective resolution is passed for the winding up of any member of the Supplier Group;
- (h) any member of the Supplier Group stopping payment of its debts generally or becoming unable to pay its debts within the meaning of section 123(1) of the Insolvency Act 1986 or any member of the Supplier Group ceasing to carry on all or substantially all its business, or any compromise, composition, arrangement or agreement being made with creditors of any member of the Supplier Group;
- (i) the appointment of a receiver, administrative receiver or administrator in respect of or over all or a material part of the undertaking or assets of any member of the Supplier Group; and/or
- (j) any process or events with an effect analogous to those in Paragraphs (e) to (g) inclusive above occurring to a member of the Supplier Group in a jurisdiction outside England and Wales;

**“Corporate Change Event
Grace Period”**

means a grace period agreed to by the Relevant Authority for providing CRP

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	Information and/or updates to Service Continuity Plan after a Corporate Change Event
“Corporate Resolvability Assessment (Structural Review)”	means part of the CRP Information relating to the Supplier Group to be provided by the Supplier in accordance with Paragraphs 2 and Annex 2: Corporate Resolvability Assessment (Structural Review) of Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>);
“Costs”	has the meaning given in Schedule 15 (<i>Charges and Invoicing</i>);
“Critical National Infrastructure”	means those critical elements of UK national infrastructure (namely assets, facilities, systems, networks or processes and the essential workers that operate and facilitate them), the loss or compromise of which could result in: (a) major detrimental impact on the availability, integrity or delivery of essential services – including those services whose integrity, if compromised, could result in significant loss of life or casualties – taking into account significant economic or social impacts; and/or (b) significant impact on the national security, national defence, or the functioning of the UK;
“Critical Performance Failure”	(a) the Supplier failing to achieve at least 99.00% for measures 1 (Scripts marked and returned to Schools) and 2 (provision of KS2 Assessment Data Outputs) at Key Milestone 7 (Provision of Results Data and Return of Test Scripts) by the relevant Key Milestone Date in any Test Cycle; or (b) the Supplier accruing Service Credits or Compensation for Unacceptable KPI Failure which meet or exceed the Service Credit Cap;

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“Critical Service Contract”	means the overall status of the Services provided under this Contract as determined by the Authority and specified in Paragraph 1.1 of Part B: Corporate Resolution Planning to Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>);
“Crown Body”	means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Government and the National Assembly for Wales), including government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;
“Crown Copyright”	has the meaning given in the Copyright, Designs and Patents Act 1988;
“CRP Information”	means the Corporate Resolution Planning Information, together, the: <ul style="list-style-type: none">(a) Exposure Information (Contracts List);(b) Corporate Resolvability Assessment (Structural Review); and(c) Financial Information and Commentary;
“CRTPA”	the Contracts (Rights of Third Parties) Act 1999;
“Data Loss Event”	any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
“Data Protection Impact Assessment”	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
“Data Protection Legislation”	<ul style="list-style-type: none">(a) the UK GDPR;(b) the DPA 2018 to the extent that it relates to processing of personal data and privacy;

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	(c) all applicable Law about the processing of personal data and privacy; and
	(d) (to the extent that it applies) the EU GDPR;
“Data Subject”	has the meaning given to it in the UK GDPR or the EU GDPR as the context requires;
“Data Subject Request”	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to their Personal Data;
“Deductions”	all Service Credits, Compensation for Unacceptable KPI Failure, Delay Payments or any other deduction which is paid or payable to the Authority under this Contract;
“Default”	<p>any breach of the obligations of the relevant Party (including abandonment of this Contract in breach of its terms, repudiatory breach or breach of a fundamental term) or any other default, act, omission, negligence or statement:</p> <p>(a) in the case of the Authority, of its employees, servants, agents; or</p> <p>(b) in the case of the Supplier, of its Sub-contractors or any Supplier Personnel,</p> <p>in connection with or in relation to the subject-matter of this Contract and in respect of which such Party is liable to the other;</p>
“Defect”	<p>(a) any error, damage or defect in the manufacturing of a Deliverable; or</p> <p>(b) any error or failure of code within the Software which causes a Deliverable to malfunction or to produce unintelligible or incorrect results; or</p> <p>(c) any failure of any Deliverable to provide the performance, features and functionality specified in the Authority Requirements or the Documentation (including any adverse effect on response times) regardless of whether or not it prevents the relevant</p>

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	Deliverable from meeting its associated Test Success Criteria; or
	(d) any failure of any Deliverable to operate in conjunction with or interface with any other Deliverable in order to provide the performance, features and functionality specified in the Authority Requirements or the Documentation (including any adverse effect on response times) regardless of whether or not it prevents the relevant Deliverable from meeting its associated Test Success Criteria;
“Delay”	(a) a delay in the Achievement of a Milestone by its Milestone Date; or (b) a delay in the design, development, testing or implementation of a Deliverable by the relevant date set out in the Implementation Plan;
“Delay Deduction Period”	the period of one hundred (100) days commencing on the relevant Milestone Date;
“Delay Payments or Delay Credit”	the amounts deductible by the Authority against payments due to the Supplier in respect of a Delay in Achieving a Key Milestone as specified in Schedule 15 (<i>Charges and Invoicing</i>);
“Deliverable”	an item or feature delivered or to be delivered or an activity to be performed by the Supplier as an output of the Services at or before a Milestone Date or at any other stage during the performance of this Contract;
“Dependent Parent Undertaking”	means any Parent Undertaking which provides any of its Subsidiary Undertakings and/or Associates, whether directly or indirectly, with any financial, trading, managerial or other assistance of whatever nature, without which the Supplier would be unable to continue the day to day conduct and operation of its business in the same manner as carried on at the time of entering into this Contract, including for the avoidance of doubt the provision of the Services in accordance with the terms of this Contract;

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Deposited Materials	as defined at clause 45.3 (Escrow);
“Detailed Implementation Plan/ Set-Up Delivery Plan”	the plan developed and revised from time to time in accordance with Paragraphs 3 and 4 of Schedule 13 (<i>Implementation Plan</i>) and requirement 1 (Set-Up and Mobilisation) to the Services Description;
“Disclosing Party”	has the meaning given in Clause 19.1 (Confidentiality);
“Disclosing Party Group”	(a) where the Disclosing Party is the Supplier, the Supplier and any Affiliates of the Supplier; and (b) where the Disclosing Party is the Authority, the Authority and any Central Government Body with which the Authority or the Supplier interacts in connection with this Contract;
“Dispute”	any dispute, difference or question of interpretation arising out of or in connection with this Contract, including any dispute, difference or question of interpretation relating to the Services, failure to agree in accordance with the Change Control Procedure or any matter where this Contract directs the Parties to resolve an issue by reference to the Dispute Resolution Procedure;
“Dispute Notice”	a written notice served by one Party on the other stating that the Party serving the notice believes that there is a Dispute;
“Dispute Resolution Procedure”	the dispute resolution procedure set out in Schedule 23 (<i>Dispute Resolution Procedure</i>);
“Documentation”	descriptions of the Services and Performance Indicators, details of the Supplier System (including (i) vendors and versions for off-the-shelf components and (ii) source code and build information for proprietary components), relevant design and development information, technical specifications of all functionality including those not included in standard manuals (such as those that modify system performance and access levels), configuration details, test scripts, user manuals, operating

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manuals, process definitions and procedures, and all such other documentation as:

- (a) is required to be supplied by the Supplier to the Authority under this Contract;
- (b) would reasonably be required by a competent third party capable of Good Industry Practice contracted by the Authority to develop, configure, build, deploy, run, maintain, upgrade and test the individual systems that provide Services;
- (c) is required by the Supplier in order to provide the Services; and/or
- (d) has been or shall be generated for the purpose of providing the Services;

“DOTAS”

the Disclosure of Tax Avoidance Schemes rules which require a promoter of tax schemes to tell HMRC of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act 2004 and as extended to national insurance contributions by the National Insurance Contributions (Application of Part 7 of the Finance Act 2004) Regulations 2012, SI 2012/1868) made under section 132A of the Social Security Administration Act 1992;

“DPA 2018”

the Data Protection Act 2018;

“Due Diligence Information”

any information supplied to the Supplier by or on behalf of the Authority prior to the Effective Date;

“Effective Date”

the later of:

- (a) the date on which this Contract is signed by both Parties; and
- (b) the date on which the Condition Precedent has been satisfied or waived

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in accordance with Clause 4.2
(Condition Precedent);

- “EIRs”** the Environmental Information Regulations 2004, together with any guidance and/or codes of practice issued by the Information Commissioner or any Central Government Body in relation to such Regulations;
- “Emergency Maintenance”** ad hoc and unplanned maintenance provided by the Supplier where:
- (a) the Authority reasonably suspects that the IT Environment or the Services, or any part of the IT Environment or the Services, has or may have developed a fault, and notifies the Supplier of the same; or
 - (b) the Supplier reasonably suspects that the IT Environment or the Services, or any part the IT Environment or the Services, has or may have developed a fault;
- “Employee Liabilities”** all claims, actions, proceedings, orders, demands, complaints, investigations (save for any claims for personal injury which are covered by insurance) and any award, compensation, damages, tribunal awards, fine, loss, order, penalty, disbursement, payment made by way of settlement and costs, expenses and legal costs reasonably incurred in connection with a claim or investigation related to employment including in relation to the following:
- (a) redundancy payments including contractual or enhanced redundancy costs, termination costs and notice payments;
 - (b) unfair, wrongful or constructive dismissal compensation;
 - (c) compensation for discrimination on grounds of sex, race, disability, age, religion or belief, gender reassignment, marriage or civil partnership, pregnancy

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	and maternity or sexual orientation or claims for equal pay;
(d)	compensation for less favourable treatment of part-time workers or fixed term employees;
(e)	outstanding employment debts and unlawful deduction of wages including any PAYE and national insurance contributions;
(f)	employment claims whether in tort, contract or statute or otherwise;
(g)	any investigation relating to employment matters by the Equality and Human Rights Commission or other enforcement, regulatory or supervisory body and of implementing any requirements which may arise from such investigation;
“Employment Regulations”	the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) as amended or replaced;
“Estimated Year 1 Charges”	the estimated Charges payable by the Authority during the first Contract Year, as set out in the Financial Model;
“Estimated Initial Service Charges”	the estimated Service Charges payable by the Authority during the period of 12 months from the first Operational Service Commencement Date, as set out in the Financial Model;
“EEA”	European Economic Area
“EU GDPR”	Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) as it has effect in EU law;
“EU”	European Union
“Exit Management”	services, activities, processes and procedures to ensure a smooth and orderly transition of all

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	or part of the Services from the Supplier to the Authority and/or a Replacement Supplier, as set out or referred to in Schedule 25 (<i>Exit Management</i>);
“Exit Plan”	the plan produced and updated by the Supplier during the Term in accordance with Paragraph 4 of Schedule 25 (<i>Exit Management</i>);
“Expedited Dispute Timetable”	the reduced timetable for the resolution of Disputes set out in Paragraph 3 of Schedule 23 (<i>Dispute Resolution Procedure</i>);
“Expert”	has the meaning given in Schedule 23 (<i>Dispute Resolution Procedure</i>);
“Expert Determination”	the process described in Paragraph 6 of Schedule 23 (<i>Dispute Resolution Procedure</i>);
“Exposure Information (Contracts List)”	means part of the CRP Information relating to the Supplier Group to be provided by the Supplier in accordance with Paragraphs 2 and Annex 1 of Part B of Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>);
“Extension Period”	a period of one or more, up to a maximum of two, additional Test Cycles from the end of the Initial Term;
“Financial Distress Event”	the occurrence of one or more of the events listed in Paragraph 3.1 of Schedule 18 (<i>Financial Distress</i>);
“Financial Information and Commentary”	means part of the CRP Information requirements set out in accordance with Paragraphs 2 and Annex 3 of Part B of Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>);
“Financial Distress Remediation Plan”	a plan setting out how the Supplier will ensure the continued performance and delivery of the Services in accordance with this Contract in the event that a Financial Distress Event occurs. This plan should include what the Authority would need to put in place to ensure performance and delivery of the Services in accordance with this Contract up to and

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	including any Insolvency Event in respect of the relevant FDE Group entity and may refer to the Insolvency Continuity Plan in this regard;
“Financial Model”	has the meaning given in Schedule 19 (<i>Financial Reports and Audit Rights</i>);
“Financial Reports”	has the meaning given in Schedule 19 (<i>Financial Reports and Audit Rights</i>);
“Financial Transparency Objectives”	has the meaning given in Schedule 19 (<i>Financial Reports and Audit Rights</i>);
“FOIA”	the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or any relevant Central Government Body in relation to such Act;
“Force Majeure Event”	any event outside the reasonable control of either Party affecting its performance of its obligations under this Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control and which are not attributable to any wilful act, neglect or failure to take reasonable preventative action by that Party, including riots, war or armed conflict, acts of terrorism, acts of government, local government or regulatory bodies, fire, flood, storm or earthquake, or other natural disaster but excluding any industrial dispute relating to the Supplier or the Supplier Personnel or any other failure in the Supplier’s or a Sub-contractor’s supply chain and Covid-19;
“Force Majeure Notice”	a written notice served by the Affected Party on the other Party stating that the Affected Party believes that there is a Force Majeure Event;
“Former Supplier”	has the meaning given in Schedule 28 (<i>Staff Transfer</i>);
“General Anti-Abuse Rule”	(a) the legislation in Part 5 of the Finance Act 2013; and

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	(b) any future legislation introduced into Parliament to counteract tax advantages arising from abusive arrangements to avoid national insurance contributions;
“General Change in Law”	a Change in Law where the change is of a general legislative nature (including taxation or duties of any sort affecting the Supplier) or which affects or relates to a Comparable Supply;
“Good Industry Practice”	at any time the exercise of that degree of care, skill, diligence, prudence, efficiency, foresight and timeliness which would be reasonably expected at such time from a leading and expert supplier of services similar to the Services to a customer like the Authority, such supplier seeking to comply with its contractual obligations in full and complying with applicable Laws;
“Goods”	has the meaning given in Clause 9.7 (Supply of Goods);
“Guarantee”	the deed of guarantee in favour of the Authority entered into by the Guarantor on or about the date of this Contract (which is in the form set out in Schedule 29 (<i>Key Personnel</i>)), or any guarantee acceptable to the Authority that replaces it from time to time;
“Guarantor”	Pearson Plc a company registered in England and Wales with company number 53723 and whose registered office is at 80 Strand, London, WC2R 0RL ;
“Halifax Abuse Principle”	the principle explained in the CJEU Case C-255/02 Halifax and others;
“Health and Safety Policy”	the health and safety policy of the Authority and/or other relevant Central Government Body as provided to the Supplier on or before the Effective Date and as subsequently provided to the Supplier from time to time except any provision of any such subsequently provided policy that cannot be reasonably reconciled to ensuring compliance with applicable Law regarding health and safety;

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“HMRC”	HM Revenue & Customs;
“Impact Assessment”	has the meaning given in Schedule 22 (<i>Change Control Procedure</i>);
Implementation / Set-Up Period	the period between the Set-up Commencement Date and the Operational Services Commencement Date;
“Implementation Plan or Set-Up Delivery Plan”	the Outline Implementation Plan or (if and when approved by the Authority pursuant to Paragraph 3 of Schedule 13 (<i>Implementation Plan</i>)) the Detailed Implementation Plan as updated in accordance with Paragraph 4 of Schedule 13 (<i>Implementation Plan</i>) from time to time;
“Implementation Services”	the implementation services described as such in the Services Description;
“Implementation Services Commencement Date or Set-Up Commencement Date”	The date on which the Supplier is to commence provision of the first of the Services, as set out at Schedule 8 (<i>Supplier Solution</i>) to the Terms and Conditions [note to Tenderers: this will be the date that is outlined as your Set-Up Commencement Date in your tenderer response];
“Indemnified Person”	the Authority and each and every person to whom the Authority (or any direct or indirect sub-licensee of the Authority) sub-licenses, assigns or novates any Relevant IPRs or rights in Relevant IPRs in accordance with this Contract;
“Independent Controller”	a party which is Controller of the same Personal Data as the other Party and there is no element of joint control with regards to that Personal Data;
“Information”	all information of whatever nature, however conveyed and in whatever form, including in writing, orally, by demonstration, electronically and in a tangible, visual or machine-readable medium (including CD-ROM, magnetic and digital form);

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- “Initial Term”** the period from and including the Effective Date until the end of the fourth Test Cycle;
- “Initial Upload Date”** means the occurrence of an event detailed in Schedule 24 (*Reports and Records Provisions*) Annex 3: *Records To Upload To Virtual Library*) which requires the Supplier to provide its initial upload of the relevant information to the Virtual Library;
- “Insolvency Event”** with respect to any person, means:
- (a) that person suspends, or threatens to suspend, payment of its debts, or is unable to pay its debts as they fall due or admits inability to pay its debts, or:
 - (i) (being a company or a LLP) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986, or
 - (ii) (being a partnership) is deemed unable to pay its debts within the meaning of section 222 of the Insolvency Act 1986;
 - (b) that person commences negotiations with one or more of its creditors (using a voluntary arrangement, scheme of arrangement or otherwise) with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with one or more of its creditors or takes any step to obtain a moratorium pursuant to Section 1A and Schedule A1 of the Insolvency Act 1986 other than (in the case of a company, a LLP or a partnership) for the sole purpose of a scheme for a solvent amalgamation of that person with one or more other companies or the solvent reconstruction of that person;
 - (c) another person becomes entitled to appoint a receiver over the assets of that person or a receiver is appointed over the assets of that person;
 - (d) a creditor or encumbrancer of that person attaches or takes possession of,

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or a distress, execution or other such process is levied or enforced on or sued against, the whole or any part of that person's assets and such attachment or process is not discharged within fourteen (14) days;

- (e) that person suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business;
- (f) where that person is a company, a LLP or a partnership:
 - (i) a petition is presented (which is not dismissed within fourteen (14) days of its service), a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of that person other than for the sole purpose of a scheme for a solvent amalgamation of that person with one or more other companies or the solvent reconstruction of that person;
 - (ii) an application is made to court, or an order is made, for the appointment of an administrator, or if a notice of intention to appoint an administrator is filed at Court or given or if an administrator is appointed, over that person;
 - (iii) (being a company or a LLP) the holder of a qualifying floating charge over the assets of that person has become entitled to appoint or has appointed an administrative receiver; or
 - (iv) (being a partnership) the holder of an agricultural floating charge over the assets of that person has become entitled to appoint or has appointed an agricultural receiver; or

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	(g) any event occurs, or proceeding is taken, with respect to that person in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned above;
“Intellectual Property Rights” or “IPRs”	<p>(a) copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, rights in Internet domain names and website addresses and other rights in trade names, designs, Know-How, trade secrets and other rights in Confidential Information;</p> <p>(b) applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and</p> <p>(c) all other rights having equivalent or similar effect in any country or jurisdiction;</p>
“Intervention Cause”	has the meaning given in Clause 27.1 (Remedial Adviser);
“Intervention Notice”	has the meaning given in Clause 27.1 (Remedial Adviser);
“Intervention Period”	has the meaning given in Clause 27.2(c) (Remedial Adviser);
“Intervention Trigger Event”	<p>(a) any event falling within limb (a), (b), (c), (e), (f) or (g) of the definition of a Supplier Termination Event;</p> <p>(b) a Default by the Supplier that is materially preventing or materially delaying the performance of the Services or any material part of the Services;</p> <p>(c) the Authority having reasonable cause to believe that the Supplier will fail to complete Key Milestone 7 (Provision of Results Data and Return of Test Scripts)</p>

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	by the relevant Key Milestone Date in any Test Cycle;
	(d) the Supplier accruing Service Credits which meet or exceed 75% of the Service Credit Cap; and/or
	(e) the Supplier not Achieving a Key Milestone within seventy-five (75) days of its relevant Milestone Date;
“IP Completion Day”	has the meaning given to it in the European Union (Withdrawal Agreement) Act 2020;
“IPRs Claim”	any claim against any Indemnified Person of infringement or alleged infringement (including the defence of such infringement or alleged infringement) of any Relevant IPRs save for any such claim to the extent that it is caused by any use by or on behalf of that Indemnified Person of any Relevant IPRs, or the use of the Authority Software by or on behalf of the Supplier, in either case in combination with any item not supplied or recommended by the Supplier pursuant to this Contract or for a purpose not reasonably to be inferred from the Services Description or the provisions of this Contract;
“IT”	information and communications technology;
“IT Environment”	the Authority System and the Supplier System;
“Joint Controllers”	where two or more Controllers jointly determine the purposes and means of processing;
“Key Milestone”	the Milestones identified in the Implementation Plan as ‘Key Implementation Milestones’ or in Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>) as ‘Test Cycle Key Milestones’ and in respect of which Delay Payments may be payable in accordance with Paragraph 1 of Part C of Schedule 15 (<i>Charges and Invoicing</i>) if the Supplier fails to Achieve the Milestone Date in respect of such Milestone;
Key Milestone Acceptance Criteria	the criteria that must be met in order for the Authority to accept a Key Milestone is complete. Such criteria is defined in

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	Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>), Annex 4 (<i>Key Milestones Acceptance Criteria</i>).
“Key Performance Indicator”	the key performance indicators set out in Table 1 of Part A of Annex 1 of Schedule 3 (<i>Performance Levels</i>);
“Key Personnel”	those persons appointed by the Supplier to fulfil the Key Roles, being the persons listed in Schedule 29 (<i>Key Personnel</i>) against each Key Role as at the Effective Date or as amended from time to time in accordance with Clauses 14.5 and 14.6 (<i>Key Personnel</i>);
“Key Roles”	a role described as a Key Role in Schedule 29 (<i>Key Personnel</i>) and any additional roles added from time to time in accordance with Clause 14.4 (<i>Key Personnel</i>)
“Key Sub-contract”	each Sub-contract with a Key Sub-contractor;
“Key Sub-contractor”	any Sub-contractor: <ul style="list-style-type: none">(a) which, in the opinion of the Authority, performs (or would perform if appointed) a critical role in the provision of all or any part of the Services; and/or(b) with a Sub-contract with a contract value which at the time of appointment exceeds (or would exceed if appointed) 10% of the aggregate Charges forecast to be payable under this Contract (as set out in the Financial Model);
“Know-How”	all ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know how relating to the Services but excluding know how already in the other Party’s possession before this Contract;
“KPI Failure”	a failure to meet the Target Performance Level in respect of a Key Performance Indicator;
“KPI Service Threshold”	shall be as set out against the relevant Key Performance Indicator in Table 1 of Part A of Annex 1 of Schedule 3 (<i>Performance Levels</i>);

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“Law”	any law, statute, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, right within the meaning of the European Union (Withdrawal) Act 2018 as amended by European Union (Withdrawal Agreement) Act 2020, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body with which the Supplier is bound to comply;
“LED”	Law Enforcement Directive (Directive (EU) 2016/680);
“Licensed Software”	all and any Software licensed by or through the Supplier, its Sub-contractors or any third party to the Authority for the purposes of or pursuant to this Contract, including any Supplier Software, Third Party Software and/or any Specially Written Software;
“Losses”	losses, liabilities, damages, costs and expenses (including legal fees on a solicitor/client basis) and disbursements and costs of investigation, litigation, settlement, judgment interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty or otherwise;
“Maintenance Schedule”	shall have the meaning set out in Clause 9.4 (Maintenance);
“Malicious Software”	any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence;
“Management Information”	the management information specified in Schedule 3 (<i>Performance Levels</i>), Schedule 15 (<i>Charges and Invoicing</i>) and

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Schedule 21 (*Governance*) to be provided by the Supplier to the Authority;

“Material KPI Failure”

(a) a failure by the Supplier to meet a KPI Service Threshold;

“Material PI Failure”

(a) a failure by the Supplier to meet the PI Service Threshold in respect of 25% or more of the Subsidiary Performance Indicators that are measured in that Service Period; and/or

(b) a failure by the Supplier to meet the Target Performance Level in respect of 50% or more of the Subsidiary Performance Indicators that are measured in that Service Period;

“Measurement Period”

in relation to a Key Performance Indicator or Subsidiary Performance Indicator, the period over which the Supplier’s performance is measured (for example, a Service Period if measured monthly or a 12 month period if measured annually);

“Milestone”

An event or task described in the Implementation Plan or, for Test Cycle Milestones, in Schedule 14 (*Testing Procedures, Approvals and Key Milestones*), which, if applicable, shall be completed by the relevant Milestone Date;

“Milestone Achievement Certificate or Key Milestone Acceptance Certificate”

the certificate to be granted by the Authority when the Supplier has Achieved a Milestone or a Key Milestone, which shall be in substantially the same form as that set out in Annex 3 of Schedule 14 (*Testing Procedures, Approvals and Key Milestones*);

“Milestone Adjustment Payment Amount”

in respect of each Key Milestone during the Implementation Period the subject of a Milestone Adjustment Payment Notice, an amount determined in accordance with the formula:

$A - B$

where:

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	<p>A is an amount equal to the aggregate sum of all Milestone Payments paid to the Supplier in respect of the Milestones (or in the case of Partial Termination, the Milestones for the parts of the Services terminated) relating to that Key Milestone; and</p> <p>B is an amount equal to the aggregate Allowable Price for the Retained Deliverables relating to that Key Milestone or, if there are no such Retained Deliverables, zero;</p>
“Milestone Adjustment Payment Notice”	has the meaning given in Clause 32.7 (Payments by the Supplier);
“Milestone Date or Key Milestone Date”	The target date set out against the relevant Milestone or Key Milestone (as applicable) in the Implementation Plan or in Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>) by which the Milestone or key Milestone (as applicable) must be Achieved;
“Milestone Payment”	a payment identified in Schedule 15 (<i>Charges and Invoicing</i>) to be made following the issue of a Milestone Achievement Certificate;
“Minor KPI Failure”	shall be as set out against the relevant Key Performance Indicator in Table 1 of Part A of Annex 1 of Schedule 3 (<i>Performance Levels</i>);
“month”	a calendar month and “ monthly ” shall be interpreted accordingly;
“Multi-Party Dispute Resolution Procedure”	has the meaning given in Paragraph 9.1 of Schedule 23 (<i>Dispute Resolution Procedure</i>);
“Multi-Party Procedure Initiation Notice”	has the meaning given in Paragraph 9.2 of Schedule 23 (<i>Dispute Resolution Procedure</i>);
“National Curriculum”	a set of subjects and standards set by Government used by primary and secondary Schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.
“National Curriculum Assessments”	assessments undertaken by primary school pupils to formally measure a pupil’s progress and for national reporting purposes.

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“National Curriculum Assessment Materials”	the full suite of question and answer papers, test administration instructions, mark scheme amendments, models, and all other materials schools require to administer tests to pupils for the phonics screening check, key stage 1 tests, and key stage 2 tests.
“NCSC”	the National Cyber Security Centre or any replacement or successor body carrying out the same function;
“New Releases”	an item produced primarily to extend, alter or improve the Software and/or any Deliverable by providing additional functionality or performance enhancement (whether or not defects in the Software and/or Deliverable are also corrected) while still retaining the original designated purpose of that item;
“Non-trivial Customer Base”	a significant customer base with respect to the date of first release and the relevant market but excluding Affiliates and other entities related to the licensor;
“Non-retained Deliverables”	in relation to a Key Milestone Payment Notice and each Key Milestone the subject of that Key Milestone Payment Notice, Deliverables provided to the Authority which relate to the relevant Key Milestone(s) and which are not Retained Deliverables;
“Notifiable Default”	shall have the meaning given in Clause 25.1 (Rectification Plan Process);
“Object Code”	software and/or data in machine-readable, compiled object code form;
“Occasion of Tax Non-Compliance”	(a) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found on or after 1 April 2013 to be incorrect as a result of: (i) a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect

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	equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
	(ii) the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
	(iii) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 gives rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a civil penalty for fraud or evasion;
“Open Book Data”	has the meaning given in Schedule 19 (<i>Financial Reports and Audit Rights</i>);
“Open Source”	computer Software that is released on the internet for use by any person, such release usually being made under a recognised open source licence and stating that it is released as open source;
“Operating Environment”	the Authority System and the Sites;
“Operational Change”	any change in the Supplier's operational procedures which in all respects, when implemented: (a) will not affect the Charges and will not result in any other costs to the Authority; (b) may change the way in which the Services are delivered but will not adversely affect the output of the Services or increase the risks in performing or receiving the Services; (c) will not adversely affect the interfaces or interoperability of the Services with any of the Authority's IT infrastructure; and

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(d) will not require a change to this Contract;

"Operational Period"	the period between the Effective Date and the Operational Service Commencement Date;
"Operational Service Commencement Date"	in relation to an Operational Service, the date identified in the Implementation Plan/Set-Up Delivery Plan upon which the Operational Service is to commence;
"Operational Services"	the operational services described as such in the Services Description;
"Optional Services"	the services described as such in Schedule 2 (<i>Services Description</i>) which are to be provided by the Supplier if required by the Authority in accordance with Clause 5.10 (Optional Services);
"Optional Services Implementation Plan"	the implementation plan to effect the Optional Services agreed between the Parties prior to the Effective Date and, if not agreed prior to the Effective Date, to be developed by the Supplier and approved by the Authority;
"Other Supplier"	any supplier to the Authority (other than the Supplier) which is notified to the Supplier from time to time;
"Outline Implementation Plan"	the outline plan set out at Annex 1 of Schedule 13 (<i>Implementation Plan</i>);
"Parent Undertaking"	has the meaning set out in section 1162 of the Companies Act 2006;
"Partial Termination"	the partial termination of this Contract to the extent that it relates to the provision of any part of the Services as further provided for in Clause 31.2(b) (Termination by the Authority) or 31.3(b) (Termination by the Supplier) or otherwise by mutual agreement by the Parties;
"Parties" and "Party"	have the meanings respectively given on page 1 of this Contract;

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“Performance Failure”	a KPI Failure or a PI Failure;
“Performance Indicators”	the Key Performance Indicators and the Subsidiary Performance Indicators;
“Permitted Maintenance”	has the meaning given in Clause 9.4 (Maintenance);
“Performance Monitoring Report”	has the meaning given in Schedule 3 (<i>Performance Levels</i>);
“Personal Data”	has the meaning given in the UK GDPR or the EU GDPR as the context requires;
“Personal Data Breach”	has the meaning given in the UK GDPR or the EU GDPR as the context requires;
“PI Failure”	a failure to meet the Target Performance Level in respect of a Subsidiary Performance Indicator;
“PI Service Threshold”	shall be as set out against the relevant Subsidiary Performance Indicator in Table 2 in Part A of Annex 1 of Schedule 3 (<i>Performance Levels</i>);
“Preceding Services”	has the meaning given in Clause 5.2(b) (Standard of Services);
“Prescribed Person”	a legal adviser, an MP, or an appropriate body which a whistle-blower may make a disclosure to as detailed in ‘Whistleblowing: list of prescribed people and bodies’, available online at: https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies , as updated from time to time;
“Processor”	has the meaning given to it under the UK GDPR or the EU GDPR as the context requires;
“Processor Personnel”	means all directors, officers, employees, agents, consultants and suppliers of the Processor and/or of any Sub-processor

engaged in the performance of its obligations under this Contract;

“Prohibited Act”

- (a) to directly or indirectly offer, promise or give any person working for or engaged by the Authority a financial or other advantage to:
 - (i) induce that person to perform improperly a relevant function or activity; or
 - (ii) reward that person for improper performance of a relevant function or activity;
- (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract;
- (c) an offence:
 - (i) under the Bribery Act 2010 (or any legislation repealed or revoked by such Act);
 - (ii) under legislation or common law concerning fraudulent acts; or
 - (iii) defrauding, attempting to defraud or conspiring to defraud the Authority (including offences by the Supplier under Part 3 of the Criminal Finances Act 2017); or
- (d) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct had been carried out in the UK;

“Protective Measures”

appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and

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evaluating the effectiveness of the such measures adopted by it, including those outlined in Schedule 5 (*Security Management*);

“Project Specific IPRs”

- (a) Intellectual Property Rights in items created by the Supplier (or by a third party on behalf of the Supplier) specifically for the purposes of this Contract and updates and amendments of these items including (but not limited to) database schema; and/or
- (b) Intellectual Property Rights arising as a result of the performance of the Supplier's obligations under this Contract;

but shall not include the Supplier Background IPRs or the Specially Written Software;

“Public Sector Dependent Supplier”

means a supplier where that supplier, or that supplier's group has Annual Revenue of £50 million or more of which over 50% is generated from UK Public Sector Business;

“Publishable Performance Information”

means any of the information in the Performance Monitoring Report as it relates to a Performance Indicator where it is expressed as publishable in the table in Annex 1 which shall not constitute Commercially Sensitive Information;

“Quality Plans”

has the meaning given in Clause 6.1 (Quality Plans);

“Quarter”

the first three Service Periods and each subsequent three Service Periods (save that the final Quarter shall end on the date of termination or expiry of this Contract);

“Recipient”

has the meaning given in Clause 19.1 (Confidentiality);

“Records”

has the meaning given in Schedule 24 (*Reports and Records Provisions*);

“Rectification Plan”

a plan to address the impact of, and prevent the reoccurrence of, a Notifiable Default;

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- “Rectification Plan Failure”**
- (a) the Supplier failing to submit or resubmit a draft Rectification Plan to the Authority within the timescales specified in Clauses 25.4 (Submission of the draft Rectification Plan) or 25.8 (Agreement of the Rectification Plan);
 - (b) the Authority, acting reasonably, rejecting a revised draft of the Rectification Plan submitted by the Supplier pursuant to Clause 25.7 (Agreement of the Rectification Plan);
 - (c) the Supplier failing to rectify a material Default within the later of:
 - (i) 30 Working Days of a notification made pursuant to Clause 25.2 (Notification); and
 - (ii) where the Parties have agreed a Rectification Plan in respect of that material Default and the Supplier can demonstrate that it is implementing the Rectification Plan in good faith, the date specified in the Rectification Plan by which the Supplier must rectify the material Default;
 - (d) a Material KPI Failure re-occurring in respect of the same Key Performance Indicator for the same (or substantially the same) root cause in any of the 3 Measurement Periods subsequent to the Measurement Period in which the initial Material KPI Failure occurred;
 - (e) the Supplier not Achieving a Key Milestone by the expiry of the Delay Deduction Period; and/or
 - (f) following the successful implementation of a Rectification Plan, the same Notifiable Default recurring within a period of 6 months for the same (or substantially the same) root cause as that of the original Notifiable Default;

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“Rectification Plan Process”	the process set out in Clauses 25.4 (Submission of the draft Rectification Plan) to 25.9 (Agreement of the Rectification Plan);
“Registers”	has the meaning given in Schedule 25 (<i>Exit Management</i>);
“Relevant Authority” or “Relevant Authorities”	means the Authority and the Cabinet Office Markets and Suppliers Team or, where the Supplier is a Strategic Supplier, the Cabinet Office Markets and Suppliers Team;
“Relevant IPRs”	IPRs used to provide the Services or as otherwise provided and/or licensed by the Supplier (or to which the Supplier has provided access) to the Authority or a third party in the fulfilment of the Supplier’s obligations under this Contract including IPRs in the Specially Written Software, the Supplier Non-COTS Software, the Supplier Non-COTS Background IPRs, the Third Party Non-COTS Software and the Third Party Non-COTS IPRs but excluding any IPRs in the Authority Software, the Authority Background IPRs, the Supplier COTS Software, the Supplier COTS Background IPRs, the Third Party COTS Software and/or the Third Party COTS IPRs;
“Relevant Preceding Services”	has the meaning given in Clause 5.2(b) (Standard of Services);
“Relevant Requirements”	all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State for Justice pursuant to section 9 of the Bribery Act 2010;
“Relevant Tax Authority”	HMRC, or, if applicable, a tax authority in the jurisdiction in which the Supplier is established;
“Relevant Transfer”	a transfer of employment to which the Employment Regulations applies;
“Relief Notice”	has the meaning given in Clause 29.2 (Authority Cause);
“Remedial Adviser”	the person appointed pursuant to Clause 27.2 (Remedial Adviser);

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“Remedial Adviser Failure”	has the meaning given in Clause 27.6 (Remedial Adviser);
“Replacement Services”	any services which are the same as or substantially similar to any of the Services and which the Authority receives in substitution for any of the Services following the expiry or termination or Partial Termination of this Contract, whether those services are provided by the Authority internally and/or by any third party;
“Replacement Supplier”	any third party service provider of Replacement Services appointed by the Authority from time to time (or where the Authority is providing replacement Services for its own account, the Authority);
“Representative”	a sample that reflects the target population within a subgroup (as defined in Schedule 15 (<i>Charges and Invoicing</i>)). For example, 95% of Accurate Item Level data in each sub group (taken as a percentage of the total population within the sub-group) would be accepted as Representative;
“Request For Information”	a Request for Information under the FOIA or the EIRs;
“Required Action”	has the meaning given in Clause 28.1(a) (Step-In Rights);
“Retained Deliverables”	has the meaning given in Clause 32.8(b) (Payments by the Supplier);
“Security Management Plan”	the Supplier's security plan as attached as Annex 2 of Schedule 5 (<i>Security Management</i>) and as subsequently developed and revised pursuant to Paragraphs 3 and 4 of Schedule 5 (<i>Security Management</i>);
“Serious KPI Failure”	Not used.
“Service Charges”	the periodic payments made in accordance with Schedule 15 (<i>Charges and Invoicing</i>) in respect of the supply of the Operational Services;

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“Service Continuity Plan”	any plan prepared pursuant to Paragraph 2 of Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>) as may be amended from time to time;
“Service Continuity Services”	the business continuity, disaster recovery and insolvency continuity services set out in Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>);
“Service Credit Cap”	during each Test Cycle 20% of the Test Cycle Key Milestone Charges for that Test Cycle
“Service Credits”	credits payable by the Supplier due to the occurrence of 1 or more KPI Failures, calculated in accordance with Paragraph 3 of Part C of Schedule 15 (<i>Charges and Invoicing</i>);
“Service Period”	a calendar month, save that: (a) the first service period shall begin on the first Operational Service Commencement Date and shall expire at the end of the calendar month in which the first Operational Service Commencement Date falls; and (b) the final service period shall commence on the first day of the calendar month in which the Term expires or terminates and shall end on the expiry or termination of the Term;
“Services”	any and all of the services to be provided by the Supplier under this Contract, including those set out in Schedule 2 (<i>Services Description</i>);
“Service Transfer Date”	has the meaning given in Schedule 28 (<i>Staff Transfer</i>);
“Services Description” and/or “Statement of Requirements (StoR)”	the services description set out in Schedule 2 (<i>Services Description</i>);
“Severe KPI Failure”	Not used.

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“Sites”	<p>any premises (including the Authority Premises, the Supplier’s premises or third party premises):</p> <ul style="list-style-type: none">(a) from, to or at which:<ul style="list-style-type: none">(i) the Services are (or are to be) provided; or(ii) the Supplier manages, organises or otherwise directs the provision or the use of the Services; or(b) where:<ul style="list-style-type: none">(i) any part of the Supplier System is situated; or(ii) any physical interface with the Authority System takes place;
“SME”	<p>an enterprise falling within the category of micro, small and medium-sized enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises;</p>
“Social Value”	<p>the additional social benefits that can be achieved in the delivery of the Contract, set out in the Authority’s Requirements;</p>
“Social Value PI”	<p>The Social Value performance indicators set out in Table 2 of Part A: Performance Indicators And Service Credits of Annex 1: Key Performance Indicators And Subsidiary Performance Indicators of Schedule 3 (<i>Performance Levels</i>);</p>
“Social Value KPI”	<p>The Social Value key performance indicators set out in Table 1 of Part A of Annex 1 of Schedule 3 (<i>Performance Levels</i>);</p>
“Software”	<p>Specially Written Software, Supplier Software and Third Party Software;</p>
“Software Supporting Materials”	<p>has the meaning given in Paragraph 2.1 of Schedule 32 (<i>Intellectual Property Rights</i>) (Specially Written Software and Project Specific IPRs);</p>

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“Source Code”	computer programs and/or data in eye-readable form and in such form that it can be compiled or interpreted into equivalent binary code together with all related design comments, flow charts, technical information and documentation necessary for the use, reproduction, maintenance, modification and enhancement of such software;
“Specially Written Software”	any software (including database software, linking instructions, test scripts, compilation instructions and test instructions) created by the Supplier (or by a Sub-contractor or other third party on behalf of the Supplier) specifically for the purposes of this Contract, including any modifications or enhancements to Supplier Software or Third Party Software created specifically for the purposes of this Contract.
“Specific Change in Law”	a Change in Law that relates specifically to the business of the Authority and which would not affect a Comparable Supply;
“Staffing Information”	has the meaning given in Schedule 28 (<i>Staff Transfer</i>);
“Standards”	the standards, policies and/or procedures identified in Schedule 4 (<i>Standards</i>);
“Step-In Notice”	has the meaning given in Clause 28.1 (Step-In Rights);
“Step-In Trigger Event”	<ul style="list-style-type: none">(a) any event falling within the definition of a Supplier Termination Event;(b) a Default by the Supplier that is materially preventing or materially delaying the performance of the Services or any material part of the Services;(c) the Authority considers that the circumstances constitute an emergency despite the Supplier not being in breach of its obligations under this Contract;(d) the Authority being advised by a regulatory body that the exercise by the

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	Authority of its rights under Clause 28 (Step-In Rights) is necessary;
(e)	the existence of a serious risk to the health or safety of persons, property or the environment in connection with the Services; and/or
(f)	a need by the Authority to take action to discharge a statutory duty;
“Step-Out Date”	has the meaning given in Clause 28.5(b) (Step-In Rights);
“Step-Out Notice”	has the meaning given in Clause 28.5 (Step-In Rights);
“Step-Out Plan”	has the meaning given in Clause 28.6 (Step-In Rights);
“Strategic Supplier”	means those suppliers to government listed at https://www.gov.uk/government/publications/strategic-suppliers ;
“Sub-contract”	any contract or agreement (or proposed contract or agreement) between the Supplier (or a Sub-contractor) and any third party whereby that third party agrees to provide to the Supplier (or the Sub-contractor) all or any part of the Services or facilities or services which are material for the provision of the Services or any part thereof or necessary for the management, direction or control of the Services or any part thereof;
“Sub-contractor”	any third party with whom: (a) the Supplier enters into a Sub-contract; or (b) a third party under (a) above enters into a Sub-contract, or the servants or agents of that third party;
“Sub-processor”	any third party appointed to process Personal Data on behalf of the Supplier related to this Contract;

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“Subsidiary Performance Indicator”	the performance indicators set out in Table 2 of Part A of Annex 1 of Schedule 3 (<i>Performance Levels</i>);
“Subsidiary Undertaking”	has the meaning set out in section 1162 of the Companies Act 2006;
“Successor Body”	has the meaning given in Clause 34.4 (Assignment and Novation);
“Supplier Agreement”	means the agreements, contracts or licences, the benefit of which are used wholly or mainly in the provision of the Services including, for the avoidance of doubt, contracts with Markers, but which shall not include agreements necessary for the Supplier to provide services to its other customers;
“Supplier Background IPRs”	<p>(a) Intellectual Property Rights owned by the Supplier before the Effective Date, for example those subsisting in the Supplier's standard development tools, program components or standard code used in computer programming or in physical or electronic media containing the Supplier's Know-How or generic business methodologies; and/or</p> <p>(b) Intellectual Property Rights created by the Supplier independently of this Contract,</p> <p>which in each case is or will be used before or during the Term for designing, testing implementing or providing the Services but excluding Intellectual Property Rights owned by the Supplier subsisting in the Supplier Software;</p>
“Supplier COTS Background IPRs”	<p>Any embodiments of Supplier Background IPRs that:</p> <p>(a) the Supplier makes generally available commercially prior to the date of this Contract (whether by way of sale, lease or licence) on standard terms which are not typically negotiated by the Supplier save as to price; and</p>

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	(b) has a Non-trivial Customer Base;
“Supplier COTS Software”	Supplier Software (including open source software) that: <ul style="list-style-type: none">(a) the Supplier makes generally available commercially prior to the date of this Contract (whether by way of sale, lease or licence) on standard terms which are not typically negotiated by the Supplier save as to price; and(b) has a Non-trivial Customer Base;
“Supplier Equipment”	the hardware, computer and telecoms devices and equipment used by the Supplier or its Sub-contractors (but not hired, leased or loaned from the Authority) for the provision of the Services;
“Supplier Group”	means the Supplier, its Dependent Parent Undertakings and all Subsidiary Undertakings and Associates of such Dependent Parent Undertakings;
“Supplier Non-COTS Background IPRs”	Any embodiments of Supplier Background IPRs that have been delivered by the Supplier to the Authority and that are not Supplier COTS Background IPRs;
“Supplier Non-COTS Software”	Supplier Software that is not Supplier COTS Software;
“Supplier Non-Performance”	has the meaning given in Clause 29.1 (Authority Cause);
“Supplier Personnel”	all directors, officers, employees, agents, consultants and contractors of the Supplier and/or of any Sub-contractor engaged in the performance of the Supplier’s obligations under this Contract;
“Supplier Profit”	has the meaning given in Schedule 15 (<i>Charges and Invoicing</i>);
“Supplier Profit Margin”	has the meaning given in Schedule 15 (<i>Charges and Invoicing</i>);

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“Supplier Representative”	the representative appointed by the Supplier pursuant to Clause 11.3 (Representatives);
“Supplier Software”	software which is proprietary to the Supplier (or an Affiliate of the Supplier) and which is or will be used by the Supplier for the purposes of providing the Services, including the software specified as such in Schedule 12 (<i>Software</i>);
“Supplier Solution”	the Supplier's solution for the Services set out in Schedule 8 (<i>Supplier Solution</i>) including any Annexes of that Schedule;
“Supplier System”	the information and communications technology system used by the Supplier in implementing and performing the Services including the Software, the Supplier Equipment, configuration and management utilities, calibration and testing tools and related cabling (but excluding the Authority System);
“Supplier Termination Event”	<ul style="list-style-type: none">(a) the Supplier’s level of performance constituting a Critical Performance Failure;(b) the Supplier committing a material Default which is irremediable;(c) as a result of the Supplier's Default, the Authority incurring Losses in any Contract Year which exceed 80% of the value of the aggregate annual liability cap for that Contract Year as set out in Clause 23.6(a) (Financial and other Limits);(d) a Remedial Adviser Failure;(e) a Rectification Plan Failure;(f) where a right of termination is expressly reserved in this Contract, including pursuant to:<ul style="list-style-type: none">(i) Clause 17 (IPRs Indemnity);(ii) Clause 36 (Compliance)(iii) Clause 37.6(b) (Prevention of Fraud and Bribery); and/or

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- (iv) Paragraph 6 of Schedule 18 (*Financial Distress*);
- (v) Paragraph 3 of Part B to Schedule 26 (*Service Continuity Plan and Corporate Resolution Planning*);
- (g) the representation and warranty given by the Supplier pursuant to Clause 3.2(i) (Warranties) being materially untrue or misleading;
- (h) the Supplier committing a material Default under Clause 10.10 (Promoting Tax Compliance) or failing to provide details of steps being taken and mitigating factors pursuant to Clause 10.10 (Promoting Tax Compliance) which in the reasonable opinion of the Authority are acceptable;
- (i) the Supplier committing a material Default under any of the following Clauses:
 - (i) Clause 5.5(j) (Services);
 - (ii) Clause 21 (Protection of Personal Data);
 - (iii) Clause 20 (Transparency and Freedom of Information);
 - (iv) Clause 19 (Confidentiality); and
 - (v) Clause 33 (Compliance); and/or
- (j) in respect of any security requirements set out in Schedule 2 (Services Description) and Schedule 5 (*Security Management*) or the Baseline Security Requirements; and/or
- (k) in respect of any requirements set out in Schedule 28 (*Staff Transfer*);
- (l) any failure by the Supplier to implement the changes set out in a Benchmark Report as referred to in Paragraph 5.9 of Schedule 17 (*Benchmarking*);

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- (m) an Insolvency Event occurring in respect of the Supplier or the Guarantor;
- (n) the Guarantee ceasing to be valid or enforceable for any reason (without the Guarantee being replaced with a comparable guarantee to the satisfaction of the Authority with the Guarantor or with another guarantor which is acceptable to the Authority);
- (o) a change of Control of the Supplier or a Guarantor unless:
- (p) the Authority has given its prior written consent to the particular Change of Control, which subsequently takes place as proposed; or
- (q) the Authority has not served its notice of objection within 6 months of the later of the date on which the Change of Control took place or the date on which the Authority was given notice of the Change of Control;
- (r) a change of Control of a Key Sub-contractor unless, within 6 months of being notified by the Authority that it objects to such change of Control, the Supplier terminates the relevant Key Sub-contract and replaces it with a comparable Key Sub-contract which is approved by the Authority pursuant to Clause 15.10 (Appointment of Key Sub-contractors);
- (s) any failure by the Supplier to enter into or to comply with an Admission Agreement under the Annex to either Part A or Part B of Schedule 28 (*Staff Transfer*);
- (t) the Authority has become aware that the Supplier should have been excluded under Regulation 57(1) or (2) of the Public Contracts Regulations 2015 from the procurement procedure leading to the award of this Contract;
- (u) a failure by the Supplier to comply in the performance of the Services with legal

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- obligations in the fields of environmental, social or labour law; or
- (v) in relation to Schedule 5 (*Security Management*):
 - (i) the Authority has issued two rejection notices in respect of the Security Management Plan under Paragraph 4.5.2 Schedule 5 (*Security Management*);
 - (ii) Part A: SECURITY ASSURANCE);
 - (iii) the Supplier fails to implement a change required by the Required Changes Register in accordance with the timescales set out in the Required Changes Register;
 - (iv) Supplier COTS Software and Third Party COTS Software is not within mainstream support unless the Authority has agreed in writing.
 - (w) the Supplier fails to patch vulnerabilities in accordance with the Security Requirements;
 - (x) the Supplier fails to comply with the Incident Management Process And/or

“Supply Chain Transparency Report”

means the report provided by the Supplier to the Authority in the form set out in Annex 4 of Schedule 24 (*Reports and Records Provisions*);

“Target Performance Level”

the minimum level of performance for a Performance Indicator which is required by the Authority, as set out against the relevant Performance Indicator in the tables in Annex 1 of Schedule 3 (*Performance Levels*);

“Term”

the period commencing on the Effective Date and ending on the expiry of the Initial Term or any Extension Period or on earlier termination of this Contract;

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“Termination Assistance Notice”	has the meaning given in Paragraph 5 of Schedule 25 (<i>Exit Management</i>);
“Termination Assistance Period”	in relation to a Termination Assistance Notice, the period specified in the Termination Assistance Notice for which the Supplier is required to provide the Termination Services as such period may be extended pursuant to Paragraph 5.2 of Schedule 25 (<i>Exit Management</i>);
“Termination Date”	the date set out in a Termination Notice on which this Contract (or a part of it as the case may be) is to terminate;
“Termination Notice”	a written notice of termination given by one Party to the other, notifying the Party receiving the notice of the intention of the Party giving the notice to terminate this Contract (or any part thereof) on a specified date and setting out the grounds for termination;
“Termination Payment”	the payment determined in accordance with Schedule 16 (<i>Payments on Termination</i>);
“Termination Services”	the services and activities to be performed by the Supplier pursuant to the Exit Plan, including those activities listed in Annex 1 of Schedule 25 (<i>Exit Management</i>), and any other services required pursuant to the Termination Assistance Notice;
“Test Cycle”	the period between 01 September in a calendar year and 31 January in the second calendar year following (i.e. 17 months later) and during which a test takes place in a school during the month of May following the start of the Test Cycle (by way of example: 01 September 2023 – 31 January 2025, with Tests taking place in May 2024);
“Test Cycle Charges”	the Service Charges and Test Cycle Key Milestone Charges payable in respect of a Test Cycle;
“Test Cycle Key Milestone”	A Test Cycle Milestone identified as a Key Milestone in Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>);

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“Test Cycle Key Milestone Charges”	the total charges payable in respect of all Test Cycle Key Milestones during a Test Cycle;
“Test Cycle Milestone”	a Milestone during a Test Cycle, for which all relevant Tests must have been Achieved by the applicable Milestone Date in accordance with Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>);
“Test Issues”	has the meaning given in Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>);
“Tests” and “Testing”	any tests required to be carried out under this Contract, as further described in Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>) and “Tested” shall be construed accordingly;
“Test Progress Report”	The Test Progress Report shall include all elements as defined in Clause 8.6 of Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>) as known/appropriate at the time the report is being provided;
“Test Reports”	The reports to be produced by the Supplier setting out the results of the Tests;
“Test Success Criteria”	Has the meaning given in Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>);
“Third Party Auditor”	an independent third party auditor as appointed by the Authority from time to time to confirm the completeness and accuracy of information uploaded to the Virtual Library in accordance with the requirements outlined in Schedule 24 (<i>Reports and Records Provisions</i>);
“Third Party Beneficiary”	has the meaning given in Clause 41.1 (Third Party Rights);
“Third Party COTS IPRs”	Third Party IPRs that: (a) the supplier makes generally available commercially prior to the date of this Contract (whether by way of sale, lease or licence) on standard terms which are

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	not typically negotiated by the supplier save as to price; and
	(b) has a Non-trivial Customer Base;
“Third Party COTS Software”	Third Party Software (including open source software) that: (a) the supplier makes generally available commercially prior to the date of this Contract (whether by way of sale, lease or licence) on standard terms which are not typically negotiated by the supplier save as to price; and (b) has a Non-trivial Customer base;
“Third Party IPRs”	Intellectual Property Rights owned by a third party, but excluding Intellectual Property Rights owned by the third party subsisting in any Third Party Software, which in any case is, will be or is proposed to be used by the Supplier for the purposes of providing the Services;
“Third Party Non-COTS IPRs”	Third Party IPRs that are not Third Party COTS IPRs;
“Third Party Non-COTS Software”	Third Party Software that is not Third Party COTS Software;
“Third Party Provisions”	has the meaning given in Clause 41.1 (Third Party Rights);
“Third Party Software”	software which is proprietary to any third party (other than an Affiliate of the Supplier) or any Open Source Software which in any case is, will be or is proposed to be used by the Supplier for the purposes of providing the Services, including the software specified as such in Schedule 12 (<i>Software</i>);
“Transferring Assets”	has the meaning given in Paragraph (35) of Schedule 25 (<i>Exit Management</i>);
“Transferring Authority Employees”	has the meaning given in Schedule 28 (<i>Staff Transfer</i>);
“Transferring Former Supplier Employees”	has the meaning given in Schedule 28 (<i>Staff Transfer</i>);

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“Transferring Supplier Employees”	has the meaning given in Schedule 28 (<i>Staff Transfer</i>);
“Transparency Information”	has the meaning given in Clause 20.1 (Transparency and Freedom of Information);
“Transparency Reports”	has the meaning given in Schedule 24 (<i>Reports and Records Provisions</i>);
“UK”	the United Kingdom;
“UK GDPR”	Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (United Kingdom General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, together with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019
“UK Public Sector Business”	means any goods, service or works provision to UK public sector bodies, including Central Government Departments and their arm's length bodies and agencies, non-departmental public bodies, NHS bodies, local authorities, health bodies, police, fire and rescue, education bodies and devolved administrations;
“Unacceptable KPI Failure”	the Supplier failing to achieve the KPI Service Threshold in respect of more than 50% of the Key Performance Indicators that are measured in that Service Period;
“Unconnected Sub-contract”	any contract or agreement which is not a Sub-contract and is between the Supplier and a third party (which is not an Affiliate of the Supplier) and is a qualifying contract under regulation 6 of The Reporting on Payment Practices and Performance Regulations 2017;
“Unconnected Sub-contractor”	any third party with whom the Supplier enters into an Unconnected Sub-contract;

SCHEDULE 1 (DEFINITIONS)

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“Unrecovered Payment”	has the meaning given in Schedule 16 (<i>Payments on Termination</i>);
“Updates”	in relation to any Software and/or any Deliverable means a version of such item which has been produced primarily to overcome Defects in, or to improve the operation of, that item;
“Update Requirement”	means the occurrence of an event detailed in Schedule 24 (<i>Reports and Records Provisions</i>) (Annex 3: <i>Records To Upload To Virtual Library</i>) which requires the Supplier to update the relevant information hosted on the Virtual Library;
“Upgrades”	any patch, New Release or upgrade of Software and/or a Deliverable, including standard upgrades, product enhancements, and any modifications, but excluding any Update which the Supplier or a third party software supplier (or any Affiliate of the Supplier or any third party) releases during the Term;
“Valid”	in respect of an Assurance, has the meaning given to it in Paragraph 2.7 of Part B to Schedule 26 (<i>Service Continuity Plan and Corporate Resolution Planning</i>);
“VAT”	value added tax as provided for in the Value Added Tax Act 1994;
“VCSE”	means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives;
“Virtual Library”	means the data repository hosted by the Supplier containing the information about this Contract and the Services provided under it in accordance with Schedule 24 (<i>Reports and Records Provisions</i>); and
“Working Day”	any day other than a Saturday, Sunday or public holiday in England and Wales.

SCHEDULE 2 (SERVICES DESCRIPTION)
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Schedule 2 (*Services Description*)

TO INSERT STATEMENT OF REQUIREMENTS

SCHEDULE 3 (PERFORMANCE LEVELS)

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Schedule 3 (*Performance Levels*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Abandoned Call”	when the caller abandons the call before the call is answered by the Helpdesk;
“Available”	has the meaning given in Paragraph 1.1 of Part B of Annex 1;
“End User”	any person authorised by the Authority to use the IT Environment and/or the Services;
“Helpdesk”	the single point of contact Helpdesk set up and operated by the Supplier for the purposes of this Contract;
“Helpdesk Complaint”	a complaint made to the Helpdesk by a End User via any given channel. It will be deemed a Helpdesk Complaint where the word ‘complaint’ has been used by the person that has made contact;
“Marker Recruitment Period”	the period of time in which the Supplier is actively recruiting markers. Specific dates for which shall be agreed with the Authority via the Operational Delivery Plan.
“Performance Monitoring Report”	has the meaning given in Paragraph 1.1.1 of Part B;
“Performance Review Meeting”	the Performance Monitoring Reports and the Balanced Scorecard Reports, as further described in Paragraph 1 of Part B;
“Repeat Query”	where the same query (reason for contact) is reopened within 30 days;
“Satisfaction Survey”	has the meaning given in Paragraph 6.1 of Part B of Annex 1;
“Service Availability”	has the meaning given in Paragraph 2 of Part B of Annex 1;

SCHEDULE 3 (PERFORMANCE LEVELS)

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“Service Downtime”	any period of time during which any of the Services are not Available; and
“System Response Time”	has the meaning given in Paragraph 3.1 of Part B of Annex 1.

SCHEDULE 3 (PERFORMANCE LEVELS)

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Part A: Performance Indicators And Service Credits

1 PERFORMANCE INDICATORS

- 1.1 Annex 1 sets out the Key Performance Indicators and Subsidiary Performance Indicators which the Parties have agreed shall be used to measure the performance of the Services and Social Value by the Supplier.
- 1.2 The Supplier shall monitor its performance against each Performance Indicator and shall send the Authority a report detailing the level of service actually achieved in accordance with Part B.
- 1.3 Service Credits, shall accrue for any KPI Failure and shall be calculated in accordance with Schedule 15 (*Charges and Invoicing*).

2 SERVICE CREDITS

- 2.1 If the level of performance of the Supplier during a Service Period is below the Target Performance Level in respect of a Key Performance Indicator, Service Credits shall accrue to the Supplier in respect of that Key Performance Indicator as set out in Schedule 15 (*Charges and Invoicing*).
- 2.2 The Authority shall use the Performance Monitoring Reports provided pursuant to Part B, among other things, to verify the calculation and accuracy of the Service Credits (if any) applicable to each Service Period.

3 PERMITTED MAINTENANCE

- 3.1 The Supplier shall be allowed to book Service Downtime for Permitted Maintenance in any one Service Period which shall take place between the hours and on the day specified in the Maintenance Schedule unless otherwise agreed in writing with the Authority. Such Permitted Maintenance Hours must take place outside of standard working hours.

SCHEDULE 3 (PERFORMANCE LEVELS)

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Part B: Performance Monitoring

1 PERFORMANCE MONITORING AND PERFORMANCE REVIEW

1.1 Within 10 Working Days of the end of each Service Period, the Supplier shall provide:

- 1.1.1 a report created by the Supplier to the Authority Representative which summarises the performance by the Supplier against each of the Performance Indicators as more particularly described in Paragraph 1.2 (the “**Performance Monitoring Report**”); and
- 1.1.2 a report created by the Supplier to the Authority’s senior responsible officer which summarises the Supplier’s performance over the relevant Service Period as more particularly described in Paragraph 1.3 (the “**Balanced Scorecard Report**”).

Performance Monitoring Report

1.2 The Performance Monitoring Report shall be in such format as agreed between the Parties from time to time and contain, as a minimum, the following information:

Information in respect of the Service Period just ended

- 1.2.1 for each Key Performance Indicator and Subsidiary Performance Indicator, the actual performance achieved over the Service Period, and that achieved over the previous 3 Measurement Periods;
- 1.2.2 a summary of all Performance Failures that occurred during the Service Period;
- 1.2.3 if applicable, the severity level of each KPI Failure which occurred during the Service Period and whether each PI Failure which occurred during the Service Period fell below the PI Service Threshold;
- 1.2.4 which Performance Failures remain outstanding and progress in resolving them;
- 1.2.5 for any Material KPI Failures or Material PI Failures occurring during the Service Period, the cause of the relevant KPI Failure or PI Failure and the action being taken to reduce the likelihood of recurrence;
- 1.2.6 the status of any outstanding Rectification Plan processes, including:
 - (a) whether or not a Rectification Plan has been agreed; and
 - (b) where a Rectification Plan has been agreed, a summary of the Supplier’s progress in implementing that Rectification Plan;
- 1.2.7 for any repeat KPI Failures, actions taken to resolve the underlying cause and prevent recurrence;

SCHEDULE 3 (PERFORMANCE LEVELS)

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- 1.2.8 the Service Credits accrued in respect of each KPI Failure;
- 1.2.9 the Service Credits to be applied, indicating the KPI Failure(s) to which the Service Credits relate;
- 1.2.10 the conduct and performance of any agreed periodic tests that have occurred, such as the annual failover test of the Service Continuity Plan;
- 1.2.11 relevant particulars of any aspects of the Supplier's performance which fail to meet the requirements of this Contract;
- 1.2.12 such other details as the Authority may reasonably require from time to time; and

Information in respect of previous Service Periods

- 1.2.13 a rolling total of the number of Performance Failures that have occurred over the past six Service Periods;
- 1.2.14 the amount of Service Credits that have been incurred by the Supplier over the past six Service Periods;
- 1.2.15 the conduct and performance of any agreed periodic tests that have occurred in such Service Period such as the annual failover test of the Service Continuity Plan; and

Information in respect of the next Quarter

- 1.2.16 any scheduled Service Downtime for Permitted Maintenance and Updates that has been agreed between the Authority and the Supplier for the next Quarter.

Balanced Scorecard Report

- 1.3 The Balanced Scorecard Report shall be presented in the form of an online accessible dashboard and, as a minimum, shall contain a high level summary of the Supplier's performance under this Contract over the relevant Service Period, including details of the following:
 - 1.3.1 financial indicators;
 - 1.3.2 performance levels achieved against the Key Performance Indicators and Subsidiary Performance Indicators over a six month period;
 - 1.3.3 behavioural indicators;
 - 1.3.4 performance against its obligation to pay its Sub-contractors within thirty (30) days of receipt of an undisputed invoice;
 - 1.3.5 performance against its obligation to pay its Unconnected Sub-contractors within sixty (60) days of receipt of an invoice;
 - 1.3.6 performance against Key Milestones over the applicable Test Cycle;

SCHEDULE 3 (PERFORMANCE LEVELS)

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- 1.3.7 trend chart, showing performance of the overall programme;
 - 1.3.8 sustainability indicators, for example net zero carbon, waste minimisation or performance to support a circular economy; and
 - 1.3.9 Social Value (as applicable, as reasonably required by the Authority).
- 1.4 The Performance Monitoring Report and the Balanced Scorecard Report shall be reviewed in accordance with Schedule 21 (*Governance*).

2 PERFORMANCE RECORDS

- 2.1 The Supplier shall keep appropriate documents and records (including Helpdesk records, staff records, timesheets, training programmes, staff training records, goods received documentation, supplier accreditation records, complaints received etc) in relation to the Services being delivered. Without prejudice to the generality of the foregoing, the Supplier shall maintain accurate records of call histories for a minimum of 12 months and provide prompt access to such records to the Authority upon the Authority's request. The records and documents of the Supplier shall be available for inspection by the Authority and/or its nominee at any time and the Authority and/or its nominee may make copies of any such records and documents.
- 2.2 In addition to the requirement in Paragraph 2.1 to maintain appropriate documents and records, the Supplier shall provide to the Authority such supporting documentation as the Authority may reasonably require in order to verify the level of the performance of the Supplier and the calculations of the amount of Service Credits for any specified period, at any point during the Term.
- 2.3 The Supplier shall ensure that the Performance Monitoring Report, the Balanced Scorecard Report (as well as historic Performance Monitoring Reports and historic Balance Scorecard Reports) and any variations or amendments thereto, any reports and summaries produced in accordance with this Schedule and any other document or record reasonably required by the Authority are available to the Authority on-line and are capable of being printed.

3 PERFORMANCE VERIFICATION

- 3.1 The Authority reserves the right to verify the Availability of the IT Environment and/or the Services and the Supplier's performance under this Contract against the Performance Indicators including by sending test transactions through the IT Environment or otherwise.

SCHEDULE 3 (PERFORMANCE LEVELS)

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Annex 1: Key Performance Indicators And Subsidiary Performance Indicators

Part A: Key Performance Indicators And Subsidiary Performance Indicators Tables

The Key Performance Indicators and Subsidiary Performance Indicators that shall apply to the Operational Services and the Key Performance Indicators relating to Social Value are set out below:

1 Key Performance Indicators

No.	Key Performance Indicator Title	Definition/KPI Service Threshold	Frequency of Measurement	Publishable Performance Information
SL1	Helpdesk (NCA and Marker Helpline)	1. The abandoned call rate on any single week, must not exceed 5 per cent of calls made to the Helpdesk (excluding calls which are abandoned within 20 seconds) except for instances where the volume of calls is more than 10 per cent above forecast and the Supplier has evidenced that this is due to reasons outside of their control.	Weekly	
		2. At least 99% of inbound queries to the Helpdesk resolved within 5 (five) Business Days of receipt by the Supplier with no subsequent Repeat Query and/or Helpdesk Complaint.	Weekly	
		3. At least 80% of inbound queries to the Helpdesk resolved to the satisfaction of the customer. (The measurement for customer satisfaction shall be defined by the Supplier and agreed with the Authority prior to commencement of the Service).	Weekly	
		4. At least 99% of Helpdesk Complaints are Resolved within 15 (fifteen) Business Days of receipt by the Supplier with no subsequent Repeat Query.	Weekly	

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		5. At least 75% of Helpdesk Complaints are resolved to the satisfaction of the customer. (The measurement for customer satisfaction shall be defined by the Supplier and agreed with the Authority prior to the commencement of the Services).	Weekly	
		6. 10% of each enquiry type for each agent has been sampled and an average of 85% quality has been met for the month. During peak period, if contact volume goes above 400 enquiries (250 calls + 150 emails per day) the Authority will accept a 5% sample to be taken.	Monthly	
		7. The forecast number of outbound calls or the required number of outbound calls as per the MI (whichever is the lower), have been made by the dates specified in the Outbound Chase Plan.	Weekly	
SL2	Physical security and information assurance	Where a Security Incident (as defined in the Incident Management Plan) occurs, the relevant person(s) from the Authority are notified within two hours from the time at which the Supplier became aware, or ought reasonably to have become aware of the Security Incident.	Monthly	
SL3	Availability and performance of ICT systems, applications and data	Response times for users of the Supplier's websites and Systems and applications, are no slower than 0.5 second per page within user's own hosting environment (i.e. not including public networks)	Monthly	
		System Availability equal to or greater than 99.8%. The test environment must be Available to the Authority for a minimum of 95% of the time between the hours of 7am to 7pm Monday to Friday	Monthly	
SL4	Service Incidents	Where a Service Incident occurs, the Incident report is completed within the timescales and to the requirements	Monthly	

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		<p>set out in the Incident Management Plan.</p> <p>Services are restored within one Business Day of a Major disruption to Service.</p> <p>Notwithstanding the above, where a Service Incident occurs on the School and LA facing System, Marker System or Helpline the Supplier has Resolved the Service Incident within the set times below (otherwise known as the Fix Time):</p> <p>Where a Helpline Service Incident occurs, the Service Incident shall be Resolved within 2 hours, or the Authority is notified, and an alternative Fix Time is agreed between the Parties. Where an agreement to deviate from the Fix Times set out above is sought, the Authority must be made aware of the Service Incident immediately following identification of the Service Incident and any agreement must be confirmed in writing.</p> <p>Where an Service Incident occurs on any System, it should be reported within 2 hours and Resolved within 4 hours. Where the Service Incident cannot be Resolved within 4 hours the Authority must be notified immediately, and an alternative Fix Time is agreed between the Parties. Where an agreement to deviate from the Fix Times set out above is sought, any agreement must be confirmed in writing.</p>		
SL5	Provision of Management Information	<p>Management Information provided by the Supplier to the Authority as detailed in the Approved MI Catalogue on time, in the format required and must be accurate. During Peak Delivery, Management Information must also be provided in</p>	Monthly	

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		line with the Peak Reporting Schedule.		
SL6	Data	<p>All Data provided by the Supplier to the Authority as detailed in the Approved Data Catalogue, KS2 Assessment Data Output Specification, Statements of Requirements and Operational Delivery Plan:</p> <ol style="list-style-type: none"> 1. Has been through the appropriate quality assurance checks as documented in the Approved Data Quality Assurance Strategy and Plan, and/or other agreed quality assurance processes 2. Is available as per the agreed/Approved timetable 3. Is in the format required, including date and time stamped 4. Must contain Accurate, Complete, Valid, Unique, Consistent and Timely Data. <p>Unless otherwise specified, if Data doesn't meet the above and/or contains issues with regards point 4, it must be communicated to the Authority at point of delivery or within 4 hours of being found. Any issues that prevent points 1 to 4 above must be investigated within 24 hours of detection and communicated to the Authority to agree a time for resolution.</p> <p>The expectation is that any defect relating to point 3 and/or 4 above will be resolved within 24 hours unless otherwise agreed.</p>	Monthly	
SL7	Data breaches	<p>In any Test Cycle the number of Personal Data Breaches that were non-reportable to the ICO shall not exceed 6.</p> <p>In any Test Cycle the number of Personal Data Breaches that were</p>	End of each Test Cycle	

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		reportable to the ICO shall not exceed zero.		
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2 Subsidiary Performance Indicators

No.	Subsidiary Performance Indicator Title	Definition	Frequency of Measurement	Publishable Performance Information
PI – KM1	Test Cycle Mobilisation	<ul style="list-style-type: none"> Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestone have been implemented Resourced Implementation Plan is Approved no later than 30th June in any given Test Cycle, including assurance that the Supplier has enough resource to cover mobilisation alongside the live Test Cycle. Early Deliverables are completed in line with planned deadlines. Supplier assurance documentation in place by the dates specified in the Implementation Plan. Security assurance documentation and ITHC completed by the dates specified in the Implementation Plan and any necessary remediation activities have been completed within the timescales set out in Schedule 5 (<i>Security Management</i>). 	In line with the dates specified in the Operational Delivery Plan	
PI – KM2	Completion of Pupil Registration	<ul style="list-style-type: none"> Item level file formats are updated to reflect the structure of the assessments for the current Test Cycle. Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestone have been implemented. Outbound chase activity (including release of reminders) completed in line with the Approved outbound chase plan. System goes live on the date specified (Key Dates) and is available for the duration of Pupil Registration window. Census data loaded as per agreed business rules and Pupil Load Report received. 	In line with the dates specified in the Operational Delivery Plan	

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		<ul style="list-style-type: none"> End to end data dry run has been completed and all high or medium defects are resolved. 		
PI – KM3	Readiness for Marking	<ul style="list-style-type: none"> Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented. Contracts have been accepted by all role types as per the MCM on the dates specified for completion of this activity in the Operational Delivery Plan. Marker Recruitment System is available and performing line with requirements on the dates specified (Key Dates) and is available for the duration of the marker recruitment period. 	In line with the dates specified in the Operational Delivery Plan	
PI – KM4	Completion of Marker Training	<ul style="list-style-type: none"> Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented Completion of all training events on the days specified in the Operational Delivery Plan. Marker training System (if applicable) is available and performing line with requirements on the dates specified for training. 	In line with the dates specified in the Operational Delivery Plan	
PI – KM5	Completion of Delivery of NCAs to Schools	<ul style="list-style-type: none"> Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented production proofs for all Test Materials Approved by the Authority on the dates specified in the Operational Delivery Plan. PIMS (or equivalent) updated using school census data and test orders data and communicated with supply chain. Final PLSP Approved by STA on time, as per the date specified in the ODP. All schools that have registered Pupils to sit the test have received their Test Materials on the nominated delivery week as per the ARA 	In line with the dates specified in the Operational Delivery Plan	
PI – KM6	Completion of Marking and	<ul style="list-style-type: none"> Readiness session completed to the satisfaction of the Authority. 	In line with the dates	

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	delivery of Accurate KS2 Assessment Data Outputs	<ul style="list-style-type: none"> Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented. Rolled Back Marking is as per the Marking Quality Plan. Supplier has met 20%, 40%, 80% and 99.9% completion rates on the dates specified in the scanning model / Operational Delivery Plan. Supplier has met the collection profile at the end of test week and end of Timetable Variations week. Where collections have not been completed in line with the profile, the Supplier has explained the reasons for this to the Authority's satisfaction. Exceptions should be investigated and resolved in accordance with the Exceptions Handling Plan and the data made available as per data requirement 7.1.23. 	specified in the Operational Delivery Plan	
PI – KM7	Provision of results data and return of test Scripts	<ul style="list-style-type: none"> Readiness session completed to the satisfaction of the Authority, including details of Quality assurance completed during the test cycle, to show that test results and test script images are going to be presented accurately on the system. Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented. Exceptions should be investigated and resolved in accordance with the Exceptions Handling Plan and the data made available as per data requirement 7.1.23. The following interventions/changes applied to the KS2 Assessment Data Outcomes by the date as specified in the Operation Delivery Plan: <ol style="list-style-type: none"> Special Considerations Compensatory Marks Scaled scores 	In line with the dates specified in the Operational Delivery Plan	
PI – KM8	Readiness for Review Marking	<ul style="list-style-type: none"> Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented. 	In line with the dates specified in	

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		<ul style="list-style-type: none"> Contracts have been accepted by all role types as per the MCM on the dates specified for completion of this activity in the Operational Delivery Plan. Successful completion of all training events on the days specified in the Operational Delivery Plan. Review Marker Recruitment System is available and performing in line with requirements on the dates specified and is available for the duration of the review marker recruitment period. Marker training System (if applicable) is available and performing line with requirements on the dates specified for training. 	the Operational Delivery Plan	
PI – KM9	Completion of reviews and Provision of Data feeds to the Authority	<ul style="list-style-type: none"> Readiness session completed to the satisfaction of the Authority, including details of Quality assurance completed during the test cycle, to show that review outcomes are going to be presented accurately on the system. Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented. Rolled back marking is as per the Marking Quality Plan. System is available and performing line with requirements on the dates specified (Key Dates) and is available for the duration of the Review Marking applications window. 	In line with the dates specified in the Operational Delivery Plan	
PI – KM10	Completion of Data feeds and closure of Test Cycle	<ul style="list-style-type: none"> Changes required as a result of agreed lessons from the previous Test Cycle that link to this Key Milestones have been implemented All EPRs have been Approved by the dates specified in the Operational Delivery Plan. 	In line with the dates specified in the Operational Delivery Plan	
PI - 11	User experience – User satisfaction	A user satisfaction score of at least 50% is achieved in response to the end of Test Cycle survey for the first Test Cycle. A year-on-year increase is achieved for each Test Cycle thereafter.	Annually	

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PI-12	User experience - complaints	No more than 28 complaints are received by NCA Helpline during the first Test Cycle (excluding those related to policy) and the number of complaints must reduce year on year thereafter.	Annually	
PI - 13	Environmental Impact	Emissions embedded in the sourcing and production of the paper and cardboard in the first two test cycles is no greater than 661,550 kg CO ₂ e, with a reduction expected by the third year. The reduced CO ₂ e shall be maintained for the remainder of the Term.	Annually	Y

SCHEDULE 3 (PERFORMANCE LEVELS)

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Part B: Definitions

1 AVAILABLE

- 1.1 The IT Environment and/or the Services shall be Available when:
- 1.1.1 End Users are able to access and utilise all the functions of the Supplier System and/or the Services; and
 - 1.1.2 the Supplier System is able to process the Authority Data and to provide any required reports within the timescales set out in the Services Description (as measured on a 24 x 7 basis); and
 - 1.1.3 all Performance Indicators other than Service Availability are above the KPI Service Threshold.

2 SERVICE AVAILABILITY

- 2.1 Service Availability shall be measured as a percentage of the total time in a Service Period, in accordance with the following formula:

$$\text{Service Availability \%} = \frac{(MP - SD) \times 100}{MP}$$

where:

- MP = total number of minutes, excluding Permitted Maintenance, within the relevant Service Period; and
- SD = total number of minutes of Service Downtime, excluding Permitted Maintenance, in the relevant Service Period.

- 2.2 When calculating Service Availability in accordance with this Paragraph 2:
- 2.2.1 Service Downtime arising due to Permitted Maintenance that is carried out by the Supplier in accordance with Clause 9.4 (*Maintenance*) shall be subtracted from the total number of hours in the relevant Service Period; and
 - 2.2.2 Service Credits shall accrue if:
 - (a) any Service Downtime occurs as a result of Emergency Maintenance undertaken by the Supplier; or
 - (b) where maintenance undertaken by the Supplier is completed inside standard working hours (to be agreed with the Authority) in any Service Period.

3 RESPONSE TIMES

- 3.1 The “**System Response Time**” is the round trip time taken to process a message or request of the IT Environment and/or the Services, and shall be measured from the moment the last packet of data which relates to a particular message is received at the external interface of the IT Environment until a response is generated and the first block of data leaves the external

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interface (including, for the avoidance of doubt, the time taken for any necessary processing).

- 3.2 The Supplier System Response Time shall be the average System Response Time measured over the course of a Service Period.

4 NOT USED

5 FIX TIMES

- 5.1 The “**Fix Time**” of a Service Incident is the period from the time that the Service Incident has been reported to the Supplier to the point of its Resolution and “**Resolution**” or “Resolved” means in relation to a Service Incident either:

5.1.1 the root cause of the Service Incident has been removed and the Services are being provided in accordance with the Services Description and Service Levels; or

5.1.2 the Authority has been provided with a workaround in relation to the Service Incident deemed acceptable by the Authority.

- 5.2 Fix Times for Severity 3 Service Incidents, Severity 4 Service Incidents and Severity 5 Service Incidents shall be measured in Operational Hours.

Worked example: if the Operational Hours for a fault are 0800-1800, then the clock stops measuring Fix Time at 1800 in the evening and restarts at 0800 the following day).

- 5.3 Fix times for Severity 1 Service Incidents and Severity 2 Service Incidents shall be measured 24x7.

- 5.4 The Supplier shall measure Fix Times as part of its service management responsibilities and report periodically to the Authority on Fix Times as part of the Performance Monitoring Report.

- 5.5 For the purposes of this Paragraph 5, the following expressions shall have the meanings set opposite them below:

“**Operational Hours**” In relation to any Service, the hours for which that Service is to be operational as set out in Schedule 2 (*Services Description*);

“**Service Incident**” a reported occurrence of a failure to deliver any part of the Services in accordance with the Authority Requirements or the Performance Indicators;

“**Severity 1 Service Incident**” a Service Incident which, in the reasonable opinion of the Authority:

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- (a) constitutes a loss of the Service which prevents a large group of End Users from working;
- (b) has a critical impact on the activities of the Authority;
- (c) causes significant financial loss and/or disruption to the Authority; or
- (d) results in any material loss or corruption of Authority Data;

Non-exhaustive examples:

- a loss of power to a data centre causing failure of Services; or
- a failure of the Services to provide user authentication service;

“Severity 2 Service Incident”

a Service Incident which, in the reasonable opinion of the Authority has the potential to:

- (a) have a major (but not critical) adverse impact on the activities of the Authority and no workaround acceptable to the Authority is available;
- (b) have a major (but not critical) adverse impact on the activities of the Authority and no workaround acceptable to the Authority is available; or
- (c) cause a financial loss and/or disruption to the Authority which is more than trivial but less severe than the significant financial loss described in the definition of a Severity 1 Service Failure;

Non-exhaustive examples:

- corruption of organisational database tables; or
- loss of ability to update Authority Data.

“Severity 3 Service Incident”

a Service Incident which, in the reasonable opinion of the Authority has the potential to:

- (a) have a major adverse impact on the activities of the Authority which can be reduced to a moderate adverse impact due

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to the availability of a workaround acceptable to the Authority; or

- (b) have a moderate adverse impact on the activities of the Authority;

Non-exhaustive example:

- inability to access data for a class of customers;

“Severity 4 Service Incident”

a Service Incident which, in the reasonable opinion of the Authority has the potential to have a minor adverse impact on the provision of the Services to End Users

Non-exhaustive example:

- inability to access data for a single customer; and

“Severity 5 Service Incident”

a Service Incident comprising a flaw which is cosmetic and, as such, does not undermine the End User’s confidence in the information being displayed;

Non-exhaustive examples:

- spelling error; or
- misalignment of data on screen display.

6 SATISFACTION SURVEYS

6.1 In order to assess the level of performance of the Supplier, the Authority may undertake satisfaction surveys in respect of End Users or various groups of End Users (each such survey a “**Satisfaction Survey**”), the results of which may be reflected in the Balanced Scorecard Report. The subject matter of Satisfaction Surveys may include:

6.1.1 the assessment of the Supplier’s performance by the End Users against the agreed Key Performance Indicators and Subsidiary Performance Indicators; and/or

6.1.2 other suggestions for improvements to the Services.

6.2 The Authority shall reflect in the Balanced Scorecard Report any aspects of the Supplier’s performance of the Services which the responses to the Satisfaction Surveys reasonably suggest are not meeting the Services Description.

SCHEDULE 3 (PERFORMANCE LEVELS)

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7 VIRTUAL LIBRARY COMPLETENESS

- 7.1 The Virtual Library shall be complete where all of the information required under Schedule 24 (*Reports and Records Provisions*) (*Annex 3: Records To Upload To Virtual Library*) has been uploaded to the Virtual Library in accordance with Paragraph 3 of that Schedule.

SCHEDULE 4 (STANDARDS)
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Schedule 4 (Standards)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Standards Hub” the Government’s open and transparent standards adoption process as documented at <http://standards.data.gov.uk/>; and

“Suggested Challenge” a submission to suggest the adoption of new or emergent standards in the format specified on Standards Hub.

2 GENERAL

2.1 Throughout the term of this Contract, the Parties shall monitor and notify each other of any new or emergent standards which could affect the Supplier’s provision, or the Authority’s receipt, of the Services. Any changes to the Standards, including the adoption of any such new or emergent standard, shall be agreed in accordance with the Change Control Procedure.

2.2 Where a new or emergent standard is to be developed or introduced by the Authority, the Supplier shall be responsible for ensuring that the potential impact on the Supplier’s provision, or the Authority’s receipt, of the Services is explained to the Authority (in a reasonable timeframe), prior to the implementation of the new or emergent standard.

2.3 Where Standards referenced conflict with each other or with Good Industry Practice, then the later Standard or best practice shall be adopted by the Supplier. Any such alteration to any Standard(s) shall require the prior written agreement of the Authority and shall be implemented within an agreed timescale.

3 TECHNOLOGY AND DIGITAL SERVICES PRACTICE

3.1 The Supplier shall (when designing, implementing and delivering the Services) adopt the applicable elements of HM Government’s Technology Code of Practice as documented at <https://www.gov.uk/service-manual/technology/code-of-practice.html>.

4 OPEN DATA STANDARDS & STANDARDS HUB

4.1 The Supplier shall comply to the extent within its control with UK Government’s Open Standards Principles as documented at <https://www.gov.uk/government/publications/open-standards-principles/open-standards-principles>, as they relate to the specification of standards for software interoperability, data and document formats in the IT Environment.

4.2 Without prejudice to the generality of Paragraph 2.2, the Supplier shall, when implementing or updating a technical component or part of the Software or

SCHEDULE 4 (STANDARDS)

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Supplier Solution where there is a requirement under this Contract or opportunity to use a new or emergent standard, submit a Suggested Challenge compliant with the UK Government's Open Standards Principles (using the process detailed on Standards Hub and documented at <http://standards.data.gov.uk/>). Each Suggested Challenge submitted by the Supplier shall detail, subject to the security and confidentiality provisions in this Contract, an illustration of such requirement or opportunity within the IT Environment, Supplier Solution and Government's IT infrastructure and the suggested open standard.

- 4.3 The Supplier shall ensure that all documentation published on behalf of the Authority pursuant to this Contract is provided in a non-proprietary format (such as PDF or Open Document Format (ISO 26300 or equivalent)) as well as any native file format documentation in accordance with the obligation under Paragraph 4.1 to comply with the UK Government's Open Standards Principles, unless the Authority otherwise agrees in writing.

5 TECHNOLOGY ARCHITECTURE STANDARDS

- 5.1 The Supplier shall produce full and detailed technical architecture documentation for the Supplier Solution in accordance with Good Industry Practice. If documentation exists that complies with the Open Group Architecture Framework 9.2 or its equivalent, then this shall be deemed acceptable.

6 ACCESSIBLE DIGITAL STANDARDS

- 6.1 The Supplier shall comply with (or with equivalents to):
- 6.1.1 the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.1 Conformance Level AA; and
 - 6.1.2 ISO/IEC 13066-1: 2011 Information Technology – Interoperability with assistive technology (AT) – Part 1: Requirements and recommendations for interoperability.

7 SERVICE MANAGEMENT SOFTWARE & STANDARDS

- 7.1 Subject to Paragraphs 2 to 4 (inclusive), the Supplier shall reference relevant industry and HM Government standards and best practice guidelines in the management of the Services, including the following and/or their equivalents:
- 7.1.1 ITIL v4;
 - 7.1.2 ISO/IEC 20000-1 2018 "Information technology — Service management – Part 1";
 - 7.1.3 ISO/IEC 20000-2 2019 "Information technology — Service management – Part 2";
 - 7.1.4 ISO 10007: 2017 "Quality management systems – Guidelines for configuration management"; and

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- 7.1.5 ISO 22313:2020 “Security and resilience. Business continuity management systems. Guidance on the use of ISO 22301” and, ISO/IEC 27031:2011 and ISO 22301:2019.
- 7.2 For the purposes of management of the Services and delivery performance the Supplier shall make use of Software that complies with Good Industry Practice including availability, change, incident, knowledge, problem, release & deployment, request fulfilment, service asset and configuration, service catalogue, service level and service portfolio management. If such Software has been assessed under the ITIL Software Scheme as being compliant to “Bronze Level”, then this shall be deemed acceptable.

8 SUSTAINABILITY

- 8.1 The Supplier shall comply with the sustainability requirements set out in the Annex to this Schedule.

9 HARDWARE SAFETY STANDARDS

- 9.1 The Supplier shall comply with those BS or other standards relevant to the provision of the Services, including the following or their equivalents:
 - 9.1.1 any new hardware required for the delivery of the Services (including printers), shall conform to BS EN IEC 62368-1:2020+A11:2020 or subsequent replacements. In considering where to site any such hardware, the Supplier shall consider the future working user environment and shall position the hardware sympathetically, wherever possible;
 - 9.1.2 any new audio, video and similar electronic apparatus required for the delivery of the Services, shall conform to the following standard: BS EN IEC 62368-1:2020+A11:2020 or any subsequent replacements;
 - 9.1.3 any new laser printers or scanners using lasers, required for the delivery of the Services, shall conform to either of the following safety Standards: BS EN 60825-1:2014 or any subsequent replacements; and
 - 9.1.4 any new apparatus for connection to any telecommunication network, and required for the delivery of the Services, shall conform to the following safety Standard: BS EN 62949:2017 or any subsequent replacements.
- 9.2 Where required to do so as part of the Services, the Supplier shall perform electrical safety checks in relation to all equipment supplied under this Contract in accordance with the relevant health and safety regulations.

Annex 1: Sustainability

1 DEFINITIONS

1.1 In this Annex, the following definitions shall apply:

“Permitted Item”	means those items which are permissible under this Contract to the extent set out in Table B of this Annex
“Prohibited Items”	means those items which are not permissible under this Contract as set out at Table A of this Annex
“Sustainability Reports”	written reports to be completed by the Supplier containing the information outlined in Table C of this Annex
“Waste Hierarchy”	means prioritisation of waste management in the following order of preference as set out in the Waste (England and Wales) Regulation 2011: (a) Prevention; (b) Preparing for re-use; (c) Recycling; (d) Other Recovery; and (e) Disposal.

2 PUBLIC SECTOR EQUALITY DUTY

2.1 In addition to legal obligations, where the Supplier is providing a Service to which the Public Sector Equality duty applies, the Supplier shall support the Authority in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010 by ensuring that it fulfils its obligations under the Contract in a way that seeks to:

2.1.1 eliminate discrimination, harassment or victimisation and any other conduct prohibited by the Equality Act 2010; and

2.1.2 advance:

- (a) equality of opportunity; and
- (b) good relations,

between those with a protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) and those who do not share it.

2.2 The Supplier shall ensure that it fulfils its obligations under the Contract in a way that does not discriminate against individuals because of socio-economic

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background, working pattern or having parental or other caring responsibilities.

3 ENVIRONMENTAL REQUIREMENTS

- 3.1 The Supplier must perform its obligations meeting in all material respects the requirements of all applicable Laws Contract regarding the environment.
- 3.2 The Supplier warrants that it has obtained relevant Environment Management System (EMS) certified to ISO 14001 or an equivalent certification from a UKAS accredited body and shall comply with and maintain certification requirements throughout the Term.
- 3.3 In performing its obligations under the Contract the Supplier shall, where applicable to the Contract, to the reasonable satisfaction of the Authority:
- 3.3.1 demonstrate low carbon resource efficiency, including minimising the use of resources and responding promptly to the Authority's reasonable questions;
 - 3.3.2 prioritise waste management in accordance with the Waste Hierarchy as set out in Law;
 - 3.3.3 be responsible for ensuring that any waste generated by the Supplier and sent for recycling, disposal or other recovery as a consequence of this Contract is taken by a licensed waste carrier to an authorised site for treatment or disposal and that the disposal or treatment of waste complies with the law;
 - 3.3.4 ensure that it and any third parties used to undertake recycling disposal or other recovery as a consequence of this Contract do so in a legally compliant way, and can demonstrate that reasonable checks are undertaken to ensure this on a regular basis and provide relevant data and evidence of recycling, recovery and disposal;
 - 3.3.5 in circumstances that a permit, licence or exemption to carry or send waste generated under this Contract is revoked, the Supplier shall cease to carry or send waste or allow waste to be carried by any Subcontractor until authorisation is obtained from the Environment Agency; minimise the release of greenhouse gases (including carbon dioxide emissions), air pollutants, volatile organic compounds and other substances damaging to health and the environment; and
 - 3.3.6 reduce and minimise carbon emissions by taking into account factors including, but not limited to, the locations from which materials are sourced, the transport of materials, the locations from which the work force are recruited and emissions from offices and on-site equipment.
- 3.4 In performing its obligations under the Contract, the Supplier shall to the reasonable satisfaction of the Authority (where the anticipated Charges in any

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Contract Year are above £5 million per annum (excluding VAT)), where related to and proportionate to the contract in accordance with PPN 06/21), publish and maintain a credible Carbon Reduction Plan in accordance with PPN 06/21.

- 3.5 The Supplier shall not provide to the Authority Goods or Deliverables which comprise wholly or partly of Prohibited Items unless such item is a Permitted Item.
- 3.6 The Supplier shall not use anything which comprises wholly or partly of the Prohibited Items to provide the Services under this Contract unless:
- 3.6.1 it is a Permitted Item; or
- 3.6.2 the use is primarily related to the management of the Supplier's own facilities or internal operations as opposed to the provision of Services.
- 3.7 The Supplier must have a documented management system and controls in place to manage the environmental impacts of delivering the Services.
- 3.8 The Supplier shall ensure that any Services are designed, sourced and delivered in a manner which is environmentally and socially responsible.
- 3.9 In performing its obligations under the Contract, the Supplier shall to the reasonable satisfaction of the Authority:
- 3.9.1 minimise the consumption of resources and use them efficiently (including water and energy), working towards a circular economy including designing out waste and non-renewable resources, using re-use and closed loop systems;
- 3.9.2 demonstrate protection of the environment including understanding and reduction of biosecurity risks (which include risks to plant and tree health from harmful pests and diseases), and reducing and eliminating hazardous/harmful substances to the environment and preventing pollution;
- 3.9.3 achieve continuous improvement in environmental (and social) performance.
- 3.10 The Supplier shall meet the applicable Government Buying Standards applicable to Services which can be found online at:
- <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>.
- 4 SUPPLIER CODE OF CONDUCT**
- 4.1 In February 2019, HM Government published a Supplier Code of Conduct setting out the standards and behaviours expected of suppliers who work with government which can be found online at:

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf

The Authority expects to meet, and expects its suppliers and subcontractors to meet, the standards set out in that Code.

5 REPORTING REQUIREMENTS

5.1 The Supplier shall comply with reasonable requests by the Authority for information evidencing compliance:

5.1.1 with Paragraphs 2.1, 3.1 to 3.6, and 4 of this Annex within fourteen (14) days of such request; and

5.1.2 With Paragraphs 2.2, and 3.7 to 3.10 of this Annex within thirty (30) days of such request.

Provided that such requests are limited to [two] per Contract Year.

5.2 The Supplier shall complete the Sustainability Report in relation its provision of the Services under this Contract and provide the Sustainability Report to the Authority on the date and frequency outlined in Table C of this Annex.

Table A – Prohibited Items

The following consumer single use plastics are Prohibited Items:	Catering <ul style="list-style-type: none">a. Single use sachets e.g. coffee pods, sauce sachets, milk sachetsb. Take away cutleryc. Take away boxes and platesd. Cups made wholly or partially of plastice. Strawsf. Stirrersg. Water bottles
	Facilities <ul style="list-style-type: none">a. Single use containers e.g. hand soap, cleaning productsb. Wipes containing plastic
	Office Supplies <ul style="list-style-type: none">a. Plastic envelopesb. Plastic wrapping for brochuresc. Paper or card which is bleached with chlorine
	Packaging

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	<ul style="list-style-type: none">a. Single use plastic packaging from deliveries where avoidable e.g. shrink wrapped packaging from office supplier or facilities products.b. Single use carrier bags
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Table B – Sustainability Reports

Sustainability Report Name	Content of Report	Frequency of Report
Sustainability - General	As proportionate and relevant to the Contract, the key sustainability impacts identified; the sustainability improvements planned or delivered; and the risks to the Services of climate change, including mitigation, adaptation and continuity plans employed by the Supplier in response to those risks.	On the anniversary of the Effective Date
Greenhouse Gas Emissions	<p>Detail the Scope 1 and Scope 2 GHG emissions associated with the delivery of the contract.</p> <p>Scope 3 emissions to be reported as required (Optional)</p> <p>Emissions reporting should be in accordance with established best practice and internationally accepted standards.</p> <p>Greenhouse gas reporting from emissions sources (Scope 1, Scope 2 and Scope 3), and specific activities as requested by the Authority. This may include activities such as transportation, energy use and waste disposal.</p>	On the anniversary of the Effective Date

Schedule 5 (*Security Management*)

Part A: Security Assurance

1 DEFINITIONS

1.1 In this Schedule:

“Anti-Malicious Software”	means software that scans for and identifies possible Malicious Software in the IT Environment;
“Breach of Security”	(a) an event that results, or could result, in: (b) any unauthorised access to or use of the Authority Data, the Services and/or the Information Management System; and/or (c) the loss, corruption and/or unauthorised disclosure of any information or data (including the Confidential Information and the Authority Data), including any copies of such information or data, used by the Authority and/or the Supplier in connection with this Contract;
“Certification Requirements”	means the information security requirements set out in Paragraph 5;
“CHECK Service Provider”	means a company which has been certified by the National Cyber Security Centre, holds "Green Light" status and is authorised to provide the IT Health Check services required by Paragraph 6.1;
“CREST Service Provider”	means a company with a SOC Accreditation from CREST International;
“Higher Risk Sub-contractor”	means a Sub-contractor that Processes Authority Data, where that data includes either: (a) the Personal Data of 1000 or more individuals in aggregate during the period between the first Operational Service Commencement Date and the date on which this Contract terminates in accordance with Clause 4.1(b); or (b) any part of that data includes any of the following:

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- (i) financial information (including any tax and/or welfare information) relating to any person;
- (ii) any information relating to actual or alleged criminal offences (including criminal records);
- (iii) any information relating to children and/or vulnerable persons;
- (iv) any information relating to social care;
- (v) any information relating to a person's current or past employment;
- (vi) Special Category Personal Data;
- (vii) Has access to sensitive National Curriculum Assessments Materials which shall be deemed as sensitive as either a) by the Authority in its sole discretion expressly or by implication prior to the completion of the test administration window or, b) completed test scripts containing Pupil Personal Data;
- (viii) the Authority in its discretion, designates a Sub-contractor as a Higher Risk Sub-Contractor in any procurement document related to this Contract; or
- (ix) the Authority considers in its discretion, that any actual or potential Processing carried out by the Sub-contractor is high risk

“Cyber Essentials”	means the Cyber Essentials certificate issued under the Cyber Essentials Scheme;
“Cyber Essentials Plus”	means the Cyber Essentials Plus certificate issued under the Cyber Essentials Scheme;
“Cyber Essentials Scheme”	means the Cyber Essentials scheme operated by the National Cyber Security Centre;
“Incident Management Process”	means the process which the Supplier shall implement immediately after it becomes aware of a Breach of Security which is intended to restore

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	normal operations as quickly as possible, minimising any adverse impact on the Authority Data, the Authority, the Services and/or users of the Services and which shall be prepared by the Supplier in accordance with Paragraph 3 using the template set out in Annex 3;
“Information Assurance Assessment”	means the set of policies, procedures, systems and processes which the Supplier shall implement, maintain and update in accordance with Paragraph 3 in order to manage, mitigate and, where possible, avoid information security risks including cyber-attacks, hacks, data leaks, Personal Data Breaches and/or theft and which shall be prepared by the Supplier using the template set out in Annex 3;
“Information Management System”	means <ul style="list-style-type: none">(a) those parts of the Supplier System, and those of the Sites, that the Supplier or its Sub-contractors will use to provide the parts of the Services that require Processing Authority Data; and(b) the associated information assets and systems (including organisational structure, controls, policies, practices, procedures, processes and resources);
“Information Security Approval Statement”	means a notice issued by the Authority which sets out the information risks which the Supplier has identified as being associated with using the Information Management System and confirms that: <ul style="list-style-type: none">(a) the Authority is satisfied that the identified risks have been adequately and appropriately addressed;(b) the Authority has accepted the residual risks; and(c) the Supplier may use the Information Management System to Process Authority Data;
ISO/IEC 27001 (at least ISO/IEC 27001:2013)	shall mean:

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	(a) between the Effective Date and 30 October 2025, ISO 27001:2013; and
	(b) from October 31 2025 until termination or expiry of this Agreement, ISO 27001:2022;
“IT Health Check”	has the meaning given in Paragraph 7.1.1;
“Medium Risk Sub-contractor”	means a Sub-contractor that Processes Authority Data where that data; (a) includes the Personal Data of between 100 and 99 individuals (inclusive) in the period between the first Operational Service Commencement Date and the date on which this Contract terminates in accordance with Clause 4.1(b); and (b) does not include Special Category Data;
“Process”	means any operation which is performed on data, whether or not by automated means, including collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
“Remediation Action Plan”	has the meaning given in Paragraph 7.3.3(a);
“Required Changes Register”	mean the register within the Security Management Plan which is to be maintained and updated by the Supplier and which shall record each of the changes that the Supplier shall make to the Information Management System and/or the Security Management Plan as a consequence of the occurrence of any of the events set out in Paragraph 4.2 together with the date by which such change shall be implemented and the date on which such change was implemented;
“Risk Register”	is the risk register within the Information Assurance Assessment which is to be prepared and submitted to the Authority for approval in accordance with Paragraph 3;
“Security Management Plan”	means the document prepared by the Supplier using the template in Annex 3, comprising:

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- (a) the Information Assurance Assessment;
- (b) the Required Changes Register; and
- (c) the Incident Management Process;

Special Category Personal Data

means the categories of Personal Data set out in article 9(1) of the UK GDPR;

2 INTRODUCTION

2.1 Part A of this Schedule sets out:

- 2.1.1 the arrangements the Supplier must implement before, and comply with when, providing the Services and performing its other obligations under this Contract to ensure the security of the Authority Data and the Information Management System;
- 2.1.2 the Certification Requirements applicable to the Supplier and each of those Sub-contractors which Processes Authority Data;
- 2.1.3 the security requirements in Annex 1, with which the Supplier must comply;
- 2.1.4 the tests which the Supplier shall conduct on the Information Management System during the Term; and
- 2.1.5 the Supplier's obligations to:
 - (a) return or destroy Authority Data on the expiry or earlier termination of this Contract; and
 - (b) prevent the introduction of Malicious Software into the Supplier System and to scan for, contain the spread of, and minimise the impact of Malicious Software which is introduced into the Supplier System in Paragraph 8; and
 - (c) report Breaches of Security to the Authority.

3 PRINCIPLES OF SECURITY

3.1 The Supplier acknowledges that the Authority places great emphasis on the confidentiality, integrity and availability of the Authority Data and, consequently on the security of:

- 3.1.1 the Sites;
- 3.1.2 the IT Environment;
- 3.1.3 the Information Management System; and
- 3.1.4 the Services.

3.2 Notwithstanding the involvement of the Authority in assessing the arrangements which the Supplier implements to ensure the security of the

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Authority Data and the Information Management System, the Supplier shall be, and shall remain, responsible for:

- 3.2.1 the security, confidentiality, integrity and availability of the Authority Data whilst that Authority Data is under the control of the Supplier or any of its Sub-contractors; and
 - 3.2.2 the security of the Information Management System.
- 3.3 The Supplier shall:
- 3.3.1 comply with the security requirements in Annex 1; and
 - 3.3.2 ensure that each Sub-contractor that Processes Authority Data complies with the Sub-contractor Security Requirements.
- 3.4 The Supplier shall provide the Authority with access to Supplier Personnel responsible for information assurance to facilitate the Authority's assessment of the Supplier's compliance with its obligations set out in this Schedule at reasonable times on reasonable notice.

4 INFORMATION SECURITY APPROVAL STATEMENT

- 4.1 The Supplier must ensure that its Implementation Plan sets out in sufficient detail how it will ensure compliance with the requirements of this Schedule, including any requirements imposed on Sub-contractors by Annex 2, from the first Operational Services Commencement Date.
- 4.2 The Supplier may not use the Information Management System to Process Authority Data unless and until:
- 4.2.1 the Supplier has procured the conduct of an IT Health Check of the Supplier System by a CHECK Service Provider or a CREST Service Provider in accordance with Paragraph 7.1; and
 - 4.2.2 the Authority has issued the Supplier with an Information Security Approval Statement in accordance with the process set out in this Paragraph 3.
- 4.3 The Supplier shall document in the Security Management Plan how the Supplier and its Sub-contractors shall comply with the requirements set out in this Schedule and the Contract in order to ensure the security of the Authority Data and the Information Management System.
- 4.4 The Supplier shall prepare and submit to the Authority within 20 Working Days of the date of this Contract, the Security Management Plan, which comprises:
- 4.4.1 an Information Assurance Assessment;
 - 4.4.2 the Required Changes Register; and
 - 4.4.3 the Incident Management Process.

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- 4.5 The Authority shall review the Supplier's proposed Security Management Plan as soon as possible and, in any event within 20 Working Days of receipt and shall either issue the Supplier with:
- 4.5.1 an Information Security Approval Statement, which shall confirm that the Supplier may use the Information Management System to Process Authority Data; or
 - 4.5.2 a rejection notice, which shall set out the Authority's reasons for rejecting the Security Management Plan.
- 4.6 If the Authority rejects the Supplier's proposed Security Management Plan, the Supplier shall take the Authority's reasons into account in the preparation of a revised Security Management Plan, which the Supplier shall submit to the Authority for review within 10 Working Days or such other timescale as agreed with the Authority.
- 4.7 The Authority may require, and the Supplier shall provide the Authority and its authorised representatives with:
- 4.7.1 access to the Supplier Personnel;
 - 4.7.2 access to the Information Management System to audit the Supplier and its Sub-contractors' compliance with this Contract; and
 - 4.7.3 such other information and/or documentation that the Authority or its authorised representatives may reasonably require,

to assist the Authority to establish whether the arrangements which the Supplier and its Sub-contractors have implemented in order to ensure the security of the Authority Data and the Information Management System are consistent with the representations in the Security Management Plan. The Supplier shall provide the access required by the Authority in accordance with this Paragraph within 10 Working Days of receipt of such request, except in the case of a Breach of Security in which case the Supplier shall provide the Authority with the access that it requires within 24 hours of receipt of such request.

5 COMPLIANCE REVIEWS

- 5.1 The Supplier shall regularly review and update the Security Management Plan, and provide such to the Authority, at least once each year and as required by this Paragraph.
- 5.2 The Supplier shall notify the Authority within 2 Working Days after becoming aware of:
- 5.2.1 a significant change to the components or architecture of the Information Management System;
 - 5.2.2 a new risk to the components or architecture of the Information Management System;

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- 5.2.3 a vulnerability to the components or architecture of the Service which is classified 'Medium', 'High', 'Critical' or 'Important' in accordance with the classification methodology set out in Paragraph 9.2 of Annex 1 to this Schedule;
 - 5.2.4 a change in the threat profile;
 - 5.2.5 a significant change to any risk component;
 - 5.2.6 a significant change in the quantity of Personal Data held within the Service;
 - 5.2.7 a proposal to change any of the Sites from which any part of the Services are provided; and/or
 - 5.2.8 an ISO/IEC 27001 (at least ISO/IEC 27001:2013) audit report produced in connection with the Certification Requirements indicates significant concerns.
- 5.3 Within 10 Working Days of such notifying the Authority or such other timescale as may be agreed with the Authority, the Supplier shall make the necessary changes to the Required Changes Register and submit the updated Required Changes Register the Authority for review and approval.
- 5.4 Where the Supplier is required to implement a change, including any change to the Information Management System, the Supplier shall effect such change at its own cost and expense.

6 CERTIFICATION REQUIREMENTS

- 6.1 The Supplier shall be certified as compliant with:
- 6.1.1 ISO/IEC 27001 (at least ISO/IEC 27001:2013) by a UK Accreditation Service-approved certification body or is included within the scope of an existing certification of compliance with ISO/IEC 27001 (at least ISO/IEC 27001:2013); and
 - 6.1.2 Cyber Essentials PLUS,
- and shall provide the Authority with a copy of each such certificate of compliance before the Supplier shall be permitted to receive, store or Process Authority Data.
- 6.2 The Supplier shall ensure that each Higher Risk Sub-contractor is certified as compliant with either:
- 6.2.1 ISO/IEC 27001 (at least ISO/IEC 27001:2013) by a UK Accreditation Service-approved certification body or is included within the scope of an existing certification of compliance with ISO/IEC 27001 (at least ISO/IEC 27001:2013); or
 - 6.2.2 Cyber Essentials PLUS,

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and shall provide the Authority with a copy of each such certificate of compliance before the Higher-Risk Sub-contractor shall be permitted to receive, store or Process Authority Data.

6.3 The Supplier shall ensure that each Medium Risk Sub-contractor is certified compliant with Cyber Essentials.

6.4 The Supplier shall ensure that the Supplier and each Sub-contractor who is responsible for the secure destruction of Authority Data:

6.4.1 securely destroys Authority Data only on Sites which are included within the scope of an existing certification of compliance with ISO/IEC 27001 (at least ISO/IEC 27001:2013);

6.4.2 should satisfy the Authority that their data destruction/deletion practices comply with UK GDPR requirements and follows all relevant NCSC guidance; and

6.4.3 must maintain an asset register of all Authority supplied information, data and equipment to ensure Authority assets are returned and/or deleted.

6.5 The Supplier shall provide the Authority with evidence of its and its Sub-contractor's compliance with the requirements set out in this Paragraph 5 before the Supplier or the relevant Sub-contractor (as applicable) may carry out the secure destruction of any Authority Data.

6.6 The Supplier shall notify the Authority as soon as reasonably practicable and, in any event within 2 Working Days, if the Supplier or any Sub-contractor ceases to be compliant with the Certification Requirements and, on request from the Authority, shall or shall procure that the relevant Sub-contractor shall:

6.6.1 immediately ceases using the Authority Data; and

6.6.2 procure that the relevant Sub-contractor promptly returns, destroys and/or erases the Authority Data in accordance with the requirements set out in this Paragraph.

6.7 The Authority may agree to exempt, in whole or part, the Supplier or any Sub-contractor from the requirements of this Paragraph 5. Any exemption must be in writing to be effective. The Supplier must include the exemption in the Security Management Plan.

7 SECURITY TESTING

7.1 The Supplier shall, at its own cost and expense procure and conduct:

7.1.1 testing of the Information Management System by a CHECK Service Provider or a CREST Service Provider ("**IT Health Check**"); and

7.1.2 such other security tests as may be required by the Authority,

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7.2 The Supplier shall:

7.2.1 complete all of the above security tests before:

- (a) the Supplier submits the Security Management Plan to the Authority for review in accordance with Paragraph 3; and
- (b) before the Supplier is given permission by the Authority to Process or manage any Authority Data; and
- (c) repeat the IT Health Check not less than once every 12 months during the Term and submit the results of each such test to the Authority for review in accordance with this Paragraph.

7.3 In relation to each IT Health Check, the Supplier shall:

7.3.1 agree with the Authority the aim and scope of the IT Health Check;

7.3.2 promptly, and no later than ten (10) Working Days, following the receipt of each IT Health Check report, provide the Authority with a copy of the full report;

7.3.3 in the event that the IT Health Check report identifies any vulnerabilities, the Supplier shall:

(a) prepare a remedial plan for approval by the Authority (each a "**Remediation Action Plan**") which sets out in respect of each vulnerability identified in the IT Health Check report:

(i) how the vulnerability will be remedied;

(ii) unless otherwise agreed in writing between the Parties, the date by which the vulnerability will be remedied, which must be:

(A) within three months of the date the Supplier received the IT Health Check report in the case of any vulnerability categorised with a severity of "medium";

(B) within one month of the date the Supplier received the IT Health Check report in the case of any vulnerability categorised with a severity of "high"; and

(C) within 7 Working Days of the date the Supplier received the IT Health Check report in the case of any vulnerability categorised with a severity of "critical";

(D) within timescales as agreed with the Authority, or at least annually from the last IT Health Check, for any vulnerability categorised with a severity of "low", "very low" and "informational"; the tests which the Supplier shall perform or procure to be performed (which may, at the

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discretion of the Authority, include a further IT Health Check) to confirm that the vulnerability has been remedied;

comply with the Remediation Action Plan; and

conduct such further tests on the Service as are required by the Remediation Action Plan to confirm that the Remediation Action Plan has been complied with.

- (ii) The Supplier shall ensure that any testing which could adversely affect the Supplier System shall be designed and implemented by the Supplier so as to minimise the impact on the delivery of the Services and the date, timing, content and conduct of such tests shall be agreed in advance with the Authority.
- (iii) If any testing conducted by or on behalf of the Supplier identifies a new risk, new threat, vulnerability or exploitation technique that has the potential to affect the security of the Information Management System, the Supplier shall within 2 Working Days of becoming aware of such risk, threat, vulnerability or exploitation technique provide the Authority with a copy of the test report and:
 - (1) propose interim mitigation measures to vulnerabilities in the Information Management System known to be exploitable where a security patch is not immediately available; and
 - (2) where and to the extent applicable, remove or disable any extraneous interfaces, services or capabilities that are not needed for the provision of the Services (in order to reduce the attack surface of the Supplier System) within the timescales set out in the test report or such other timescales as may be agreed with the Authority.
- (iv) The Supplier shall conduct such further tests of the Supplier System as may be required by the Authority from time to time to demonstrate compliance with its obligations set out this Schedule and the Contract.
- (v) The Supplier shall notify the Authority immediately if it fails to, or believes that it will not, mitigate the vulnerability within the timescales set out in Paragraph 7.3.

8 SECURITY MONITORING AND REPORTING

- (vi) The Supplier shall:
 - (1) monitor the delivery of assurance activities;
 - (2) maintain and update the Security Management Plan in accordance with Paragraph 4;
 - (3) agree a document which presents the residual security risks to inform the Authority's decision to give approval to the Supplier to Process and transit the Authority Data;
 - (4) monitor security risk impacting upon the operation of the Service;

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- (5) report Breaches of Security in accordance with the approved Incident Management Process;
- (6) agree with the Authority the frequency and nature of the security reports to be prepared and submitted by the Supplier to the Authority within 20 Working Days of Effective Date.

9 MALICIOUS SOFTWARE

- (vii) The Supplier shall install and maintain Anti-Malicious Software or procure that Anti-Malicious Software is installed and maintained on any part of the Information Management System which may Process Authority Data and ensure that such Anti-Malicious Software is configured to perform automatic software and definition updates as well as regular scans of the Information Management System to check for, prevent the introduction of Malicious Software or where Malicious Software has been introduced into the Information Management System, to identify, contain the spread of, and minimise the impact of Malicious Software.
- (viii) If Malicious Software is found, the parties shall cooperate to reduce the effect of the Malicious Software and, particularly if Malicious Software causes loss of operational efficiency or loss or corruption of Authority Data, assist each other to mitigate any Losses and to restore the Services to their desired operating efficiency.
- (ix) Any cost arising out of the actions of the parties taken in compliance with the provisions of Paragraph (c)(viii) shall be borne by the parties as follows:
 - (1) by the Supplier where the Malicious Software originates from:
 - the Supplier Software;
 - the Third Party Software supplied by the Supplier; or
 - the Authority Data whilst the Authority Data is or was under the control of the Supplier,
 - unless, in the case of the Authority Data only, the Supplier can demonstrate that such Malicious Software was present in the Authority Data and not quarantined or otherwise identified by the Authority when the Authority provided the Authority Data to the Supplier; and
 - (2) by the Authority, in any other circumstance.

10 BREACH OF SECURITY

- (x) If either party becomes aware of a Breach of Security it shall notify the other in accordance with the Incident Management Process.

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- (xi) The Incident Management Process shall, as a minimum, require the Supplier to do the following upon it becoming aware of a Breach of Security or attempted Breach of Security:
 - (1) Immediately take all reasonable steps necessary to:
 - minimise the extent of actual or potential harm caused by such Breach of Security;
 - remedy such Breach of Security to the extent possible;
 - apply a tested mitigation against any such Breach of Security; and
 - prevent a further Breach of Security in the future which exploits the same root cause failure;
 - (2) as soon as reasonably practicable and, in any event, within 2 Working Days, following the Breach of Security or attempted Breach of Security, provide to the Authority full details of the Breach of Security or attempted Breach of Security, including a root cause analysis where required by the Authority.
- (xii) In the event that any action is taken in response to a Breach of Security or attempted Breach of Security as a result of non-compliance by the Supplier, its Sub-contractors and/or all or any part of the Information Management System with this Contract, then such remedial action shall be completed at no additional cost to the Authority.

Annex 1: Security Requirements

1 Security Classification of Information

- 1.1 If the provision of the Services requires the Supplier to Process Authority Data which is classified as:
- 1.1.1 OFFICIAL-SENSITIVE, the Supplier shall implement such additional measures as agreed with the Authority from time to time in order to ensure that such information is safeguarded in accordance with the applicable Standards; and/or
 - 1.1.2 SECRET or TOP SECRET, the Supplier shall only do so where it has notified the Authority prior to receipt of such Authority Data and the Supplier shall implement additional measures as agreed with the Authority from time to time in order to ensure that such information is safeguarded in accordance with the applicable Standards.

2 End User Devices

- 2.1 The Supplier must manage, and must ensure that all Sub-contractors manage, all end-user devices used by the Supplier on which Authority Data is Processed in accordance the following requirements:
- 2.1.1 the operating system and any applications that Process or have access to Authority Data must be in current support by the vendor, or the relevant community in the case of Open Source operating systems or applications;
 - 2.1.2 users must authenticate before gaining access;
 - 2.1.3 all Authority Data must be encrypted using an encryption tool agreed to by the Authority;
 - 2.1.4 the end-user device must lock and require any user to re-authenticate after a period of time that is proportionate to the risk environment, during which the end-user device is inactive;
 - 2.1.5 the end-user device must be managed in a way that allows for the application of technical policies and controls over applications that have access to Authority Data;
 - 2.1.6 the Supplier or Sub-contractor, as applicable, can, without physical access to the end-user device, remove or make inaccessible all Authority Data on the device and prevent any user or group of users from accessing the device;
 - 2.1.7 all end-user devices are within in the scope of any current Cyber Essentials Plus certificate held by the Supplier, or any ISO/IEC 27001 (at least ISO/IEC 27001:2013) certification issued by a UKAS-approved certification body, where the scope of that certification includes the Services.

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- 2.2 The Supplier must comply, and ensure that all Sub-contractors comply, with the recommendations in NCSC Device Guidance, as updated, amended or replaced from time to time, as if those recommendations were incorporated as specific obligations under this Agreement.
- 2.3 Where there any conflict between the requirements of this Schedule 5 (*Security Management*) and the requirements of the NCSC Device Guidance, the requirements of this Schedule will take precedence.

3 Encryption

- 3.1 The Supplier must ensure, and must ensure that all Sub-contractors ensure, that Authority Data is encrypted:
 - 3.1.1 when stored at any time when no operation is being performed on it; and
 - 3.1.2 when transmitted.
- 3.2 Where the Supplier, or a Sub-contractor, cannot encrypt Authority Data the Supplier must:
 - 3.2.1 immediately inform the Authority of the subset or subsets of Authority Data it cannot encrypt and the circumstances in which and the reasons why it cannot do so;
 - 3.2.2 provide details of the protective measures the Supplier or Sub-contractor (as applicable) proposes to take to provide equivalent protection to the Authority as encryption; and
 - 3.2.3 provide the Authority with such information relating to the Authority Data concerned, the reasons why that Authority Data cannot be encrypted and the proposed protective measures as the Authority may require.
- 3.3 The Authority, the Supplier and, where the Authority requires, any relevant Sub-contractor shall meet to agree appropriate protective measures for the unencrypted Authority Data.
- 3.4 Where the Authority and Supplier reach agreement, the Supplier must update the Security Management Plan to include:
 - 3.4.1 the subset or subsets of Authority Data not encrypted and the circumstances in which that will occur; and
 - 3.4.2 the protective measure that the Supplier and/or Sub-contractor will put in place in respect of the unencrypted Authority Data.
- 3.5 Where the Authority and Supplier do not reach agreement within 40 Working Days of the date on which the Supplier first notified the Authority that it could not encrypt certain Authority Data, either party may refer the matter to be determined in accordance with the Dispute Resolution Procedure.

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4 Personnel Security

- 4.1 All Supplier Personnel shall be subject to a pre-employment check before they may participate in the provision and or management of the Services. Such pre-employment checks must include all pre-employment checks which are required by the HMG Baseline Personnel Security Standard including: verification of the individual's identity; verification of the individual's nationality and immigration status; and, verification of the individual's employment history; verification of the individual's criminal record.
- 4.2 The Authority and the Supplier shall review the roles and responsibilities of the Supplier Personnel who will be involved in the management and/or provision of the Services in order to enable the Authority to determine which roles require additional vetting and a specific national security vetting clearance (e.g. a Counter Terrorist Check; a Security Check). Roles which are likely to require additional vetting and a specific national security vetting clearance include system administrators whose role would provide those individuals with privileged access to IT systems which Process Authority Data or data which, if it were Authority Data, would be classified as OFFICIAL-SENSITIVE.
- 4.3 The Supplier shall not permit Supplier Personnel who fail the security checks required by Paragraphs 4.1 and 4.2 to be involved in the management and/or provision of the Services except where the Authority has expressly agreed in writing to the involvement of the named individual in the management and/or provision of the Services.
- 4.4 The Supplier shall ensure that Supplier Personnel are only granted such access to Authority Data as is necessary to enable the Supplier Personnel to perform their role and to fulfil their responsibilities.
- 4.5 The Supplier shall ensure that Supplier Personnel who no longer require access to the Authority Data (e.g. they cease to be employed by the Supplier or any of its Sub-contractors), have their rights to access the Authority Data revoked within 1 Working Day.
- 4.6 The Supplier shall ensure that Supplier Staff that have access to the Sites, the IT Environment or the Authority Data receive regular training on security awareness that reflects the degree of access those individuals have to the Sites, the IT Environment or the Authority Data.
- 4.7 The Supplier shall ensure that the training provided to Supplier Staff under Paragraph 4.6 includes training on the identification and reporting fraudulent communications intended to induce individuals to disclose Personal Data or any other information that could be used, including in combination with other Personal Data or information, or with other techniques, to facilitate unauthorised access to the Sites, the IT Environment or the Authority Data ("phishing").

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5 Identity, Authentication and Access Control

- 5.1 The Supplier shall operate an access control regime to ensure:
- 5.1.1 all users and administrators of the Supplier System are uniquely identified and authenticated when accessing or administering the Services; and
 - 5.1.2 all persons who access the Sites are identified and authenticated before they are allowed access to the Sites.
- 5.2 The Supplier shall apply the 'principle of least privilege' when allowing persons access to the Supplier System and Sites so that such persons are allowed access only to those parts of the Sites and the Supplier System they require.
- 5.3 The Supplier shall retain records of access to the Sites and to the Supplier System and shall make such record available to the Authority on request.

6 Data Destruction or Deletion

- 6.1 The Supplier shall:
- 6.1.1 prior to securely sanitising any Authority Data or when requested the Supplier shall provide the Government with all Authority Data in an agreed format provided it is secure and readable;
 - 6.1.2 have documented processes to ensure the availability of Authority Data in the event of the Supplier ceasing to trade;
 - 6.1.3 securely erase in a manner agreed with the Authority any or all Authority Data held by the Supplier when requested to do so by the Authority;
 - 6.1.4 securely destroy in a manner agreed with the Authority all media that has held Authority Data at the end of life of that media in accordance with any specific requirements in this Contract and, in the absence of any such requirements, as agreed by the Authority; and
 - 6.1.5 implement processes which address the CPNI and NCSC guidance on secure sanitisation.

7 Audit and Protective Monitoring

- 7.1 The Supplier shall collect audit records which relate to security events in the Information Management System or that would support the analysis of potential and actual compromises. In order to facilitate effective monitoring and forensic readiness such Supplier audit records should (as a minimum) include regular reports and alerts setting out details of access by users of the Information Management System, to enable the identification of (without limitation) changing access trends, any unusual patterns of usage and/or accounts accessing higher than average amounts of Authority Data.

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7.2 The Supplier and the Authority shall work together to establish any additional audit and monitoring requirements for the Information Management System.

7.3 The retention periods for audit records and event logs must be agreed with the Authority and documented in the Security Management Plan.

8 Location of Authority Data

8.1 The Supplier shall not and shall procure that none of its Sub-contractors Process Authority Data outside the UK without the prior written consent of the Authority, which may be subject to conditions.

9 Vulnerabilities and Corrective Action

9.1 The Authority and the Supplier acknowledge that from time to time vulnerabilities in the Information Management System will be discovered which unless mitigated will present an unacceptable risk to the Authority Data.

9.2 The severity of vulnerabilities for COTS Software shall be categorised by the Supplier as 'Critical', 'Important' and 'Other' by aligning these categories to the vulnerability scoring according to the agreed method in the Security Management Plan and using the appropriate vulnerability scoring systems including:

9.2.1 the 'National Vulnerability Database' 'Vulnerability Severity Ratings': 'High', 'Medium' and 'Low' respectively (these in turn are aligned to CVSS scores as set out by NIST at <http://nvd.nist.gov/cvss.cfm>); and

9.2.2 Microsoft's 'Security Bulletin Severity Rating System' ratings 'Critical', 'Important', and the two remaining levels ('Moderate' and 'Low') respectively.

9.3 Subject to Paragraph 9.4, the Supplier shall procure the application of security patches to vulnerabilities in the Information Management System within:

9.3.1 seven (7) days after the public release of patches for those vulnerabilities categorised as 'Critical';

9.3.2 thirty (30) days after the public release of patches for those vulnerabilities categorised as 'Important'; and

9.3.3 sixty (60) days after the public release of patches for those vulnerabilities categorised as 'Other'.

9.4 The timescales for applying patches to vulnerabilities in the Information Management System set out in Paragraph 9.3 shall be extended where:

9.4.1 the Supplier can demonstrate that a vulnerability in the Information Management System is not exploitable within the context of the Services (e.g. because it resides in a Software component which is not involved in running in the Services) provided such vulnerabilities shall be remedied by the Supplier within the timescales set out in

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Paragraph 9.3 if the vulnerability becomes exploitable within the context of the Services;

- 9.4.2 the application of a 'Critical' or 'Important' security patch adversely affects the Supplier's ability to deliver the Services in which case the Supplier shall be granted an extension to such timescales of five (5) days, provided the Supplier had followed and continues to follow the security patch test plan agreed with the Authority; or
 - 9.4.3 the Authority agrees a different maximum period after a case-by-case consultation with the Supplier under the processes defined in the Security Management Plan.
- 9.5 The Security Management Plan shall include provisions for major version upgrades of all COTS Software to be kept up to date such that all COTS Software are always in mainstream support throughout the Term unless otherwise agreed by the Authority in writing. All COTS Software should be no more than N-1 versions behind the latest software release.

10 Secure Architecture

- 10.1 The Supplier shall design the Information Management System in accordance with:
- 10.1.1 the NCSC "Security Design Principles for Digital Services", a copy of which can be found at: <https://www.ncsc.gov.uk/guidance/security-design-principles-digital-services-main>;
 - 10.1.2 the NCSC "Bulk Data Principles", a copy of which can be found at <https://www.ncsc.gov.uk/guidance/protecting-bulk-personal-data-main>; and
 - 10.1.3 the NSCS "Cloud Security Principles", a copy of which can be found at: <https://www.ncsc.gov.uk/guidance/implementing-cloud-security-principles> and which are summarised below:
 - (a) "Cloud Security Principle 1: data in transit protection" which, amongst other matters, requires that user data transiting networks should be adequately protected against tampering and eavesdropping;
 - (b) "Cloud Security Principle 2: asset protection and resilience" which, amongst other matters, requires that user data, and the assets storing or processing it, should be protected against physical tampering, loss, damage or seizure;
 - (c) "Cloud Security Principle 3: separation between users" which, amongst other matters, requires that a malicious or compromised user of the service should not be able to affect the service or data of another;

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- (d) "Cloud Security Principle 4: governance framework" which, amongst other matters, requires that the Supplier should have a security governance framework which coordinates and directs its management of the Services and information within it;
- (e) "Cloud Security Principle 5: operational security" which, amongst other matters, requires that the Services need to be operated and managed securely in order to impede, detect or prevent a Breach of Security;
- (f) "Cloud Security Principle 6: personnel security" which, amongst other matters, requires that where Supplier Personnel have access to Authority Data and/or the Authority System that those personnel be subject to appropriate security screening and regular security training;
- (g) "Cloud Security Principle 7: secure development" which, amongst other matters, requires that the Services be designed and developed to identify and mitigate threats to their security;
- (h) "Cloud Security Principle 8: supply chain security" which, amongst other matters, requires the Supplier to ensure that appropriate security controls are in place with its Sub-contractors and other suppliers;
- (i) "Cloud Security Principle 9: secure user management" which, amongst other matters, requires the Supplier to make the tools available for the Authority to securely manage the Authority's use of the Service;
- (j) "Cloud Security Principle 10: identity and authentication" which, amongst other matters, requires the Supplier to implement appropriate controls in order to ensure that access to Service interfaces is constrained to authenticated and authorised individuals;
- (k) "Cloud Security Principle 11: external interface protection" which, amongst other matters, requires that all external or less trusted interfaces with the Services should be identified and appropriately defended;
- (l) "Cloud Security Principle 12: secure service administration" which, amongst other matters, requires that any ICT system which is used for administration of a cloud service will have highly privileged access to that service;
- (m) "Cloud Security Principle 13: audit information for users" which, amongst other matters, requires the Supplier to be able to provide the Authority with the audit records it

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needs to monitor access to the Service and the Authority Data held by the Supplier and/or its Sub-contractors; and

- (n) "Cloud Security Principle 14: secure use of the service" which, amongst other matters, requires the Supplier to educate Supplier Personnel on the safe and secure use of the Information Management System.

Annex 2: Security Requirements For Sub-Contractors

1 Application of Annex

1.1 This Annex applies to all Sub-contractors that Process Authority Data.

1.2 The Supplier must:

1.2.1 ensure that those Sub-contractors comply with the provisions of this Annex;

1.2.2 keep sufficient records to demonstrate that compliance to the Authority; and

1.2.3 ensure that its Implementation Plan includes Deliverable Items, Milestones and Milestone Dates that relate to the design, implementation and management of any systems used by Sub-contractors to Process Authority Data.

2 Designing and managing secure solutions

2.1 The Sub-contractor shall implement their solution(s) to mitigate the security risks in accordance with the NCSC's Cyber Security Design Principles <https://www.ncsc.gov.uk/collection/cyber-security-design-principles>.

2.2 The Sub-contractor must assess their systems against the NCSC Cloud Security Principles: <https://www.ncsc.gov.uk/collection/cloud-security?curPage=/collection/cloud-security/implementing-the-cloud-security-principles> at their own cost and expense to demonstrate that the people, process, technical and physical controls have been delivered in an effective way. The Sub-contractor must document that assessment and make that documentation available to the Authority on the Authority's request.

3 Data Processing, Storage, Management and Destruction

3.1 The Sub-contractor must not Process any Authority Data outside the UK. The Authority may permit the Sub-contractor to Process Authority Data outside the UK and may impose conditions on that permission, with which the Sub-contractor must comply. Any permission must be in writing to be effective.

3.2 The Sub-contractor must when requested to do so by the Authority:

3.2.1 securely destroy Authority Data only on Sites which are included within the scope of an existing certification of compliance with ISO/IEC 27001 (at least ISO/IEC 27001:2013);

3.2.2 satisfy the Authority that their data destruction/deletion practices comply with UK GDPR requirements and follows all relevant NCSC guidance; and

3.2.3 maintain an asset register of all Authority supplied information, data and equipment to ensure Authority assets are returned and/or deleted.

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4 Personnel Security

- 4.1 The Sub-contractor must perform appropriate checks on their staff before they may participate in the provision and or management of the Services. Those checks must include all pre-employment checks required by the HMG Baseline Personnel Security Standard including: verification of the individual's identity; verification of the individual's nationality and immigration status; verification of the individual's employment history; and verification of the individual's criminal record. The HMG Baseline Personnel Security Standard is at <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard> .
- 4.2 The Sub-contractor must, if the Authority requires, at any time, ensure that one or more of the Sub-contractor's staff obtains Security Check clearance in order to Process Authority Data containing Personal Data above certain volumes specified by the Authority, or containing Special Category Personal Data.
- 4.3 Any Sub-contractor staff who will, when performing the Services, have access to a person under the age of 18 years must undergo Disclosure and Barring Service checks.

5 End User Devices

- 5.1 The Supplier must manage, and must ensure that all Sub-contractors manage, all end-user devices used by the Supplier on which Authority Data is Processed in accordance the following requirements:
- 5.1.1 the operating system and any applications that Process or have access to Authority Data must be in current support by the vendor, or the relevant community in the case of Open Source operating systems or applications;
 - 5.1.2 users must authenticate before gaining access;
 - 5.1.3 all Authority Data must be encrypted using an encryption tool agreed to by the Authority;
 - 5.1.4 the end-user device must lock and require any user to re-authenticate after a period of time that is proportionate to the risk environment, during which the end-user device is inactive;
 - 5.1.5 the end-user device must be managed in a way that allows for the application of technical policies and controls over applications that have access to Authority Data;
 - 5.1.6 the Supplier or Sub-contractor, as applicable, can, without physical access to the end-user device, remove or make inaccessible all Authority Data on the device and prevent any user or group of users from accessing the device;
 - 5.1.7 all end-user devices are within in the scope of any current Cyber Essentials Plus certificate held by the Supplier, or any ISO/IEC 27001 (at least ISO/IEC 27001:2013) certification issued by a

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UKAS-approved certification body, where the scope of that certification includes the Services.

- 5.2 The Supplier must comply, and ensure that all Sub-contractors comply, with the recommendations in NCSC Device Guidance, as updated, amended or replaced from time to time, as if those recommendations were incorporated as specific obligations under this Agreement.
- 5.3 Where there any conflict between the requirements of this Schedule 5 (*Security Management*) and the requirements of the NCSC Device Guidance, the requirements of this Schedule will take precedence.

6 Encryption

- 6.1 The Supplier must ensure, and must ensure that all Sub-contractors ensure, that Authority Data is encrypted:
- 6.1.1 when stored at any time when no operation is being performed on it; and
 - 6.1.2 when transmitted.
- 6.2 Where the Supplier, or a Sub-contractor, cannot encrypt Authority Data the Supplier must:
- 6.2.1 immediately inform the Authority of the subset or subsets of Authority Data it cannot encrypt and the circumstances in which and the reasons why it cannot do so;
 - 6.2.2 provide details of the protective measures the Supplier or Sub-contractor (as applicable) proposes to take to provide equivalent protection to the Authority as encryption; and
 - 6.2.3 provide the Authority with such information relating to the Authority Data concerned, the reasons why that Authority Data cannot be encrypted and the proposed protective measures as the Authority may require.
- 6.3 The Authority, the Supplier and, where the Authority requires, any relevant Sub-contractor shall meet to agree appropriate protective measures for the unencrypted Authority Data.
- 6.4 Where the Authority and Supplier reach agreement, the Supplier must update the Security Management Plan to include:
- 6.4.1 the subset or subsets of Authority Data not encrypted and the circumstances in which that will occur; and
 - 6.4.2 the protective measure that the Supplier and/or Sub-contractor will put in place in respect of the unencrypted Authority Data.
- 6.5 Where the Authority and Supplier do not reach agreement within 40 Working Days of the date on which the Supplier first notified the Authority that it could

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not encrypt certain Authority Data, either party may refer the matter to be determined in accordance with the Dispute Resolution Procedure.

7 Patching and Vulnerability Scanning

7.1 The Sub-contractor must proactively monitor supplier vulnerability websites and ensure all necessary patches and upgrades are applied to maintain security, integrity and availability in accordance with the NCSC Cloud Security Principles.

8 Third Party Sub-contractors

8.1 The Sub-contractor must not transmit or disseminate the Authority Data to any other person unless specifically authorised by the Authority. Such authorisation must be in writing to be effective and may be subject to conditions.

8.2 The Sub-contractor must not, when performing any part of the Services, use any software to Process the Authority Data where the licence terms of that software purport to grant the licensor rights to Process the Authority Data greater than those rights strictly necessary for the use of the software.

Annex 3: SECURITY MANAGEMENT PLAN TEMPLATE FOR (SECURITY MANAGEMENT)

PART A: SECURITY MANAGEMENT PLAN TEMPLATE

1 TopS25 – Pearson Executive Summary

<This section should contain a brief summary of the business context of the system, any key IA controls, the assurance work done, any off-shoring considerations and any significant residual risks that need acceptance.>

2 System Description

2.1 Background

< A short description of the project/product/system. Describe its purpose, functionality, aim and scope.>

2.2 Organisational Ownership/Structure

<Who owns the system and operates the system and the organisational governance structure. This should include how any ongoing security management is integrated into the project governance e.g. how a Security Working Group reports to the project board.>

2.3 Information assets and flows

<The information assets processed by the system which should include a simple high level diagram on one page. Include a list of the type and volumes of data that will be processed, managed and stored within the supplier system. If personal data, please include the fields used such as name, address, department DOB, NI number etc.>

2.4 System Architecture

<A description of the physical system architecture, to include the system management. A diagram will be needed here>

2.5 Users

<A brief description of the system users, to include HMG users as well as any service provider users and system managers. If relevant, security clearance level requirements should be included.>

2.6 Locations

<Where the data assets are stored and managed from. If any locations hold independent security certifications (e.g. ISO27001 (at least ISO/IEC 27001:2013) these should be noted. Any off-shoring considerations should be detailed.>

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2.7 Test and Development Systems

<Include information about any test and development systems, their locations and whether they contain live system data.>

2.8 Key roles and responsibilities

<A brief description of the lead security roles such as that of the SIRO, IAO, Security manager, Accreditor >

3 Risk Assessment

3.1 Accreditation/Assurance Scope

<This section describes the scope of the Accreditation/Assurance for the system. The scope of the assurance assessment should be clearly indicated, with components of the architecture upon which reliance is placed but assurance will not be done clearly shown e.g. a cloud hosting service. A logical diagram should be used along with a brief description of the components.>

3.2 Risk appetite

<A risk appetite should be agreed with the SRO and included here.>

3.3 Business impact assessment

< A description of the information assets and the impact of their loss or corruption (e.g. large amounts of Official Sensitive personal data the loss of which would be severely damaging to individuals, embarrassing to HMG, and make HMG liable to ICO investigations) in business terms should be included. This section should cover the impact on loss of confidentiality, integrity and availability of the assets. The format of this assessment may be dependent on the risk assessment method chosen.>

3.4 Risk assessment

<The content of this section will depend on the risk assessment methodology chosen. Experts on the system and business process should have been involved in the risk assessment to ensure the formal risk methodology used has not missed out any risks. The example table below should be used as the format to identify the risks and document the controls used to mitigate those risks. >

Risk ID	Inherent risk	Inherent risk level	Vulnerability	Controls	Residual risk level
R1	Internet attackers could hack the system.	Medium	The service systems are exposed to the internet via the web portal.	C1: Internet-facing firewalls C2: Internet-facing IP whitelist	Very low

SCHEDULE 5 (SECURITY MANAGEMENT)

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Risk ID	Inherent risk	Inherent risk level	Vulnerability	Controls	Residual risk level
				C3: System hardening C4: Protective monitoring C5: Application access control C16: Anti-virus for incoming files C54: Files deleted when processed C59: Removal of departmental identifier	
R2	Remote attackers could intercept or disrupt information crossing the internet.	Medium	File sharing with organisations across the internet.	C9: TLS communications C10: PGP file-sharing	Very low
R3	Internal users could maliciously or accidentally alter bank details.	Medium-High	Users bank details can be altered as part of the normal business function.	C12. System administrators hold SC clearance. C13. All changes to user information are logged and audited. C14. Letters are automatically sent to users' home addresses when bank details are altered. C15. Staff awareness training	Low

3.5 Controls

<The controls listed above to mitigate the risks identified should be detailed. There should be a description of each control, further information and configuration details where relevant, and an assessment of the implementation status of, and assurance in, the control. A sample layout is included below.>

SCHEDULE 5 (SECURITY MANAGEMENT)

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ID	Control title	Control description	Further information and assurance status
C1	Internet-facing firewalls	Internet-facing firewalls are in place between the internet and the system', which restrict access from the internet to the required ports only.	Assured via ITHC firewall rule check
C2	Internet-facing IP whitelist	An IP whitelist is in place for all access from the internet.	Assured via ITHC
C15	Staff awareness training	All staff must undertake annual security awareness training and this process is audited and monitored by line managers.	Assured as part of ISO/IEC 27001 (at least ISO/IEC 27001:2013) certification

3.6 Residual risks and actions

<A summary of the residual risks which are likely to be above the risk appetite stated after all controls have been applied and verified should be listed with actions and timescales included.>

4 In-service controls

< This section should describe the controls relating to the information lifecycle, including development, testing, in-service, termination and on-going risk management and accreditation assurance. Details of any formal assurance requirements specified in the contract such as security CHECK testing or maintained ISO/IEC 27001 (at least ISO/IEC 27001:2013) certification should be included. This section should include at least:

- 4.1.1 *information risk management and timescales and triggers for a review;*
- 4.1.2 *contractual patching requirements and timescales for the different priorities of patch;*
- 4.1.3 *protective monitoring arrangements to include how anomalous behaviour is identified and acted upon as well as how logging and auditing of user activity is done;*
- 4.1.4 *configuration and change management;*
- 4.1.5 *incident management;*
- 4.1.6 *vulnerability management;*
- 4.1.7 *user access management; and*
- 4.1.8 *data sanitisation and disposal.>*

SCHEDULE 5 (SECURITY MANAGEMENT)

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5 Security Operating Procedures (SyOPs)

< If needed any SyOps requirements should be included and referenced here.>

6 Major Hardware and Software and end of support dates

< This should be a table which lists the end of support dates for hardware and software products and components. An example table is shown below.>

Name	Version	End of mainstream Support/Extended Support	Notes/RAG Status
Server Host	HP XXXX	Feb 2020/ March 2022	

7 Incident Management Process

<The suppliers' process, as agreed with the Authority/Customer, should be included here. It must as a minimum include the protocol for how and when incidents will be reported to the Authority/customer and the process that will be undertaken to mitigate the incidents and investigate the root cause.>

8 Security Requirements for User Organisations

<Any security requirements for connecting organisations or departments should be included or referenced here.>

9 Required Changes Register

<The table below shows the headings for the Required Changes Register which should be maintained and used to update the contents of this document at least annually.>

Ref	Section	Change	Agreed With	Date agreed	Documentation update	Status
1	6.4	A new Third Party supplier XXXX will be performing the print capability.	Authority name	11/11/2018	Jul-2019	Open

10 Sub-contractors

<This should include a table which shows for each Sub-contractor their name, the function that they are performing, the data and data volume being processed, the location, and their certification status>

11 Annex A. ISO/IEC 27001 (at least ISO/IEC 27001:2013) and/or Cyber Essential Plus certificates

<Any certifications relied upon should have their certificates included>

SCHEDULE 5 (SECURITY MANAGEMENT)

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- 12 **Annex B. Cloud Security Principles assessment**
<A spreadsheet may be attached>
- 13 **Annex C. Protecting Bulk Data assessment if required by the Authority/Customer**
<A spreadsheet may be attached>
- 14 **Annex D. Latest ITHC report and Remediation Action Plan**

SCHEDULE 6 (INSURANCE REQUIREMENTS)

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Schedule 6 (*Insurance Requirements*)

1 OBLIGATION TO MAINTAIN INSURANCES

- 1.1 Without prejudice to its obligations to the Authority under this Contract, including its indemnity and liability obligations, the Supplier shall for the periods specified in this Schedule take out and maintain, or procure the taking out and maintenance of the insurances as set out in Annex 1 and any other insurances as may be required by applicable Law (together the “**Insurances**”). The Supplier shall ensure that each of the Insurances is effective no later than the date on which the relevant risk commences.
- 1.2 The Insurances shall be maintained in accordance with Good Industry Practice and (so far as is reasonably practicable) on terms no less favourable than those generally available to a prudent contractor in respect of risks insured in the international insurance market from time to time.
- 1.3 The Insurances shall be taken out and maintained with insurers who are:
- (1) of good financial standing;
 - (2) appropriately regulated;
 - (3) regulated by the applicable regulatory body and is in good standing with that regulator; and
 - (4) except in the case of any Insurances provided by an Affiliate of the Supplier, of good repute in the international insurance market.
- 1.4 The Supplier shall ensure that the public and products liability policy shall contain an indemnity to principals clause under which the Authority shall be indemnified in respect of claims made against the Authority in respect of death or bodily injury or third party property damage arising out of or in connection with the Contract and for which the Supplier is legally liable.

2 GENERAL OBLIGATIONS

- 2.1 Without limiting the other provisions of this Contract, the Supplier shall:
- (5) take or procure the taking of all reasonable risk management and risk control measures in relation to the Services as it would be reasonable to expect of a prudent contractor acting in accordance with Good Industry Practice, including the investigation and reports of relevant claims to insurers;
 - (6) promptly notify the insurers in writing of any relevant material fact under any Insurances of which the Supplier is or becomes aware; and
 - (7) hold all policies in respect of the Insurances and cause any insurance broker effecting the Insurances to hold any insurance slips and other evidence of placing cover representing any of the Insurances to which it is a party.

SCHEDULE 6 (INSURANCE REQUIREMENTS)

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3 FAILURE TO INSURE

- 3.1 The Supplier shall not take any action or fail to take any action or (insofar as is reasonably within its power) permit anything to occur in relation to it which would entitle any insurer to refuse to pay any claim under any of the Insurances.
- 3.2 Where the Supplier has failed to purchase any of the Insurances or maintain any of the Insurances in full force and effect, the Authority may elect (but shall not be obliged) following written notice to the Supplier to purchase the relevant Insurances, and the Authority shall be entitled to recover the reasonable premium and other reasonable costs incurred in connection therewith as a debt due from the Supplier.

4 EVIDENCE OF INSURANCES

- 4.1 The Supplier shall upon the Effective Date and within 15 Working Days after the renewal or replacement of each of the Insurances, provide evidence, in a form satisfactory to the Authority, that the Insurances are in force and effect and meet in full the requirements of this Schedule. Receipt of such evidence by the Authority shall not in itself constitute acceptance by the Authority or relieve the Supplier of any of its liabilities and obligations under this Contract.

5 CANCELLATION

- 5.1 Subject to Paragraph 6.2, the Supplier shall notify the Authority in writing at least 5 Working Days prior to the cancellation, suspension, termination or non-renewal of any of the Insurances.
- 5.2 Without prejudice to the Supplier's obligations under Paragraph 4, Paragraph 6.1 shall not apply where the termination of any Insurances occurs purely as a result of a change of insurer in respect of any of the Insurances required to be taken out and maintained in accordance with this Schedule.

6 INSURANCE CLAIMS, PREMIUMS AND DEDUCTIBLES

- 6.1 The Supplier shall promptly notify to insurers any matter arising from, or in relation to, the Services and/or this Contract for which it may be entitled to claim under any of the Insurances. In the event that the Authority receives a claim relating to or arising out of the Services and/or this Contract, the Supplier shall co-operate with the Authority and assist it in dealing with such claims at its own expense including without limitation providing information and documentation in a timely manner.
- 6.2 The Supplier shall maintain a register of all claims under the Insurances in connection with this Contract and shall allow the Authority to review such register at any time.
- 6.3 Where any Insurance requires payment of a premium, the Supplier shall be liable for and shall promptly pay such premium.
- 6.4 Where any Insurance is subject to an excess or deductible below which the indemnity from insurers is excluded, the Supplier shall be liable for such

SCHEDULE 6 (INSURANCE REQUIREMENTS)

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excess or deductible. The Supplier shall not be entitled to recover from the Authority any sum paid by way of excess or deductible under the Insurances whether under the terms of this Contract or otherwise.

SCHEDULE 6 (INSURANCE REQUIREMENTS)
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Annex 1: Required Insurances

Part A: Insurance Claim Notification

Except where the Authority is the claimant party, the Supplier shall give the Authority notice within 20 Working Days after any insurance claim in excess of **£1,000,000** relating to or arising out of the provision of the Services or this Contract on any of the Insurances or which, but for the application of the applicable policy excess, would be made on any of the Insurances and (if required by the Authority) full details of the incident giving rise to the claim.

SCHEDULE 6 (INSURANCE REQUIREMENTS)

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Part B: Third Party Public And Products Liability Insurance

1 Insured

1.1 The Supplier

2 Interest

2.1 To indemnify the Insured in respect of all sums which the Insured shall become legally liable to pay as damages, including claimant's costs and expenses, in respect of accidental:

2.1.1 death or bodily injury to or sickness, illness or disease contracted by any person; and

2.1.2 loss of or damage to physical property;

2.2 happening during the period of insurance (as specified in Paragraph 5) and arising out of or in connection with the provision of the Services and in connection with this Contract.

3 Limit of indemnity

3.1 Not less than **£10,000,000** in respect of any one occurrence, the number of occurrences being unlimited in any annual policy period, but **£25,000,000** in the aggregate per annum in respect of products and pollution liability.

4 Territorial limits

NOT USED

5 Period of insurance

5.1 From the date of this Contract for the Term and renewable on an annual basis unless agreed otherwise by the Authority in writing.

6 Cover features and extensions

6.1 Indemnity to principals clause under which the Authority shall be indemnified in respect of claims made against the Authority in respect of death or bodily injury or third party property damage arising out of or in connection with the Contract and for which the Supplier is legally liable.

7 Principal exclusions

7.1 War and related perils.

7.2 Nuclear and radioactive risks.

7.3 Liability for death, illness, disease or bodily injury sustained by employees of the Insured arising out of the course of their employment.

7.4 Liability arising out of the use of mechanically propelled vehicles whilst required to be compulsorily insured by applicable Law in respect of such vehicles.

SCHEDULE 6 (INSURANCE REQUIREMENTS)

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- 7.5 Liability in respect of predetermined penalties or liquidated damages imposed under any contract entered into by the Insured.
- 7.6 Liability arising out of technical or professional advice other than in respect of death or bodily injury to persons or damage to third party property.
- 7.7 Liability arising from the ownership, possession or use of any aircraft or marine vessel.
- 7.8 Liability arising from seepage and pollution unless caused by a sudden, unintended and unexpected occurrence.
- 8 Maximum deductible threshold**
- 8.1 Not to exceed **£5m**: *figure on contract award based on the Supplier's acceptable response to the ITT* for each and every third party property damage claim (personal injury claims to be paid in full).

SCHEDULE 6 (INSURANCE REQUIREMENTS)
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Part C: United Kingdom Compulsory Insurances

The Supplier shall meet its insurance obligations under applicable Law in full, including, UK employers' liability insurance and motor third party liability insurance.

SCHEDULE 6 (INSURANCE REQUIREMENTS)
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Part D: Additional Insurances

Cyber Liability Insurance (£10m)	Where the Authority requirement includes specific cyber risk exposures.
Professional Indemnity insurance (£10m)	
Cyber Security insurance (£10m)	

SCHEDULE 7 (AUTHORITY RESPONSIBILITIES)

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Schedule 7 (*Authority Responsibilities*)

1 INTRODUCTION

- 1.1 The responsibilities of the Authority set out in this Schedule shall constitute the Authority Responsibilities under this Contract. Any obligations of the Authority in Schedule 2 (*Services Description*) and Schedule 8 (*Supplier Solution*) shall not be Authority Responsibilities and the Authority shall have no obligation to perform any such obligations unless they are specifically stated to be "Authority Responsibilities" and cross referenced in the table in Paragraph 3.
- 1.2 The responsibilities specified within this Schedule shall be provided to the Supplier free of charge, unless otherwise agreed between the Parties.

2 GENERAL OBLIGATIONS

- 2.1 The Authority shall:
- (8) perform those obligations of the Authority which are set out in the Clauses of this Contract and the Paragraphs of the Schedules, except Schedule 2 (*Services Description*) and Schedule 8 (*Supplier Solution*);
 - (9) use its reasonable endeavours to provide the Supplier with access to appropriate members of the Authority's staff, as such access is reasonably requested by the Supplier in order for the Supplier to discharge its obligations throughout the Term and the Termination Assistance Period;
 - (10) provide sufficient and suitably qualified staff to fulfil the Authority's roles and duties under this Contract subject to the provisions of Clause 2.1 (a) to this Schedule 7 (*Authority Responsibilities*);
 - (11) use its reasonable endeavours to provide such documentation, data and/or other information that the Supplier reasonably requests that is necessary to perform its obligations under the terms of this Contract provided that such documentation, data and/or information is available to the Authority and is authorised for release by the Authority; and
 - (12) procure for the Supplier such agreed access and use of the Authority Premises (as a licensee only) and facilities (including relevant IT systems) as is reasonably required for the Supplier to comply with its obligations under this Contract, such access to be provided during the Authority's normal working hours on each Working Day or as otherwise agreed by the Authority (such agreement not to be unreasonably withheld or delayed).

SCHEDULE 7 (AUTHORITY RESPONSIBILITIES)
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3 SPECIFIC OBLIGATIONS

3.1 The Authority shall, in relation to this Contract perform the Authority's responsibilities identified as such in this Contract the details of which are set out below:

SCHEDULE 8 (SUPPLIER SOLUTION)
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Schedule 8 (*Supplier Solution*)

REDACTED

SCHEDULE 9 (COMMERCIALLY SENSITIVE INFORMATION)

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Schedule 9 (Commercially Sensitive Information)

- 1 In this Schedule the Parties have sought to identify the Supplier's Confidential Information that is genuinely commercially sensitive and the disclosure of which would be the subject of an exemption under the FOIA and the EIRs.
- 2 Where possible, the Parties have sought to identify when any relevant Information will cease to fall into the category of Information to which this Schedule applies in the table below (please see the column "Duration of Confidentiality").
- 3 Without prejudice to the Authority's obligation to disclose Information in accordance with FOIA or Clause 19 (Confidentiality), the Authority will, in its sole discretion, acting reasonably, seek to apply the relevant exemption set out in the FOIA to the following Information:

Commercially Sensitive Information

No.	Date	Item(s)	Duration of Confidentiality
1	15 April 2024	Product Descriptions	Indefinite
(d)		Product Breakdown Structure(s)	Indefinite
(e)		Project Initiation Document and Suite	Indefinite
(f)		Set-Up Plan	Indefinite
(g)		Operational Delivery Plan	Indefinite
(h)		Set-Up KM charges	Indefinite
(i)		Test Cycle KM charges	Indefinite
(j)			
(k)			
(l)			
(m)			
(n)			

SCHEDULE 9 (COMMERCIALY SENSITIVE INFORMATION)

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(o)			
(p)			
(q)			

SCHEDULE 10 (NOTIFIED KEY SUB-CONTRACTORS)

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Schedule 10 (Notified Key Sub-Contractors)

- 1 In accordance with Clause 15.11 (*Appointment of Key Sub-contractors*), the Supplier is entitled to sub-contract its obligations under this Contract to the Key Sub-contractors listed in the table below.
- 2 The Parties agree that they will update this Schedule periodically to record any Key Sub-contractors appointed by the Supplier with the consent of the Authority after the Effective Date for the purposes of the delivery of the Services.

Key Sub-contractor name and address (if not the same as the registered office)	Registered office and company number	Related product/Service description	Key Sub-contract price expressed as a percentage of total projected Charges over the Term	Key role in delivery of the Services
Concentrix.CX Limited	20 Ashes Lane, Stalybridge, Greater Manchester, United Kingdom, SK15 2RH 09955879	Tier 1 Helpline Support	7.1%	
Coveris Speciality Bags Ltd (Initial)	Holland Place Wardentree Park, Pinchbeck, Spalding, Lincolnshire, England, PE11 3ZN 02133782	Print	0.4%	
Granby Marketing Solutions Ltd	120 Stanley Street, Blackburn, Lancashire, BB1 3BW 08748184	Collation	5.3%	
Page Bros. (Norwich) Limited	Mile Cross Lane, Norwich NR6 6SA	Print Stationery and Marker Packs	3.6%	

SCHEDULE 10 (NOTIFIED KEY SUB-CONTRACTORS)

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	00170008			
Parcelforce Limited	185 Farringdon Road, London, United Kingdom, EC1A 1AA 04585181	Logistics	5.5%	
Vispa	NCBI Head Office Whitworth Road Drumcondra Dublin 9	Print (Braille & Tactile production)	0.1%	
W&J Linney Limited	Adamsway, Mansfield, Nottinghamshire, NG18 4FL, UK 00137552	Print	8.5%	

SCHEDULE 11 (THIRD PARTY CONTRACTS)
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Schedule 11 (Third Party Contracts)

- 1 The contracts listed in the table below constitute Third Party Contracts entered into exclusively for the purposes of delivering the Services.
- 2 The Supplier shall be entitled to update this Schedule in accordance with Clause 15.5 (*Appointment of Sub-contractors*).

Third party supplier name and address (if not the same as the registered office)	Registered office and company number	Related product/service description
None as at date of submission or in review on 4 April 2024. To be updated in accordance with clause 15.5 (Appointment of Sub-contractors) as relevant.		

SCHEDULE 12 (SOFTWARE)
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Schedule 12 (Software)

1 THE SOFTWARE

- (i) The Software below is licensed to the Authority in accordance with Clause 16 (*Intellectual Property Rights*) and Schedule 32 (*Intellectual Property Rights*).
- (ii) The Parties agree that they will update this Schedule regularly, and in any event no less than every 6 (six) Months from the Effective Date, to record any Supplier Software or Third Party Software subsequently licensed by the Supplier or third parties for the purposes of the delivery of the Services.

SCHEDULE 12 (SOFTWARE)

Crown copyright 2022

2 SUPPLIER SOFTWARE

2.1 The Supplier Software includes the following items:

Software	Supplier (if an Affiliate of the Supplier)	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non-COTS)	Term/Expiry
Modulus Manager	Pearson	Entrypoint for all STA and organisation interaction	1		1	Non-COTS	Until contract end
Mod Mark	Pearson	Entrypoint for all marking activity	1		1	Non-COTS	Until contract end
Mod Reports	Pearson	Integrated reports generation software	1		1	Non-COTS	Until contract end
Mod PMA	Pearson	Integrated project management software	1		1	Non-COTS	Until contract end
MMS	Pearson	Exam stock management system to manage exam materials	1		1	Non-COTS	Until contract end

SCHEDULE 12 (SOFTWARE)

Crown copyright 2022

DWS	Pearson	Document scanning (examination papers, attendance registers etc) and data capture	1		1	Non-COTS	Until contract end
Hobit	Pearson	Receipt, Sort, Validate and Prioritize documents prior to them been received at the scanners	1		1	Non-COTS	Until contract end

SCHEDULE 12 (SOFTWARE)

Crown copyright 2022

3 THIRD PARTY SOFTWARE

3.1 The Third Party Software shall include the following items:

Third Party Software	Supplier	Purpose	Number of Licences	Restrictions	Number of Copies	Type (COTS or Non-COTS)	Term/Expiry
Laravel Nova	Laravel	Flexible admin panel software	1	https://nova.laravel.com/terms	1	COTS	Does not expire
Oracle ERP	Oracle	Resource planning and finance management	1			COTS	Does not expire
Oracle Apex	Oracle	App functionality and reporting capabilities	1			COTS	Does not expire

**Annex 1: Form Of Letter Re Sub-Licensing Of Supplier Cots Software And
Supplier Cots Background IPRS**

[Supplier letterhead]

**[insert Authority
name and address]**

[Date]

Dear Sirs

**LICENCES FOR SUPPLIER COTS SOFTWARE AND SUPPLIER COTS
BACKGROUND IPRs**

We refer to the agreement between us dated **[insert date]** in respect of **[brief
summary of subject of the Agreement]** (the “**Contract**”). Capitalised expressions
used in this letter have the same meanings as in the Agreement.

In accordance with Paragraph (cccxcviii)(238431) of Schedule 32 (*Intellectual
Property Rights*) of the Contract we confirm that:

- 1** the Authority is licensed by the Supplier to use the Supplier COTS Software and Supplier COTS Background IPRs identified in the first column of the Appendix to this letter (the “Appendix”) on the terms of the licences identified in the second column of the Appendix (the “Licences”); and
- (r)** notwithstanding any provision to the contrary in the Licences, it is agreed that the Authority may sub-license, assign and novate the Supplier COTS Software and Supplier COTS Background IPRs as referred to in Paragraph (cccxcviii)(238964) of Schedule 32 (*Intellectual Property Rights*) of the Contract.

Yours faithfully

Signed:

On behalf of [name of the Supplier]

Annex 2: Form Of Confidentiality Undertaking

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is made on **[date]** 20

BETWEEN:

- (1) **[insert name]** of **[insert address]** (the “**Sub-licensee**”); and
- (2) **[insert name]** of **[insert address]** (the “**Supplier**” and together with the Supplier, the “**Parties**”).

WHEREAS:

- (A) **[insert name of Authority]** (the “**Authority**”) and the Supplier are party to a contract dated **[insert date]** (the “**Contract**”) for the provision by the Supplier of **[insert brief description of services]** to the Authority.
- (B) The Authority wishes to grant a sub-licence to the Sub-licensee in respect of certain software and intellectual property rights licensed to the Authority pursuant to the Contract (the “**Sub-licence**”).
- (C) It is a requirement of the Contract that, before the Authority grants such sub-licence to the Sub-licensee, the Sub-licensee execute a confidentiality agreement in favour of the Supplier in or substantially in the form of this Agreement to protect the Confidential Information of the Supplier.

IT IS AGREED as follows:

1 Interpretation

1.1 In this Agreement, unless the context otherwise requires:

“Confidential Information”

means:

- (a) Information, including all personal data within the meaning of the Data Protection Act 2018, and however it is conveyed, provided by the Authority to the Sub-licensee pursuant to or in connection with the Sub-licence that relates to:
 - (i) the Supplier; or
 - (ii) the operations, business, affairs, developments, intellectual property rights, trade secrets, know-how and/or personnel of the Supplier;
 - (iii) the source code and the object code of the software sub-licensed to the Sub-licensee pursuant to the Sub-

licence together with build information, relevant design and development information, technical specifications of all functionality including those not included in standard manuals (such as those that modify system performance and access levels), configuration details, test scripts, user manuals, operating manuals, process definitions and procedures, and all such other documentation supplied by the Supplier to the Authority pursuant to or in connection with the Sub-licence;

- (iv) other Information provided by the Authority pursuant to this Agreement to the Sub- licensee that is clearly designated as being confidential or equivalent or that ought reasonably to be considered to be confidential which comes (or has come) to the Sub- licensee's attention or into the Sub- licensee's possession in connection with the Sub- licence; and

Information derived from any of the above,

but not including any Information that:

- (b) was in the possession of the Sub- licensee without obligation of confidentiality prior to its disclosure by the Authority;
- (c) was already generally available and in the public domain at the time of disclosure otherwise than by a breach of this Agreement or breach of a duty of confidentiality; or
- (d) was independently developed without access to the Information;

“Information”

means all information of whatever nature, however conveyed and in whatever form, including in writing, orally, by demonstration, electronically and in a tangible, visual or machine-readable medium (including CD-ROM, magnetic and digital form); and

“Sub-licence”

has the meaning given to that expression in recital (B) to this Agreement.

SCHEDULE 12 (SOFTWARE)

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1.2 In this Agreement:

- 1.2.1 a reference to any gender includes a reference to other genders;
- 1.2.2 the singular includes the plural and vice versa;
- 1.2.3 the words “include” and cognate expressions shall be construed as if they were immediately followed by the words “without limitation”;
- 1.2.4 references to any statutory provision include a reference to that provision as modified, replaced, amended and/or re-enacted from time to time (before or after the date of this Agreement) and any prior or subsequent subordinate legislation made under it;
- 1.2.5 headings are included for ease of reference only and shall not affect the interpretation or construction of this Agreement; and
- 1.2.6 references to Clauses are to clauses of this Agreement.

2 Confidentiality Obligations

2.1 In consideration of the Authority entering into the Sub-licence, the Sub- licensee shall:

- 2.1.1 treat all Confidential Information as secret and confidential;
- 2.1.2 have in place and maintain proper security measures and procedures to protect the confidentiality of the Confidential Information (having regard to its form and nature);
- 2.1.3 not disclose or permit the disclosure of any of the Confidential Information to any other person without obtaining the prior written consent of the Supplier or except as expressly set out in this Agreement;
- 2.1.4 not transfer any of the Confidential Information outside the United Kingdom;
- 2.1.5 not use or exploit any of the Confidential Information for any purpose whatsoever other than as permitted under the Sub-licence;
- 2.1.6 immediately notify the Supplier in writing if it suspects or becomes aware of any unauthorised access, copying, use or disclosure in any form of any of the Confidential Information; and
- 2.1.7 upon the expiry or termination of the Sub-licence:
 - (a) destroy or return to the Supplier all documents and other tangible materials that contain any of the Confidential Information;
 - (b) ensure, so far as reasonably practicable, that all Confidential Information held in electronic, digital or other machine-readable form ceases to be readily accessible (other than by the information technology staff of the Sub-

SCHEDULE 12 (SOFTWARE)

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licensee) from any computer, word processor, voicemail system or any other device; and

(c) make no further use of any Confidential Information.

3 Permitted Disclosures

- 3.1 The Sub-licensee may disclose Confidential Information to those of its directors, officers, employees, consultants and professional advisers who:
- 3.1.1 reasonably need to receive the Confidential Information in connection with the Sub-licence; and
 - 3.1.2 have been informed by the Sub-licensee of the confidential nature of the Confidential Information; and
 - 3.1.3 have agreed to terms similar to those in this Agreement.
- 3.2 The Sub-licensee shall be entitled to disclose Confidential Information to the extent that it is required to do so by applicable law or by order of a court or other public body that has jurisdiction over the Sub-licensee.
- 3.3 Before making a disclosure pursuant to Clause 3.2, the Sub-licensee shall, if the circumstances permit:
- 3.3.1 notify the Supplier in writing of the proposed disclosure as soon as possible (and if possible before the court or other public body orders the disclosure of the Confidential Information); and
 - 3.3.2 ask the court or other public body to treat the Confidential Information as confidential.

4 General

- 4.1 The Sub-licensee acknowledges and agrees that all property, including intellectual property rights, in Confidential Information disclosed to it by the Supplier shall remain with and be vested in the Supplier.
- 4.2 This Agreement does not include, expressly or by implication, any representations, warranties or other obligations:
- 4.2.1 to grant the Sub-licensee any licence or rights other than as may be expressly stated in the Sub-licence;
 - 4.2.2 to require the Supplier to disclose, continue disclosing or update any Confidential Information; or
 - 4.2.3 as to the accuracy, efficacy, completeness, capabilities, safety or any other qualities whatsoever of any Information or materials provided pursuant to or in anticipation of the Sub-licence.
- 4.3 The rights, powers and remedies provided in this Agreement are cumulative and not exclusive of any rights, powers or remedies provided by law. No failure or delay by either Party to exercise any right, power or remedy will

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operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.

- 4.4 Without prejudice to any other rights or remedies that the Supplier may have, the Sub-licensee acknowledges and agrees that damages alone may not be an adequate remedy for any breach by the Sub-licensee of any of the provisions of this Agreement. Accordingly, the Sub-licensee acknowledges that the Supplier shall be entitled to the remedies of injunction and specific performance as well as any other equitable relief for any threatened or actual breach of this Agreement and/or breach of confidence and that no proof of special damages shall be necessary for the enforcement of such remedies.
- 4.5 The maximum liability of the Sub-licensee to the Supplier for any breach of this Agreement shall be limited to ten million pounds (£10,000,000).
- 4.6 For the purposes of the Contracts (Rights of Third Parties) Act 1999 no one other than the Parties has the right to enforce the terms of this Agreement.
- 4.7 Each Party shall be responsible for all costs incurred by it or on its behalf in connection with this Agreement.
- 4.8 This Agreement may be executed in any number of counterparts and by the Parties on separate counterparts, but shall not be effective until each Party has executed at least one counterpart. Each counterpart shall constitute an original of this Agreement, but all the counterparts shall together constitute but one and the same instrument.

5 Notices

- 5.1 Any notice to be given under this Agreement (each a “**Notice**”) shall be given in writing and shall be delivered by hand and shall be deemed to have been duly given at the time of delivery provided that such Notice is sent to the relevant physical address, and expressly marked for the attention of the relevant individual, set out in Clause 5.2.

5.2 Any Notice:

5.2.1 if to be given to the Supplier shall be sent to:

Pearson Education Ltd, 80 Strand, London, WC2R 0RL

Attention: REDACTED, TOpS Project Director

5.2.2 if to be given to the Sub-licensee shall be sent to:

[Name of Organisation]

[Address]

Attention: []

6 Governing law

- 6.1 This Agreement shall be governed by, and construed in accordance with, English law and any matter claim or dispute arising out of or in connection

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with this Agreement whether contractual or non-contractual, shall be governed by and determined in accordance with English law.

6.2 Each Party hereby irrevocably submits to the exclusive jurisdiction of the English courts in respect of any claim or dispute arising out of or in connection with this Agreement.

IN WITNESS of the above this Agreement has been signed by the duly authorised representatives of the Parties on the date which appears at the head of page 1.

For and on behalf of [name of Supplier]

Signature: _____ Date:

Name: _____ Position:

For and on behalf of [name of Sub-licensee]

Signature: _____ Date:

Name: _____ Position:

SCHEDULE 13 (IMPLEMENTATION PLAN)

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Schedule 13 (*Implementation Plan*)

1 INTRODUCTION

- 1.1 This Schedule defines the process for the preparation and implementation of the Outline Implementation Plan and Detailed Implementation Plan.

2 OUTLINE IMPLEMENTATION PLAN

- 2.1 The Outline Implementation Plan is set out in Annex 1.
- 2.2 All changes to the Outline Implementation Plan shall be subject to the Change Control Procedure provided that the Supplier shall not attempt to postpone any of the Milestones using the Change Control Procedure or otherwise (except in accordance with Clause 29 (*Authority Cause*)).

3 APPROVAL OF THE DETAILED IMPLEMENTATION PLAN

- 3.1 The Supplier shall submit a draft of the Detailed Implementation Plan to the Authority for approval within 20 Working Days of the Effective Date.
- 3.2 The Supplier shall ensure that the draft Detailed Implementation Plan:
- (1) incorporates all of the Milestones and Milestone Dates set out in the Outline Implementation Plan;
 - (2) clearly outlines all the steps required to implement the Milestones to be achieved in the next 15 months, together with a high level plan for the rest of the programme, in conformity with the Authority Requirements;
 - (3) clearly outlines the required roles and responsibilities of both Parties, including staffing requirements; and
 - (4) is produced using a software tool as specified, or agreed by the Authority.
- 3.3 Prior to the submission of the draft Detailed Implementation Plan to the Authority in accordance with Paragraph 3.1, the Authority shall have the right:
- (5) to review any documentation produced by the Supplier in relation to the development of the Detailed Implementation Plan, including:
 - details of the Supplier's intended approach to the Detailed Implementation Plan and its development;
 - copies of any drafts of the Detailed Implementation Plan produced by the Supplier; and
 - any other work in progress in relation to the Detailed Implementation Plan; and
 - (6) to require the Supplier to include any reasonable changes or provisions in the Detailed Implementation Plan.

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- 3.4 Following receipt of the draft Detailed Implementation Plan from the Supplier, the Authority shall:
- (7) review and comment on the draft Detailed Implementation Plan as soon as reasonably practicable; and
 - (8) notify the Supplier in writing that it approves or rejects the draft Detailed Implementation Plan no later than 20 Working Days after the date on which the draft Detailed Implementation Plan is first delivered to the Authority.
- 3.5 If the Authority rejects the draft Detailed Implementation Plan:
- (9) the Authority shall inform the Supplier in writing of its reasons for its rejection; and
 - (10) the Supplier shall then revise the draft Detailed Implementation Plan (taking reasonable account of the Authority's comments) and shall re-submit a revised draft Detailed Implementation Plan to the Authority for the Authority's approval within 20 Working Days of the date of the Authority's notice of rejection. The provisions of Paragraph 3.4 and this Paragraph 3.5 shall apply again to any resubmitted draft Detailed Implementation Plan, provided that either Party may refer any disputed matters for resolution by the Dispute Resolution Procedure at any time.
- 3.6 If the Authority approves the draft Detailed Implementation Plan, it shall replace the Outline Implementation Plan from the date of the Authority's notice of approval.

4 UPDATES TO AND MAINTENANCE OF THE DETAILED IMPLEMENTATION PLAN

- 4.1 Following the approval of the Detailed Implementation Plan by the Authority:
- (11) the Supplier shall submit a copy of the Detailed Implementation Plan to the Authority every week
 - (12) without prejudice to Paragraph (d)(11), the Authority shall be entitled to request a revised Detailed Implementation Plan at any time by giving written notice to the Supplier and the Supplier shall submit a draft revised Detailed Implementation Plan to the Authority within 20 Working Days of receiving such a request from the Authority (or such longer period as the Parties may agree provided that any failure to agree such longer period shall be referred to the Dispute Resolution Procedure);
 - (13) any revised Detailed Implementation Plan shall (subject to Paragraph 4.2) be submitted by the Supplier for approval in accordance with the procedure set out in Paragraph 3; and
 - (14) the Supplier's performance against the Implementation Plan shall be monitored at meetings of the Service Management Meetings (as defined in Schedule 21 (*Governance*)). In preparation for such

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meetings, the current Detailed Implementation Plan shall be provided by the Supplier to the Authority not less than 5 Working Days in advance of each meeting of the Service Management Board.

4.2 Save for any amendments which are of a type identified and notified by the Authority (at the Authority's discretion) to the Supplier in writing as not requiring approval, any material amendments to the Detailed Implementation Plan shall be subject to the Change Control Procedure provided that:

(15) any amendments to elements of the Detailed Implementation Plan which are based on the contents of the Outline Implementation Plan shall be deemed to be material amendments; and

(16) in no circumstances shall the Supplier be entitled to alter or request an alteration to any Milestone Date except in accordance with Clause 29 (*Authority Cause*).

4.3 Any proposed amendments to the Detailed Implementation Plan shall not come into force until they have been approved in writing by the Authority.

5 GOVERNMENT REVIEWS

5.1 The Supplier acknowledges that the Services may be subject to Government review at key stages of the project. The Supplier shall cooperate with any bodies undertaking such review and shall allow for such reasonable assistance as may be required for this purpose within the Charges.

SCHEDULE 13 (IMPLEMENTATION PLAN)

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Annex 1: Outline Implementation Plan

Milestone	Deliverables (bulleted list showing all Deliverables (and associated tasks) required for each Milestone)	Milestone Date
Set-Up KM 1	Pre Set-Up Complete: Implementation of all Governance Structures, initiation of all Programme Management processes, including MI tracking and reporting.	May-24
Set-Up KM 2 (if applicable)	System Delivery Release 1 Complete: Each workstream complete initial pass through of service design, revalidating and completing any draft strategies, plans or other documents submitted as part of tendering process. High Priority User Journeys identified, passed through Systems development and will have been deployed in a first system release with User Acceptance Testing completed	Aug-24
Set-Up KM 3 (if applicable)	System Delivery Complete: Each workstream complete a secondary pass through service design, with documents draft strategies, plans or other documents approved through 5:3:2 process. Systems development will have tested and deployed a second release, covering lower priority User Journeys and all fixes / improvements arising from R1. Performance and Penetration testing complete.	Dec-24
Set-Up KM 4 (if applicable)	Systems, Data and Security Assurance: Suite of security tests completion. Full end-to-end data dry run. Physical Security Tests.	Mar-25
Set-Up KM 5 (if applicable)	Mobilisation Readiness: Completion of Test Cycle Planning and Resourcing. Establishment of Marker and Scanning Capacity Models. Finalising Support and Subcontractor arrangements	Jul-25

Schedule 14 (*Testing Procedures, Approvals and Key Milestones*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Approval Process”	has the meaning given in Paragraph 13;
“Component”	any constituent parts of the infrastructure for a Service, hardware or Software;
“Material Test Issue”	a Test Issue of Severity Level 1 or Severity Level 2;
“Severity Level”	the level of severity of a Test Issue, the criteria for which are described in Annex 1;
“Test Certificate”	a certificate materially in the form of the document contained in Annex 2 issued by the Authority when a Deliverable has satisfied its relevant Test Success Criteria;
“Test Issue”	any variance or non-conformity of a Deliverable from its requirements (such requirements being set out in the relevant Test Success Criteria);
“Test Issue Threshold”	in relation to the Tests applicable to a Milestone, a maximum number of Severity Level 3, Severity Level 4 and Severity Level 5 Test Issues as set out in the relevant Test Plan;
“Test Issue Management Log”	a log for the recording of Test Issues as described further in Paragraph 9.1;
“Test Plan”	a plan: (a) for the Testing of Deliverables; and (b) setting out other agreed criteria related to the achievement of Milestones, as described further in Paragraph 5;
“Test Specification”	the specification that sets out how Tests will demonstrate that the Test Success Criteria have been satisfied, as described in more detail in Paragraph 7;
“Test Strategy”	a strategy for the conduct of Testing as described further in Paragraph 4;
“Test Success Criteria”	in relation to a Test, the test success criteria for that Test as referred to in Paragraph 6;

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- “Test Witness”** any person appointed by the Authority pursuant to Paragraph 10.1; and
- “Testing Procedures”** the applicable testing procedures and Test Success Criteria set out in this Schedule.

2 RISK

- 2.1 The issue of a Test Certificate, a Milestone Achievement Certificate and/or a conditional Milestone Achievement Certificate shall not:
- (1) operate to transfer any risk that the relevant Deliverable or Milestone is complete or will meet and/or satisfy the Authority's requirements for that Deliverable or Milestone; or
 - (2) affect the Authority's right subsequently to reject:
all or any element of the Deliverables to which a Test Certificate relates; or
any Milestone to which the Milestone Achievement Certificate relates.
- 2.2 Notwithstanding the issuing of any Milestone Achievement Certificate the Supplier shall remain solely responsible for ensuring that:
- (3) the Supplier Solution as designed and developed is suitable for the delivery of the Services and meets the Authority Requirements;
 - (4) the Services are implemented in accordance with this Contract; and
 - (5) each Target Performance Level is met from the relevant Operational Service Commencement Date.

3 TESTING OVERVIEW

- 3.1 All Tests conducted by the Supplier shall be conducted in accordance with the Test Strategies, the Test Plans and the Test Specifications. If a Deliverable is stated to be subject to the Approval Process the arrangements in paragraph 13 of this Schedule 14 (*Testing Procedures, Approvals and Key Milestones*) shall apply.
- 3.2 The Supplier shall not submit any Deliverable for Testing or the Approval Process:
- (6) unless the Supplier is reasonably confident that it will satisfy the relevant Test Success Criteria;
 - (7) until the Authority has issued a Test Certificate in respect of any prior, dependant Deliverable(s); and
 - (8) until the Parties have agreed the Test Plan and the Test Specification relating to the relevant Deliverable(s).
- 3.3 The Supplier shall use reasonable endeavours to submit each Deliverable for Testing or re-Testing by or before the date set out in the Implementation Plan

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and the Operational Delivery Plan for the commencement of Testing in respect of the relevant Deliverable.

- 3.4 Prior to the issue of a Test Certificate, the Authority shall be entitled to review the relevant Test Reports and the Test Issue Management Log.
- 3.5 Any Disputes between the Authority and the Supplier regarding Testing shall be referred to the Dispute Resolution Procedure using the Expedited Dispute Timetable.

4 TEST STRATEGY

- 4.1 The Supplier shall develop the final Test Strategies in line with the Services Description (the Operational Test Strategy and the System Test Strategy) as soon as practicable after the Effective Date but in any case no later than 20 Working Days (or such other period as the Parties may agree in writing) after the Effective Date.
- 4.2 The final Test Strategies shall include as a minimum:
- (9) an overview of how Testing will be conducted in accordance with the Implementation Plan, and which Deliverables the Approval Process will apply for;
 - (10) the process to be used to capture and record Test results and the categorisation of Test Issues;
 - (11) the method for mapping the expected Test results to the Test Success Criteria;
 - (12) the procedure to be followed if a Deliverable fails to satisfy the Test Success Criteria or produces unexpected results, including a procedure for the resolution of Test Issues;
 - (13) the procedure to be followed to sign off each Test;
 - (14) the process for the production and maintenance of Test Reports and reporting, including templates for the Test Reports and the Test Issue Management Log, and a sample plan for the resolution of Test Issues;
 - (15) the names and contact details of the Authority's and the Supplier's Test representatives;
 - (16) a high level identification of the resources required for Testing, including facilities, infrastructure, personnel and Authority and/or third party involvement in the conduct of the Tests;
 - (17) the technical environments required to support the Tests; and
 - (18) the procedure for managing the configuration of the Test environments.

5 TEST PLANS

- 5.1 The Supplier shall develop Test Plans in line with the Services Description and submit these for the approval of the Authority as soon as practicable but in any

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case no later than 20 Working Days (or such other period as the Parties may agree in the Test Strategies or otherwise agree in writing) prior to the start date for the relevant Testing (as specified in the Implementation Plan).

5.2 Each Test Plan shall include as a minimum:

(19) the relevant Test definition and the purpose of the Test, the Milestone to which it relates, the requirements being tested and, for each Test, the specific Test Success Criteria to be satisfied;

(20) a detailed procedure for the Tests to be carried out, including:

the timetable for the Tests, including start and end dates;

the Testing mechanism;

dates and methods by which the Authority can inspect Test results or witness the Tests in order to establish that the Test Success Criteria have been met;

the mechanism for ensuring the quality, completeness and relevance of the Tests;

the format and an example of Test progress reports and the process with which the Authority accesses daily Test schedules;

the process which the Authority will use to review Test Issues and the Supplier's progress in resolving these in a timely basis;

the Test Schedule; and

the re-Test procedure, the timetable and the resources which would be required for re-Testing; and

(21) the process for escalating Test Issues from a re-test situation to the taking of specific remedial action to resolve the Test Issue.

5.3 The Authority shall not unreasonably withhold or delay its approval of the Test Plans provided that the Supplier shall incorporate any reasonable requirements of the Authority in the Test Plans.

6 TEST SUCCESS CRITERIA

6.1 The Test Success Criteria as set out in the Approved Test Plans within the Services Description.

7 TEST SPECIFICATION

7.1 Each Test Plan shall include a Test Specification which shall include as a minimum:

(22) the specification of the Test data, including its source, scope, volume and management, a request (if applicable) for relevant Test data to be provided by the Authority and the extent to which it is equivalent to live operational data;

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- (23) a plan to make the resources available for Testing;
- (24) Test scripts;
- (25) Test pre-requisites and the mechanism for measuring them; and
- (26) expected Test results, including:
 - a mechanism to be used to capture and record Test results; and
 - a method to process the Test results to establish their content.

8 TESTING

- 8.1 Before submitting any Deliverables for Testing or the Approval Process the Supplier shall subject the relevant Deliverables to its own internal quality control measures.
- 8.2 The Supplier shall manage the progress of Testing or the Approval Process in accordance with the relevant Test Plan and shall carry out the Tests in accordance with the relevant Test Specification. Tests may be witnessed by the Test Witnesses in accordance with Paragraph 10.
- 8.3 The Supplier shall notify the Authority at least 10 Working Days (or such other period as the Parties may agree in writing) in advance of the date, time and location of the relevant Tests and the Authority shall ensure that the Test Witnesses attend the Tests, except where the Authority has specified in writing that such attendance is not necessary.
- 8.4 The Authority may raise and close Test Issues during the Test witnessing process.
- 8.5 The Supplier shall provide to the Authority in relation to each Test:
 - (27) a Test Progress Report in line with Schedule 21 (*Governance*); and
 - (28) the final Test Report within 5 Working Days (or such other period as the Parties may agree in writing) of completion of Testing.
- 8.6 Each Test Report shall provide a full report on the Testing conducted in respect of the relevant Deliverables, including:
 - (29) an overview of the Testing conducted;
 - (30) identification of the relevant Test Success Criteria that have been satisfied;
 - (31) identification of the relevant Test Success Criteria that have not been satisfied together with the Supplier's explanation of why those criteria have not been met;
 - (32) the Tests that were not completed together with the Supplier's explanation of why those Tests were not completed;

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- (33) the Test Success Criteria that were satisfied, not satisfied or which were not tested, and any other relevant categories, in each case grouped by Severity Level in accordance with Paragraph 9.1; and
- (34) the specification for any hardware and software used throughout Testing and any changes that were applied to that hardware and/or software during Testing.

9 TEST ISSUES

- 9.1 Where a Test Report identifies a Test Issue, the Parties shall agree the classification of the Test Issue using the criteria specified in Annex 1 and the Test Issue Management Log maintained by the Supplier and provided to the Authority on intervals as defined within the Test Strategy shall log Test Issues reflecting the Severity Level allocated to each Test Issue.
- 9.2 The Supplier shall be responsible for maintaining the Test Issue Management Log and for ensuring that its contents accurately represent the current status of each Test Issue at all relevant times. The Supplier shall make the Test Issue Management Log available to the Authority in accordance with Clause 9.1.
- 9.3 The Authority shall confirm the classification of any Test Issue unresolved at the end of a Test in consultation with the Supplier. If the Parties are unable to agree the classification of any unresolved Test Issue, the Dispute shall be dealt with in accordance with the Dispute Resolution Procedure using the Expedited Dispute Timetable.

10 TEST WITNESSING

- 10.1 The Authority may, in its sole discretion, require the attendance at any Test of one or more Test Witnesses selected by the Authority, each of whom shall have appropriate skills to fulfil the role of a Test Witness.
- 10.2 The Supplier shall give the Test Witnesses access to any documentation and Testing environments reasonably necessary and requested by the Test Witnesses to perform their role as a Test Witness in respect of the relevant Tests.
- 10.3 The Test Witnesses:
 - (35) shall actively review the Test documentation;
 - (36) will attend and engage in the performance of the Tests on behalf of the Authority so as to enable the Authority to gain an informed view of whether a Test Issue may be closed or whether the relevant element of the Test should be re-Tested;
 - (37) shall not be involved in the execution of any Test;
 - (38) shall be required to verify that the Supplier conducted the Tests in accordance with the Test Success Criteria and the relevant Test Plan and Test Specification;

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- (39) may produce and deliver their own, independent reports on Testing, which may be used by the Authority to assess whether the Tests have been Achieved;
- (40) may raise Test Issues on the Test Issue Management Log in respect of any Testing; and
- (41) may require the Supplier to demonstrate the modifications made to any defective Deliverable before a Test Issue is closed.

11 TEST QUALITY AUDIT

- 11.1 Without prejudice to its rights pursuant to Clause 12.2(b) (*Records, Reports, Audits & Open Book Data*), the Authority may perform on-going quality audits in respect of any part of the Testing (each a “**Testing Quality Audit**”) subject to the provisions set out in the agreed Quality Plan.
- 11.2 The focus of the Testing Quality Audits shall be on:
 - (42) adherence to an agreed methodology;
 - (43) adherence to the agreed Testing process;
 - (44) adherence to the Quality Plan;
 - (45) review of status and key development issues; and
 - (46) identification of key risk areas.
- 11.3 The Supplier shall allow sufficient time in the Test Plan to ensure that adequate responses to a Testing Quality Audit can be provided.
- 11.4 The Authority will give the Supplier at least 5 Working Days' written notice of the Authority's intention to undertake a Testing Quality Audit and the Supplier may request, following receipt of that notice, that any Testing Quality Audit be delayed by a reasonable time period if in the Supplier's reasonable opinion, the carrying out of a Testing Quality Audit at the time specified by the Authority will materially and adversely impact the Implementation Plan.
- 11.5 A Testing Quality Audit may involve document reviews, interviews with the Supplier Personnel involved in or monitoring the activities being undertaken pursuant to this Schedule, the Authority witnessing Tests and demonstrations of the Deliverables to the Authority. Any Testing Quality Audit shall be limited in duration to a maximum time to be agreed between the Supplier and the Authority on a case by case basis (such agreement not to be unreasonably withheld or delayed). The Supplier shall provide all reasonable necessary assistance and access to all relevant documentation required by the Authority to enable it to carry out the Testing Quality Audit.
- 11.6 If the Testing Quality Audit gives the Authority concern in respect of the Testing Procedures or any Test, the Authority shall:

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- (47) discuss the outcome of the Testing Quality Audit with the Supplier, giving the Supplier the opportunity to provide feedback in relation to specific activities; and
- (48) subsequently prepare a written report for the Supplier detailing its concerns,

and the Supplier shall, within 5 working days (unless otherwise agreed), respond in writing to the Authority's report.

- 11.7 In the event of an inadequate response to the Authority's report from the Supplier, the Authority (acting reasonably) may withhold a Test Certificate (and consequently delay the grant of a Milestone Achievement Certificate) until the issues in the report have been addressed to the reasonable satisfaction of the Authority.

12 OUTCOME OF TESTING

- 12.1 The Authority shall issue a Test Certificate as soon as reasonably practicable when the Deliverables satisfy the Test Success Criteria in respect of that Test without any Test Issues.

- 12.2 If the Deliverables (or any relevant part) do not satisfy the Test Success Criteria then the Authority shall notify the Supplier and:

- (49) the Authority may issue a Test Certificate conditional upon the remediation of the Test Issues;
- (50) where the Parties agree that there is sufficient time prior to the relevant Milestone Date, the Authority may extend the Test Plan by such reasonable period or periods as the Parties may reasonably agree and require the Supplier to rectify the cause of the Test Issue and re-submit the Deliverables (or the relevant part) to Testing; or
- (51) where the failure to satisfy the Test Success Criteria results, or is likely to result, in the failure (in whole or in part) by the Supplier to meet a Milestone, then without prejudice to the Authority's other rights and remedies, such failure shall constitute a Notifiable Default for the purposes of Clause 25.1 (*Rectification Plan Process*).

- 12.3 The Authority shall be entitled, without prejudice to any other rights and remedies that it has under this Contract, to recover from the Supplier any reasonable additional costs it may incur as a direct result of further review or re-Testing which is required for the Test Success Criteria for that Deliverable to be satisfied.

13 APPROVAL PROCESS

- 13.1 The Parties agree that wherever the Authority's approval is referred to and/or required in respect of a Deliverable or is otherwise required with regard to the Services the Parties shall comply with this paragraph 13 to obtain the Authority approval (**Approval Process**).

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13.2 In order to obtain the Authority's approval the Supplier shall submit each relevant item for approval accompanied by a copy of any related document to be reviewed and where applicable a statement of the proposed course of action (the entire contents of a submission being referred to as the **Proposal**).

13.3 The Supplier shall ensure that it provides the Authority with an opportunity to review any Proposal in accordance with the following Approval Process, unless otherwise agreed with the Authority:

(52) the Supplier shall submit the required Proposal to the Authority in time for the Approval Process to be completed prior to any relevant Milestone Dates or other deadlines;

(53) if the Supplier has received any comments from the Authority (**Authority Comments**) within five (5) Business Days of the Authority's receipt of the Proposal, then the Supplier shall promptly and in any event within three (3) Business Days of receipt of the relevant the Authority Comments:

incorporate any the Authority Comments into the Proposal;

where it is of the view acting reasonably that the Authority Comments cannot be incorporated, provide the Authority with reasons as to why those the Authority Comments were not incorporated into the Proposal (such reasons to be set out in a written response from the Supplier to the Authority ("**Quality Review Form**"); and

resubmit the Proposals to the Authority for evaluation. The Authority shall conduct such evaluation within 2 Business Days after the Authority's receipt of such re-submitted Proposal ("**Further Comment Period**");

(54) for the purposes of the timing referred to in paragraph 13.3, the Approval Process shall be complete in respect of the relevant Proposal when either:

the Further Comment Period has expired without the Authority having approved the Proposal (provided always that a Proposal shall not be treated as being approved unless and until the Authority expressly approves it in writing (including a written statement by the Authority as to which Milestone(s) to which such the Authority approval relates); or

the Authority has approved the Proposal;

(55) if the Authority does not approve a Proposal, then:

any Dispute regarding the Proposal shall be escalated in accordance with the Document Dispute Resolution Procedure; and:

the Supplier shall continue to provide the Services affected by the Proposal ("**Affected Services**") notwithstanding the operation of such escalation,

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provided always that the Authority shall be entitled to require the Supplier to cease providing all or part of the Affected Services for any period up to the final resolution of such Dispute; and

(56) notwithstanding anything to the contrary in this Agreement, the Authority shall be entitled to provide the Authority Comments by email.

13.4 Where any matter under this Agreement has been Approved, the Supplier shall perform the Services in accordance with what has been so Approved

13.5 The Supplier acknowledges and accepts that the Authority's Approval pursuant to this Paragraph 13 shall not relieve the Supplier of its responsibility for ensuring that the Services are provided to the standard required by this Contract.

14 CERTIFICATION OF KEY MILESTONES AND DELAYS/DELAY AND PERFORMANCE CREDITS

14.1 The Parties agree that the achievement by the Supplier of Key Milestones and Set-Up Key Milestones by the relevant Key Milestone Dates (for Test Cycles or Set-Up Key Milestones) in any Test Cycle during the Term, are material to the Supplier's delivery of the Services.

14.2 Determination of Key Milestone Achievement Date

(57) The Key Milestone Achievement Date for each Key Milestone shall be the date stated as such on the Key Milestone Acceptance Certificate as issued by the Authority in respect of that relevant Key Milestone.

14.3 Issue of Key Milestone Acceptance Certificate

(58) The Supplier shall notify the Authority when it considers that a Key Milestone has been achieved in accordance with this Agreement (including under paragraph 14.3.4 or 14.3.5).

(59) The Authority shall promptly request such information and promptly undertake such tests and/or investigations as it considers necessary and reasonable to satisfy itself that all Key Milestone Acceptance Criteria relevant to that Key Milestone have been achieved by the Supplier and that the relevant Key Milestone has been achieved by the Supplier.

(60) Once the Authority is satisfied, acting reasonably, and within 30 days of being so satisfied, that in relation to a Key Milestone all relevant Key Milestone requirements as set out in this Agreement and Key Milestone Acceptance Criteria have been met, then the Authority will consider that a Key Milestone has been achieved and the Authority shall issue a Key Milestone Acceptance Certificate which shall record the date the Supplier correctly notified the Authority of the achievement of the relevant Key Milestone.

(61) Subject to Clauses 14.3.5 and 14.6, in the event that either:

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the Supplier has failed to notify the Authority under Clause 14.3.1 that the Supplier considers that the Key Milestone has been achieved; or

the Authority is not satisfied that a Key Milestone has been achieved,

the Supplier shall address the areas of non-compliance and the Authority shall repeat the steps in Clauses 14.3.2 and 14.3.3 in order for the Supplier to seek to achieve the relevant Key Milestone.

(62) As between the Parties the issue of a Key Milestone Acceptance Certificate shall be conclusive as to whether, and/or the date on which, the relevant Key Milestone has been achieved and save as otherwise stated in this paragraph 14, the entitlement of the Supplier to submit an invoice for the relevant Key Milestone Payment in accordance with Clause 14 (Charges and Financial Distress).

14.4 Delay in achieving a Key Milestone

(63) Subject to Schedule 7 (*Authority Responsibilities*) and Section H, Clause 30 (Force Majeure Events), if a Key Milestone has not been achieved by the relevant Key Milestone Date, the Supplier shall pay to the Authority the Delay Payment applicable to the relevant Key Milestone as set out in Table 1 (Milestone Payments and Delay Payments) of Annex 2 (Charging Mechanisms and Adjustments) of Schedule 15 (*Charges and Invoicing*).

14.5 In all respects, payment of Delay Payments accordance with this paragraph 14 is without prejudice to the Authority's other rights and remedies under this Agreement or at law. The Supplier acknowledges that the Delay Payments are a genuine pre- estimate of the loss the Authority is likely to suffer as a result of any delay (but not failure to provide the Services). The Parties acknowledge that all Key Milestones relate to any or all Test Cycles during which the Supplier provides the Services including any Test Cycle that is the result of an extension to this Agreement.

Annex 1: Test Issues – Severity Levels

- 1 **Severity Level 1 Test Issue:** a Test Issue that causes non-recoverable conditions, e.g. it is not possible to continue using a Component, a Component crashes, there is database or file corruption, or data loss;
- 2 **Severity Level 2 Test Issue:** a Test Issue for which, as reasonably determined by the Authority, there is no practicable workaround available, and which:
 - 2.1 causes a Component to become unusable;
 - 2.2 causes a lack of functionality, or unexpected functionality, that has an impact on the current Test; or
 - 2.3 has an adverse impact on any other Component(s) or any other area of the Services;
- 3 **Severity Level 3 Test Issue:** a Test Issue which:
 - 3.1 causes a Component to become unusable;
 - 3.2 causes a lack of functionality, or unexpected functionality, but which does not impact on the current Test; or
 - 3.3 has an impact on any other Component(s) or any other area of the Services;
but for which, as reasonably determined by the Authority, there is a practicable workaround available;
- 4 **Severity Level 4 Test Issue:** a Test Issue which causes incorrect functionality of a Component or process, but for which there is a simple, Component based, workaround, and which has no impact on the current Test, or other areas of the Services; and
- 5 **Severity Level 5 Test Issue:** a Test Issue that causes a minor problem, for which no workaround is required, and which has no impact on the current Test, or other areas of the Services.

Annex 2: Test Certificate

To: **[NAME OF SUPPLIER]**

FROM: **[NAME OF AUTHORITY]**

[Date]

Dear Sirs,

TEST CERTIFICATE

Deliverables: **[insert description of Deliverables]**

We refer to the agreement (the “**Contract**”) relating to the provision of the Services between the **[name of Authority]** (the “**Authority**”) and **[name of Supplier]** (the “**Supplier**”) dated **[date]**.

Capitalised terms used in this certificate have the meanings given to them in Schedule 1 (Definitions) or Schedule 14 (*Testing Procedures, Approvals and Key Milestones*) of the Contract.

[We confirm that the Deliverables listed above have been tested successfully in accordance with the Test Plan relevant to those Deliverables.]

OR

[This Test Certificate is issued pursuant to Paragraph 12.1 of Schedule 14 (*Testing Procedures, Approvals and Key Milestones*) of the Contract on the condition that any Test Issues are remedied in accordance with the Rectification Plan attached to this certificate.]*

*delete as appropriate

Yours faithfully

[Name]

[Position]

acting on behalf of **[name of Authority]**

Annex 3: Key Milestone Achievement Certificate

STA-1000 (RD 1001506)

[Test Cycle year] - Key Milestone Achievement Certificate



**Standards
& Testing
Agency**

Key Milestone Achievement Certificate – KM[X]

In accordance with **clause 14** of Schedule 14 (*Testing Procedures, Approvals and Key Milestones*) and Schedule 15 (*Charges and Invoicing*) of the Agreement, this Key Milestone Achievement Certificate records the successful achievement by the Supplier of KMX, as detailed below for the [insert test cycle year] Test Cycle.

Key Milestone	Key Milestone Acceptance Criteria [insert criteria from Schedule 14 (<i>Testing Procedures, Approvals and Key Milestones</i>)]
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The STA deems the Key Milestone Acceptance Criteria for KM.X to have been met and evidenced for the [Insert test cycle year] Test Cycle.

The Key Milestone Achievement Date is noted as [insert date].

[insert Supplier name] is therefore entitled to invoice as follows:

[insert Key Milestone number and name]	£
Total to be invoiced for KM.X	£

Approved & signed for and on behalf of the Standards and Testing Agency

Signature:

Date:

.....

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

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Name:

Title:

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Annex 4: Key Milestone Acceptance Criteria

1 Acceptance Criteria to be achieved in order to Achieve the Set-Up Key Milestones

Set-Up Key Milestone Charge No.	Acceptance Criteria	Acceptance Method
Set-up KM1 - Pre Set-Up Complete (May 24)	Internal project start up meeting held and workstream teams mobilised.	Meeting held by 26 th April and confirmation provided to The Authority via the Draft Implementation Plan.
	The Authority and Pearson governance structures (ways of working, frequency of meetings, format of progress updates, team structures) updated and submitted to the Authority.	Proposed governance structures updated and Approved by the Authority by the date of this Key Milestone..
	Draft Set-up PID suite documentation updated and Approved by the Authority.	All Set-up PID suite documents have been submitted to the Authority and Approved (where required) by the Authority by the date of this Key Milestone.. ,
	Detailed Implementation Plan (Set-Up Implementation Plan and draft High Level Implementation Plan for delivery) approved by the Authority.	Detailed Implementation Plan, which includes the Set-Up Implementation Plan and a High Level Implementation Plan for delivery, submitted with the tender, to be updated and Approved by the Authority by the date of this Key Milestone..

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	Security Management Plan submitted to The Authority.	Security Management Plan to be updated using new template and Approved by the Authority by the date of this Key Milestone.
	Recruitment to PMO and workstream teams initiated.	Job descriptions created and vacancies made live. Interviews scheduled.. The Resourcing Plan submitted with the PID suite will be updated to include expected recruitment dates. Progress updates against this have been provided to the Authority by 31 st May 24 (written format) for the PMO roles.
	Security Manager in place.	Confirmation of name and experience provided to the Authority.
	Systems development specified and initiated.	Drafts of Systems Development Plan, Defect Management Approach, Defect log, Development Progress documentation and Systems Acceptance Plan submitted to the Authority by 31st May 24 and Approved (where required) by the date of this Key Milestone.
Set-up KM2 - Systems Delivery Release 1 Complete (August 24)	Implementation Plan and Set-up PID suite refined and updated following feedback from The Authority.	Updated versions of plans and PID suite documents provided to the Authority and Approved by the date of this Key Milestone.

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	Systems Delivery Release 1 - User Acceptance Testing complete and systems released.	Systems Development Plan, Defect Management Approach, Defect log, Development Progress documentation and Systems Acceptance Plan Approved by the Authority by 21 st June 24.
	Sub-contractor Agreements in Place.	Written confirmation provided to the Authority by 3rd May of the sub-contractor names, roles and responsibilities and agreement to schedule the work.
	Sub-contractor face to face visits scheduled.	Agreed dates for sub-contractor visits confirmed with The Authority by 10th May 24.
	All sub-contractors and workstreams to have completed first pass through service design of end to end process, including social value plans.	Written confirmation provided to the Authority by 26th July 24.
Set-up KM3 - Systems Delivery Complete (December 24)	PMO documentation to be drafted (including Recruitment and Retention Strategy, Assurance Business Readiness Plan, Quality Management Plan, Communications Strategy).	All PMO plans and strategies will be listed on the Implementation plan with agreed handover dates (between October to December 24). The Authority to review and Approval (where required) by the date of this Key Milestone.

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	Final reviews of PID suite documents to be completed.	The Authority to provide any final feedback on PID suite documents, ready for them to be updated for live delivery.
	Resources in place and confirmed.	Draft Recruitment and Retention Strategies and Resource Models provided to the Authority for review and Approval, which shows that all staff that were scheduled to be in place by the date of this Key Milestone have been recruited.
	Systems Delivery Release 2 - User Acceptance Testing complete and system released.	Systems Development Plan and Systems Acceptance Plan reviewed and resubmitted to the Authority (if updates required). Systems functionality (school and pupil registration, scanning, marking, helpdesk, data and MI) checked against Product Descriptions and assurance provided to the Authority.
	Systems performance and penetration testing initiated.	Written confirmation and required certifications provided to the Authority.
	Training programme delivered for key staff.	Details and overview of Training Programme provided to the Authority, with written confirmation that training has been delivered.
	Social value and community proposals agreed and scheduled in.	Social value activities scheduled into Implementation Plan and updates

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		against progress provided through progress and MI reporting.
	Subcontractor contracts finalised.	Written confirmation provided to the Authority that contracts have been signed.
	Process-walk throughs scheduled and delivered.	The Supplier and The Authority to have agreed dates and to have attended the process walk throughs.
Set-up KM4 - Systems, Data and Security Assurance (March 25)	Systems performance and penetration testing complete.	Remediations from testing implemented and re-tests performed. Security Management Plan reviewed and updated. Check against Product Descriptions. STA End to End System walkthrough completed by 4 th April 2025.
	Full end to end data dry run performed.	Written confirmation provided to the Authority that the end to end data dry run has been completed in line with the Approved plan and has been marked as complete on the Implementation plan.
	Full end to end run through for security of printing, pack and collation processes.	Written confirmation provided to the Authority and marked as complete on the Implementation plan. Physical process walk through will have demonstrated readiness of the end to end process to the Authority.

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	Marker Register ingested and tested.	Assurance provided to the Authority that the Marker Register has been set-up and tested and any revisions applied.
	Scanning and marking capacity models reviewed and updated.	Models submitted to the Authority for review and approval (where required). Marking Capacity Model (MCM) Approach (including the MCM) and Scanning Capacity Model Plans updated.
	Marker communications prepared.	Marker Recruitment and Retention Strategies and Marker Communications Plans reviewed and updated.
	MI reporting processes in place.	MI reporting formats shared with and approved by the Authority. Check against Product Descriptions.
Set-up KM 5 - Mobilisation Readiness (July 25)	Test cycle planning and resourcing for Operational Delivery finalised.	Resource forecasting exercise completed. Resourcing Plan updated and final resource models submitted to the Authority for approval.
	Marking and scanning capacity models finalised.	Marking Capacity Model Approach and Scanning Capacity Model Plans reviewed and approved by The Authority. Final versions of models approved (where required).

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	Print, logistics and scanning testing and assurance complete	Print and Logistics Strategy, Print and Logistics Production Plan and Print and Scanning Specifications, KS2 Tests Scanning Assurance submitted to the Authority in July 2025.
	Operational Delivery PID suite for mobilisation and live delivery updated.	Updated Operational Delivery PID suite provided to the Authority for review and approval prior to Mobilisation.
	PMO documentation (outlined on Implementation Plan) finalised.	Final versions of PMO documentation reviewed and approved by the Authority. Marked as complete on the Implementation Plan and written confirmation provided.
	Subcontractor contracts confirmed and work scheduled.	Written confirmation provided to the Authority.
	Readiness for service report prepared.	Progress reported to the Authority and Implementation Plan updated. Readiness for Service Report submitted in August 25 for review and approval. Assurance provided that all set-up requirements as per the Statement of Requirements have been complete.

2 Acceptance Criteria to be Achieved in order to Achieve the Test Cycle Key Milestones

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
<p>KM1 Test Cycle Mobilisation</p> <p>Applicable to all Test Cycles from the 2026 Test Cycle throughout the Term</p>	<p>The Supplier must have provided a “<i>readiness-for-service</i>” report confirming the readiness status of the Operational Delivery Infrastructure for the forthcoming Test Cycle, including:</p>		
	<p>1. Evidence of readiness in terms of processes and systems. Such evidence shall include but not be limited to:</p>		
	<p>(a) updated process documentation (as collated in PD 4.0 Business process management library)</p>	<p>The index of the operational processes library will be made available to the Authority. The Authority will have the option to select a number of samples for review and verify that the processes accurately reflect current / agreed processes as per the Product Descriptions, linked documents and decision logs. The Supplier’s relevant business lead will be responsible for explaining process documentation to the Authority functional leads.</p>	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>(b) Processes as set out in the updated business process catalogue that have changed or were not agreed at KM1 of the previous Test Cycle (including changes to existing processes and/or new process implemented due to a Change Request prior to the Milestone Date), have been tested to the Authority's reasonable satisfaction and are shown to perform as expected within reasonable degrees of deviation (to be set out in a mutually agreed test and assurance plan(s)).</p>	<p>Review of evidence/test outcome reports to confirm that testing of processes (as agreed between parties) has met the exit criteria as documented in associated test plans.</p>	
	<p>(c) updated Systems specifications documentation.</p>	<p>Updated and Approved versions of the following:</p> <ul style="list-style-type: none"> • Updated functional specification documentation provided to the Authority for information, which has been verified and signed-off by the Supplier's relevant business leads. 	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
		<ul style="list-style-type: none"> • Operational Delivery Plan showing the scheduled load testing • System Availability Plan 	
	(d) functional and non-functional test outcomes, including:		
	(i) Systems will perform as per agreed usage statistics set out in the Approved Systems capacity plan,	<ul style="list-style-type: none"> • As set out in the relevant Product Description(s), • Approved Systems capacity plan • Review of test outcome reports against exit criteria for associated non-functional test (NFT) plans to confirm these have been met in full. Where tests have been performed to meet previous Key Milestones for Approval, and there have been no changes in the associated performance/capacity characteristics, the previous accepted test outcomes shall be sufficient evidence to fulfil this Key Milestone Acceptance Criteria for those test outcomes (and will not need to be re-provided) The Supplier must warrant that there have been no changes since previous testing completed which would impact system performance. A summary 	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
		<p>of this previous testing and its results shall be provided to the Authority for review.</p> <ul style="list-style-type: none"> Where parties have agreed, via the Operational Delivery Plan, that system performance is not due to be tested until after KM.1 Milestones Acceptance Date, this will be excluded from measurement of KM.1. 	
	<p>(ii) The Service (as determined by the Authority) meets the security requirements as set out in Schedule 2 (<i>Services Description</i>), Schedule 4 (<i>Standards</i>), and Schedule 5 (<i>Security Management</i>)</p>	<ul style="list-style-type: none"> As set out in the relevant Product Description(s), Completion of the Department's security assurance assessment granted by the appropriate Authority. 	
	<p>(iii) Systems functionality works in accordance with current design, producing the correct data outputs as defined</p>	<ul style="list-style-type: none"> Where a change to the system has been implemented during the previous Test Cycle, System functionality testing has been evidenced along with subsequent pre-production regression testing report. Review of test outcome reports against 	<p>Test Criteria: System functionality testing has been evidenced along with subsequent pre-production regression testing report. Review of test outcome reports against exit criteria for associated test plans to confirm these have been met in full.</p>

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Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>in the Data products as per the Business Process Library at the time of KM1 (it is acknowledged that Change Requests may be in flight at the time of KM1),</p>	<p>exit criteria for associated test plans to confirm these have been met in full.</p> <ul style="list-style-type: none"> The Supplier has successfully completed regression testing. Note that a defect shall be considered resolved where the Supplier is able to demonstrate that it has been successfully tested and resolved within its pre-production environment. 	<p>The Authority has issued a Test Certificate to show successful completion of regression testing. Note that a defect shall be considered resolved where the Supplier is able to demonstrate that it has been successfully tested and resolved within its pre-production environment.</p>
	<p>(iv) Where there any changes to the Systems (Including but not limited to any Change implemented through the Change Control process prior to the Milestone Date where user experience testing is included in the Change Proposal) that have impacted functionality, system user experience testing has been offered to a proportionate and representative sample of users (as agreed</p>	<ul style="list-style-type: none"> Evidence of review of available user feedback in respect of testing carried out by the Authority and other stakeholders. 	<p>Test: System user experience testing has been offered to a proportionate and representative sample of users (as agreed with the Authority) and has demonstrated this to the Authority's reasonable satisfaction.</p>

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	with the Authority) and has demonstrated this to the Authority's reasonable satisfaction.		
	(v)plans for implementation of mutually agreed change to the Operational Delivery Infrastructure for the forthcoming Test Cycle (Including but not limited to any Change agreed through the Change Control process).	As set out in the Operational Delivery PID, relevant Product Description(s), Change Proposals and project plans	N/A for 2026 Test Cycle
	2. Implemented or have an Approved plan to address all agreed lessons learned recommendations from the previous Test Cycle, including lessons learned based on feedback from Markers on all aspects of the previous Test	As set out in the lessons learned log.	N/A for 2026 Test Cycle

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	Cycle. Timescales for implementation of changes as a result of agreed lessons must be shown in the Operational Delivery Plan (ODP).		
	3. Have all Personnel required to deliver the Services at the date of this Key Milestone, and sub-contracts in place	<ul style="list-style-type: none"> • Resourcing model (as specified in the requirements) has been reviewed by the Authority • Check against Marker Register 	
	4. Issued Markers with their respective performance grades in respect of their performance in the previous Test Cycle and recorded these in the Marker Register.	<ul style="list-style-type: none"> • The Authority will check the Marker Register has been completed with all required data fields for 100% of contracted Markers as set out in the relevant Product Description. <p>(For the avoidance of doubt, at its discretion the Authority may also choose to audit the Marker Register under the provisions of Clause 38 of this Agreement.)</p>	N/A for 2026 Test Cycle
	5. Have in place up to date and Approved (where Approval is required under this Agreement) versions of the following documentation:		

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	(a) all programme management documentation, as per the programme management Product Description.	As set out in the relevant Product Description(s), and product flow diagram	
	(b) Security Management Plan and Security Operating Policies & Procedures, Incident Management Plan and Information Asset Register, which clearly evidence that appropriate Test Cycle security arrangements are/will be in place.	As set out in the relevant Product Description(s),	
	(c) Marker Register, Contractual Fees and Expenses Document, Marker Retention and	As set out in the relevant Product Description(s),	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	Recruitment Strategy, Performance Management Plan, Letter of Appointment, , Marker Register Management Document, Marker Training Plan, Marker Training Materials Approach, Style and Quality Assurance Document, Marking Key Dates Document.		
	<p>(d) Production, Logistics Strategy and Production and Logistics draft plan confirming the feasibility of delivery of test materials into schools by published dates.</p> <p>(e) Scanning assurance test has been completed and test</p>	As set out in the relevant Product Description(s),	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>completion report is provided showing Acceptance Criteria has been achieved. Where acceptance criteria is not achieved a plan for resolution has been provided.</p>		
	<p>(f) Communications Strategy and Communications management plan (including but not limited to the marker communications plan).</p>	<p>As set out in the relevant Product Description(s),</p>	
	<p>(g) Supplier’s Helpdesk forecast and Resource Model, Helpdesk Strategy and Staff Training Plan, Outbound Chase Activity Plan, Quality Monitoring Strategy.</p>	<p>As set out in the relevant Product Description(s),</p>	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>(h) fully tested Business Continuity and Disaster Recovery Plans. Excepting that testing in respect of Services that will be conducted post January of any given Test Cycle, may be tested at a later date as agreed in associated test plans.</p>	<p>BCDR test outcome reports showing evidence that exit criteria have been met.</p>	
	<p>(i) Complete suite of Management Information; which has been fully tested, (with the exception of any MI being implemented as part of a Change Request/ operational change in flight at the time of KM1.)</p> <p>(j) Provide a plan for the implementation of</p>	<ul style="list-style-type: none"> • MI test plan (where applicable) as described in the Operational Delivery Plan. • Test outcome reports (where applicable) for testing completed prior to the date of KM1 . • All test cycle MI templates have been approved by the Authority. 	<p>Test: Bullet point 2 is N/A for 2026 Test Cycle</p>

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>operational changes to MI.</p> <p>(k) Approved data catalogue, (with the exception of any data being implemented as part of a Change Request/ operational change in flight at the time of KM1.)</p> <p>(l) Approved data model and data flows</p> <p>(m) Approved data quality assurance regime</p>	<p>As set out in the relevant Product Description(s),</p>	
<p>KM2 Completion of Pupil Registration and provision of KS2 Assessment Data Outputs</p>	<p>Provision of KS2 Assessment Data Outputs. This must contain 100% of Pupil Registration Data for all KS2 Pupils that are required to participate in the assessments as per the KS2 Assessment and Reporting Arrangements</p>	<p>Management Information report provided showing Acceptance Criteria has been met.</p> <p>The Authority will perform the following quality checks:</p> <p>1. contents of the KS2 Assessment Data Outcomes are as per the file specification (i.e. valid field contents, not out of range);</p>	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	including those that will not take the test.	2. derived fields have been correctly calculated; 3. the school data is a consistent aggregation of the Pupil level data; 4. checks for inconsistencies across subjects for individual Pupils; 5. check all expected schools and Pupils are included in the data.	
KM3 Readiness for Marking	Contracts have been accepted by 100% of the Markers set out in the updated Marker Capacity Model (total hierarchy including reserves) and in accordance with the Acceptance Criteria set out in the relevant Product Description(s).	The Authority will check the Marker Register has been completed with all required data fields for 100% of contracted Markers as set out in the relevant Product Description. At its discretion the Authority may also choose to audit the Marker Register under the provisions of Clause 38 of this Agreement.	
KM4 Completion of Marker Training	1. All the Markers identified in the Marker Capacity Model and who attend training, have been trained in accordance with agreed standards and	The Authority will check that the required number of Markers have been trained and approved to proceed to Live Marking by checking:	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>quality measures as defined in the relevant deliverables stated in the Marking Product Descriptions.</p> <p>2. 95% of the trained Markers for each role (as per the marking hierarchy) and Subject have been approved to proceed to Live Marking no later than one week after the agreed start date for Live Marking</p>	<p>1. the Supplier’s marker attendance and qualification Management Information report(s) detailing Marker attendance after every training event and subsequent qualification.</p> <p>2. the Marker Register confirming the Markers who have been approved to proceed to Live Marking as set out in the relevant Product Description. (At its discretion the Authority may also choose to audit the Marker Register under the provisions of Clause 38 of this Agreement.)</p>	
<p>KM5 Completion of Delivery of NCAs to Schools</p>	<p>To have delivered 100% of all National Curriculum Assessments Materials to all Schools unless the School confirms they are no longer eligible or participating in a particular test including the fulfilment of every request from a School for additional National Curriculum Assessments Materials where such requests are made up to</p>	<p>The Authority will check:</p> <p>1. the Management Information reports (or where applicable Royal Mail delivery confirmation) for every package delivered to a School as set out in the MI catalogue.</p> <p>2. There are no outstanding unresolved queries with Help desk regarding undelivered materials.</p>	

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Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	4 hours prior to the time of the start of any Test.		
KM6 Completion of Marking and Delivery of Accurate Pupil Level Data	Provision of KS2 Assessment Data Outputs, Management Information and commentary (as described in the Services Description and the appropriate product Description) to the Authority, at least 15 Business Days in advance of the Key Milestone Date for KM.7, that contains Accurate Pupil Level Data (as per requirement 7.1.4) and is Complete for 99.9% of Pupils for each overall Subject.	<p>The Authority will perform the following quality checks:</p> <ol style="list-style-type: none"> 1. contents of the KS2 Assessment Data Outputs are as per the file specification (i.e. valid field contents, not out of range); 2. derived fields (e.g. totals, levels) have been correctly calculated; 3. Item Level data contains valid field contents and is consistent with summary test data; 4. the school data is a consistent aggregation of the Pupil level data; 5. checks for inconsistencies within and across subjects for each Pupil; 6. check for any unexpected changes in the data with previous outputs within the Test Cycle. 7. check data contained within the KS2 Assessment Data Outputs matches that in other 	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
		<p>key deliverables, e.g. real-time reports from Online System, Derived Data reports, Exceptions reports.</p> <p>8. CHI-SQUARE test completed by the Authority, shows adequate representation across specified groups.</p>	
<p>KM7 Provision of Results Data and Return of Test Scripts</p>	<p>1.100% of Test Scripts have been marked and are made available in the KS2 Assessment Data Outputs.</p> <p>Excepting that where the Supplier has demonstrated that data is not available due to a Missing Test Script that has been misplaced by a School such data shall not be assessed against the volume Acceptance Criteria.</p> <p>2. Provision of KS2 Assessment Data Outputs, Management Information and commentary (as described in the Services Description and the appropriate product</p>	<p>The Authority will perform the following quality checks:</p> <ol style="list-style-type: none"> 1. contents of the KS2 Assessment Data Outputs are as per the file specification (i.e. valid field contents, not out of range); 2. derived fields (e.g. totals, levels) have been correctly calculated; 3. any interventions to results (reviews, maladministration, special consideration, compensatory marks, missing pages, missing scripts) have been correctly and appropriately applied; 4 Item Level data contains valid field contents and is consistent with summary test data; 	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>Description) containing Accurate Pupil Level Data (as per requirement 7.1.5) and is Complete for 100% of Pupils.</p> <p>Where any data has been included in the KS2 Assessment Data Outcomes, the Supplier must provide the following to schools, LA's and MAT's:</p> <ul style="list-style-type: none"> • complete accurate test outcomes, including providing both on-screen results and summary download results • provision of pdf copies of Test Scripts to schools via School and LA facing system, except in the case of hard copy manually marked scripts, which should be provided in hard copy format on the day specified by STA for Return of Results. 	<p>5. the school data is a consistent aggregation of the Pupil level data;</p> <p>6. checks for inconsistencies within and across subjects for each Pupil;</p> <p>7. check for changes to the Data between KM6 and KM7.</p> <p>8. check data contained within the KS2 Assessment Data Outputs matches that in other key deliverables, e.g. real-time reports from Online System, Derived Data reports, Exceptions reports.</p> <p>Management Information showing:</p> <p>8. Marking MI showing total number of Test Scripts Marked.</p> <p>9. the number of Test Scripts returned to each School by subject, and</p> <p>10. an exception report showing Pupils that have not received a complete set of Tests Results data or Test Scripts as per requirement 7.1.23.</p>	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
KM8 Readiness for Review Marking	Review Marking_Contracts have been accepted by 100% of Review Markers set out in the Marking Capacity Model (the total hierarchy including reserves) and in accordance with the Acceptance Criteria set out in the relevant Product Description(s).	<p>All the Markers identified in the Marker Capacity Model and who attend training, have been trained in accordance with agreed standards and quality measures as defined in the relevant deliverables stated in the Marking Product Descriptions. 95% of the trained Markers for each Review Marking role (as per the marking hierarchy) and Subject have been approved to proceed to Live Review Marking no later than one week after the agreed start date for Live Review Marking¹. The Authority will check the Marker Register has been completed with all required data fields for 100% of contracted Review Markers as set out in the relevant Product Description.</p> <p>The Authority will check that the required number of Review Markers have been trained and approved to proceed to Live Marking by checking: 1. the Supplier's marker attendance</p>	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
		<p>and qualification Management Information report(s) detailing Marker attendance after every training event and subsequent qualification</p> <p>2. the Marker Register confirming the Markers who have been approved to proceed to Live Review Marking as set out in the relevant Product Description. At its discretion the Authority may also choose to audit the Marker Register under the provisions of Clause 38 of this Agreement.</p>	
<p>KM9 Completion of Reviews and Provision of Data Outputs to the Authority</p>	<p>1. 100 per cent of requests for Review Marking and Clerical Reviews received by the deadline for such Reviews are processed and the outcomes accurately communicated to Schools, including return of the Test Scripts through the solution provided by the Supplier, in accordance with the Acceptance Criteria in the relevant Product Descriptions.</p> <p>2. Provision of KS2 Assessment Data Outputs including the changes due to</p>	<p>1. The Authority will check the Management Information report(s) showing:</p> <ul style="list-style-type: none"> i. the number of Review applications for which Review outcome letters have been returned to Schools ii. the number of Review applications for which the relevant Test Scripts have been returned to Schools <p>as set out in the relevant Product Descriptions.</p> <p>2. The Authority will perform the following quality checks:</p>	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>reviews, Management Information and commentary (as described in the Services Description and the appropriate product Description) containing Accurate Pupil Level Data (as per requirement 7.1.5) and is Complete for 100% of Pupils.</p>	<ul style="list-style-type: none"> i. Review outcomes reported in the KS2 Assessment Data Outputs are consistent with the MI. ii. contents of the KS2 Assessment Data Outputs are as per the file specification (i.e. valid field contents, not out of range) iii. derived fields (e.g. totals, levels) have been correctly calculated iv. any interventions to results (reviews, maladministration, special consideration) have been correctly and appropriately applied v. Item Level data contains valid field contents and is consistent with summary test data; vi. the school data is a consistent aggregation of the Pupil level data; vii. checks for inconsistencies within and across subjects for each Pupil viii. check for changes between KM7 and KM9. 	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
		<p>ix. check data contained within the KS2 Assessment Data Outputs matches that in other key deliverables, e.g. real-time reports from Online System, Derived Data reports, Exceptions reports.</p>	
<p>KM10 Completion of Data Outputs and Closure of Test Cycle</p>	<p>Provision of KS2 Assessment Data Outputs, Management Information and commentary (as described in the Services Description and the appropriate product Description) containing Accurate Pupil Level (as per requirement 7.1.5) Data and is Complete for 100% of Pupils.</p> <p>2. The Supplier must provide the following:</p> <p>The end of Test Cycle report and all end product reports (EPR) have been Approved (where applicable) to meet the</p>	<p>The Authority will perform the following quality checks:</p> <ol style="list-style-type: none"> 1. contents of the KS2 Assessment Data Outputs are as per the file specification (i.e. valid field contents, not out of range) 2. derived fields (e.g. totals, levels) have been correctly calculated 3. any interventions to results (reviews, maladministration, special consideration) have been correctly and appropriately applied 4. Item Level data contains valid field contents and is consistent with summary test data; 	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
	<p>Acceptance Criteria as set out in the Product Description.</p> <p>An updated and Approved Information Asset Register (IAR) to show that material close down activities have taken place, including but not limited to completing shredding activities specified in the IAR and provide destruction certificates for such shredding.</p> <p>an updated closedown activity plan to show that all data that was due to be cleared down at the point of KM10 has been complete.</p> <p>a copy of all Management Information reports (as set out in the Management Information catalogue) for the Test Cycle</p>	<p>5. the school data is a consistent aggregation of the Pupil level data;</p> <p>6. checks for inconsistencies within and across subjects for each Pupil;</p> <p>7. check for changes between KM9 and KM10</p> <p>11. check data contained within the KS2 Assessment Data Outputs matches that in other key deliverables, e.g. real-time reports from Online System, Derived Data reports, Exceptions reports.</p> <p>8. The Authority will review and Approve (where applicable) the End Test Cycle report and the end product reports according to the Acceptance Criteria in the Product Descriptions.</p> <p>9. Information Asset Register shows that all asset close down activities that should have been completed at the point of KM10 have been completed.</p>	

SCHEDULE 14 (TESTING PROCEDURES, APPROVALS AND KEY MILESTONES)

Test Cycle Key Milestone Charge No.	Acceptance Criteria	Acceptance Method	Amends to Acceptance Criteria and Acceptance Method for 2026 Test Cycle
		<p>10. All data closedown activity has been completed in line with the clear-down activity plan.</p> <p>11. Management Information Reports provided in line with the Management Information catalogue.</p>	

SCHEDULE 15 (CHARGES AND INVOICING)

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Schedule 15 (*Charges and Invoicing*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

- | | |
|--|---|
| “Achieved Profit Margin” | the cumulative Supplier Profit Margin calculated from (and including) the Effective Date (or, if applicable, the date of the last adjustment to the Charges made pursuant to Paragraph 2.2 of Part D) to (and including) the last day of the previous Contract Year; |
| “Anticipated Contract Life Profit Margin” | the anticipated Supplier Profit Margin over the Term as reflected in the Financial Model; |
| “Certificate of Costs” | a certificate of costs signed by the Supplier’s Chief Financial Officer or Director of Finance (or equivalent as agreed in writing by the Authority in advance of issue of the relevant certificate) and substantially in the format set out in Annex 3; |
| “Costs” | <p>the following costs (without double recovery) to the extent that they are reasonably and properly incurred by the Supplier in providing the Services:</p> <ul style="list-style-type: none">(a) the cost to the Supplier or the Key Sub-contractor (as the context requires), calculated per Work Day, of engaging the Supplier Personnel, including:<ul style="list-style-type: none">(i) base salary paid to the Supplier Personnel;(ii) employer’s national insurance contributions;(iii) Employer Pension Contributions;(iv) car allowances;(v) any other contractual employment benefits;(vi) staff training;(vii) work place accommodation;(viii) work place IT equipment and tools reasonably necessary to perform the |

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Services (but not including items included within limb (b) below); and

- (ix) reasonable recruitment costs, as agreed with the Authority;
- (b) costs incurred in respect of those Assets which are detailed on the Registers and which would be treated as capital costs according to generally accepted accounting principles within the UK, which shall include the cost to be charged in respect of Assets by the Supplier to the Authority or (to the extent that risk and title in any Asset is not held by the Supplier) any cost actually incurred by the Supplier in respect of those Assets;
- (c) operational costs which are not included within (a) or (b) above, to the extent that such costs are necessary and properly incurred by the Supplier in the delivery of the Services;

but excluding:

- (i) Overhead;
- (ii) financing or similar costs;
- (iii) maintenance and support costs to the extent that these relate to maintenance and/or support services provided beyond the Term, whether in relation to Assets or otherwise;
- (iv) taxation;
- (v) fines and penalties;
- (vi) amounts payable under Schedule 17 (*Benchmarking*); and
- (vii) non-cash items (including depreciation, amortisation, impairments and movements in provisions);

“The Employer Pension Contributions”

means:

- (a) in respect of CSPS Eligible Employees those sums set out at Clauses 7.1.1 (*annual administration charges covering core*

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services), 7.1.5 (employer contributions), 7.1.7 (the ASLC) and 7.1.8 (flat charges applicable to the Partnership Pension Account) of the Admission Agreement;

- (b) in respect of NHSPS Eligible Employees, the standard employer contribution rate applicable to NHS Pension Scheme employers during the Term and payable by the Supplier (but no other costs, contributions, charges or surcharges payable by the Supplier to or in respect of the NHS Pension Scheme or in respect of any NHS Premature Retirement Rights, unless otherwise agreed in writing by the Authority);
- (c) in respect of LGPS Eligible Employees the standard employer contribution rate applicable to LGPS Eligible Employees during the Term and payable by the Supplier (but no other costs, contributions, charges or surcharges payable by the Supplier to or in respect of the LGPS or in respect of any Beckmann Liabilities, unless otherwise agreed in writing by the Authority); and
- (d) such other employer pension contributions, charges or costs incurred by the Supplier which have been expressly agreed by the Authority in writing to constitute 'Employer Pension Contributions';

“European Standard”	in relation to an electronic invoice means the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.
“Indexation” and “Index”	the adjustment of an amount or sum in accordance with Paragraph 5 of Part C;
“Maximum Permitted Profit Margin”	the Anticipated Contract Life Profit Margin plus 5%;
“Overhead”	those amounts which are intended to recover a proportion of the Supplier’s or the Key Sub-contractor’s (as the context requires) indirect corporate costs (including financing, marketing, advertising, research and development and

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	insurance costs and any fines or penalties) but excluding allowable indirect costs apportioned to facilities and administration in the provision of Supplier Personnel and accordingly included within limb (a) of the definition of “Costs” or the day cost set out in Table 3 of Annex 1;
“Supplier Profit”	in relation to a period or a Milestone (as the context requires), the difference between the total Charges (in nominal cash flow terms but excluding any Deductions) and total Costs (in nominal cash flow terms) for the relevant period or in relation to the relevant Milestone;
“Supplier Profit Margin”	in relation to a period or a Milestone (as the context requires), the Supplier Profit for the relevant period or in relation to the relevant Milestone divided by the total Charges over the same period or in relation to the relevant Milestone and expressed as a percentage;
“Supporting Documentation”	sufficient information in writing to enable the Authority reasonably to assess whether the Charges and other sums due from the Authority detailed in the information are properly payable, including copies of any applicable Milestone Achievement Certificates or receipts;
“Work Day”	7.5 Work Hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day;
“Work Hours”	the hours spent by the Supplier Personnel properly working on the Services including time spent travelling (other than to and from the Supplier's offices, or to and from the Sites) but excluding lunch breaks;

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Part A: Pricing

1 APPLICABLE PRICING MECHANISM

- 1.1 Milestone Payments and Service Charges shall be calculated using the pricing mechanism specified in Annex 2 and on the basis of the rates and prices specified in Annex 1 as more particularly set out in this Schedule.
- 1.2 Table 1 of Annex 2 sets out which pricing mechanism shall be used to calculate each Milestone Payment, which shall be one or more of the following:
 - (1) **“Fixed Price”**, in which case the provisions of Paragraph 4 shall apply; or
 - (2) **“Firm Price”**, in which case the provisions of Paragraph 5 shall apply.
- 1.3 Table 2 of Annex 2 sets out which pricing mechanism shall be used to calculate each Service Charge, which shall be one or more of the following:
 - (3) **“Volume Based”** pricing, in which case the provisions of Paragraph 6 shall apply; or
 - (4) **“Fixed Price”** in which case the provisions of Paragraph 4 shall apply.

2 NOT USED

3 NOT USED

4 FIXED PRICE MILESTONE PAYMENTS OR SERVICE CHARGES

- 4.1 Where Table 1 or Table 2 of Annex 2 indicates that a Milestone Payment or Service Charge is to be calculated by reference to a Fixed Price pricing mechanism, the relevant Charge shall be the amount set out against that Charge in Table 5 of Annex 1.
- 4.2 Charges calculated by reference to a Fixed Price pricing mechanism shall be subject to increase by way of Indexation.

5 FIRM PRICE MILESTONE PAYMENTS

- 5.1 Where Table 1 of Annex 2 indicates that a Milestone Payment is to be calculated by reference to a Firm Price pricing mechanism, the relevant Charge shall be the amount set out against that Charge in Table 6 of Annex 1.
- 5.2 Charges calculated by reference to a Firm Price pricing mechanism shall not be subject to increase by way of Indexation.

6 VOLUME BASED SERVICE CHARGES

- 6.1 Where Table 2 of Annex 2 indicates that a Service Charge is to be calculated by reference to a Volume Based pricing mechanism, the relevant Charges shall be calculated on the basis of the unit costs set out against that Service Charge in Table 7 of Annex 1.

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- 6.2 In the event that the volume of any Services that are to be calculated by reference to a Volume Based pricing mechanism fall outside the relevant volume bands set out against that Service Charge in Table 7 of Annex 1, the relevant Service Charges shall be calculated in accordance with the Change Control Procedure and Paragraph 4 of Part C.
- 6.3 The Charge per unit set out in Table 7 of Annex 1 shall be subject to annual Indexation.

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Part B: Charging Mechanisms

1 MILESTONE PAYMENTS

- 1.1 Subject to the provisions of Paragraph 1 of Part C in relation to the deduction of Delay Payments, on the Achievement of a Milestone the Supplier shall be entitled to invoice the Authority for the Milestone Payment associated with that Milestone.
- 1.2 Each invoice relating to a Milestone Payment shall be supported by a Milestone Achievement Certificate.

2 SERVICE CHARGES

2.1 NOT USED

- 2.2 Service Charges shall be invoiced by the Supplier for each Service Period in arrears in accordance with the requirements of Part E.

- 2.3 If a Service Charge is to be calculated by reference to a Fixed Price pricing mechanism and the relevant Service:

- (5) commences on a day other than the first day of a month; and/or
- (6) ends on a day other than the last day of a month,

the Service Charge for each Test Cycle shall be paid equally over the first 12 months of that Test Cycle.

- 2.4 Any Service Credits that accrue during a Service Period shall be deducted from the Service Charges payable for the next following Service Period. An invoice for a Service Charge shall not be payable by the Authority unless all adjustments (including Service Credits) relating to the Service Charges for the immediately preceding Service Period have been agreed.

3 OPTIONAL SERVICES

- 3.1 If the Authority gives notice pursuant to Clause 5.10 (*Optional Services*) that it requires the Supplier to provide any or all of the Optional Services:

- (7) the Milestone Payments (if any) for the relevant Optional Services shall be calculated by reference to the pricing mechanism for those Optional Services set out in Table 3 of Annex 2; and
- (8) the Service Charges for the relevant Optional Services shall be calculated by reference to the pricing mechanism for those Optional Services set out in Table 4 of Annex 2,

in both cases using the relevant rates and prices specified in Annex 1.

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Part C: Adjustments To The Charges

1 DELAY PAYMENTS

- 1.1 If a Key Milestone has not been Achieved on or before the relevant Milestone Date, the Supplier shall incur a Delay Payment to the Authority in respect of that Key Milestone.
- 1.2 Where a Delay Payment is incurred in respect of a Key Milestone, the Delay Payment payable shall be calculated based on the % of the Key Milestone Charge payable for the relevant Key Milestone as set out in column 5 of Table 1 (Milestone Payments and Delay Payments) of Annex 2 (Charging Mechanisms and Adjustments). Delay Payments shall not be refundable to the Supplier in any circumstances.
- 1.3 The Parties agree that Delay Payments are a genuine pre-estimate of the Losses which the Authority will incur as a result of any failure by the Supplier to Achieve the relevant Key Milestone by the Milestone Date. Delay Payments are stated exclusive of VAT.
- 1.4 The Delay Payment in respect of a Key Milestone shall be shown as a deduction from the amount due from the Authority to the Supplier in the next invoice due to be issued by the Supplier after the date on which the relevant Key Milestone is Achieved or, where the Key Milestone remains to be Achieved at the expiry of the Delay Deduction Period, the Authority may deduct the Delay Payment following the expiry of the Delay Deduction Period (as the case may be). If the relevant Key Milestone is not Achieved by the expiry of the Delay Deduction Period and no invoice is due to be issued by the Supplier within 10 Working Days of expiry of the Delay Deduction Period, then the Supplier shall within 10 Working Days of expiry of the Delay Deduction Period:
 - (9) issue a credit note to the Authority in respect of the total amount of the Delay Payment in respect of the Key Milestone; and
 - (10) pay to the Authority as a debt a sum equal to the total amount of the Delay Payment in respect of the Key Milestone together with interest on such amount at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis from (and including) the due date up to (but excluding) the date of actual payment, whether before or after judgment.

2 PAYMENTS FOR DELAYS DUE TO AUTHORITY CAUSE

- 2.1 If the Supplier is entitled in accordance with Clause 29.1(iii)(D) (*Authority Cause*) to compensation for failure to Achieve a Milestone by its Milestone Date, then, subject always to Clause 23 (*Limitations on Liability*), such compensation shall be determined in accordance with the following principles:
 - (11) the compensation shall reimburse the Supplier for additional Costs incurred by the Supplier that the Supplier:

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can demonstrate it has incurred solely and directly as a result of the Authority Cause; and

is, has been, or will be unable to mitigate, having complied with its obligations under Clause 29.1 (*Authority Cause*)

together with an amount equal to the Anticipated Contract Life Profit Margin thereon;

(12) the compensation shall not operate so as to put the Supplier in a better position than it would have been in but for the occurrence of the Authority Cause; and

(13) where the relevant Milestone Payment is to be calculated based upon a Fixed Price or a Firm Price pricing mechanism, the compensation shall include such amount as is appropriate to maintain the Supplier Profit Margin set out in respect of the relevant Milestone in Table 5 or Table 6 of Annex 1.

2.2 The Supplier shall provide the Authority with any information the Authority may require in order to assess the validity of the Supplier's claim to compensation.

3 SERVICE CREDITS

3.1 Service Credits shall be calculated by reference to the number of KPI Failures in any one Service Period pursuant to the provisions of Schedule 3 (*Performance Levels*).

3.2 For each Service Period tThe Service Credits payable shall be calculated on the following basis:

(14) should the Supplier commit two or more separate Defaults linked to performance against the Services Description during a that Service Period, or a single Default identified in the Services Description as constituting a material Default, a Service Credit of 0.25% of the Test Cycle Key Milestone Charges for that Test Cycle will be applied, and the Authority shall have the right to deem any such failure as a Supplier Termination Event; and/or

(15) should the Supplier fail to meet one (1) or more Key Performance Indicators in that Service Period, a Service Credit of the % of the Test Cycle Key Milestone Charges for that Test Cycle calculated by reference to the following table will be applied:

Number of KPI Failures in a month	Service Credit due (as a percentage of the Test Cycle Key Milestone Charges for the Test Cycle)
0	0%
1	0.01%
2	0.05%

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3 or more	0.10%
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- 3.3 The aggregate value of Service Credits payable by the Supplier in any one Test Cycle will not exceed twenty percent (20%) of the Test Cycle Key Milestone Charges for that Test Cycle.
- 3.4 The liability of the Supplier in respect of Service Credits shall be subject to Clause 23.4(c) (*Financial and other Limits*) provided that, for the avoidance of doubt, the operation of the Service Credit Cap shall not affect the continued measurement of KPI Failures that if converted to Service Credits would be in excess of such financial limit in accordance with the provisions of Schedule 3 (*Performance Levels*).
- 3.5 Service Credits are a reduction of the Test Cycle Key Milestone Charges payable in respect of the relevant Services to reflect the reduced value of the Services actually received and are stated exclusive of VAT.
- 3.6 Service Credits shall be shown as a deduction from the amount due from the Authority to the Supplier in the invoice for the Service Period immediately succeeding the Service Period to which they relate.

4 CHANGES TO CHARGES

- 4.1 Any Changes to the Charges shall be developed and agreed by the Parties in accordance with Schedule 22 (*Change Control Procedure*) and on the basis that the Supplier Profit Margin on such Charges shall:
- (16) be no greater than that applying to Charges using the same pricing mechanism as at the Effective Date (as set out in the Contract Inception Report); and
 - (17) in no event exceed the Maximum Permitted Profit Margin.
- 4.2 The Authority may request that any Impact Assessment presents Charges without Indexation for the purposes of comparison.
- 4.3 The Supplier shall only be entitled to a Change to the Charges in the following situations:
- (18) the projected number of Pupils to sit the Phonics Test for a given Test Cycle (as set out in the Volumetrics for Test Operations 2025 Procurement (v4.0)) differs from the actual number of Pupils who sit the Phonics Test in that Test Cycle (such difference to be evidenced by the Supplier in a manner satisfactory to the Authority) ("**the Actual Phonics Number**");
 - (19) the projected number of Pupils to sit the KS2 Test for a given Test Cycle as set out in the Volumetrics for Test Operations 2025 Procurement (v4.0) differs from the actual number of Pupils in Year 6 derived from the Pupil Registration Data for the year of the Test in question ("**the Actual KS2 Number**");

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- (20) the projected number of Pupils to sit the KS1 Test for a given Test Cycle as set out in the Volumetrics for Test Operations 2025 Procurement (v4.0) differs from the actual number of Pupils in Year 2 derived from the January Schools Census data (excluding the number of maintained schools that have opted out, and including the non-maintained schools that opted in) for the year of the Test in question (“**the Actual KS1 Number**”); or
- (21) Unless otherwise confirmed within the Schedules or Terms and Conditions in respect of Indexation or Pagination, only.

Pupil Numbers Charge Adjustment

4.4 The adjustment to the Charges for the Actual Phonics Number, the Actual KS1 Number and the Actual KS2 Number ("**Pupil Numbers Charge Adjustment**") shall be calculated by the Authority using the formula in paragraph (d)(22) and shall be advised to the Supplier within 4 weeks of the Pupil Registration Data being available in the case of the Actual KS1 Number or the Actual KS2 Number or, (in the case of the Actual Phonics Number of the Authority's confirmation that it is satisfied with the Supplier's evidence of the difference.

- (22) The Pupil Numbers Charge Adjustment formula referred to in paragraph 0 is:

$$(A - B) \times C = \text{Pupil Numbers Charge Adjustment}$$

Where:

- A is the Actual Phonics Number, the Actual KS1 Number or the Actual KS2 Number, as the case may be; and;
- B is the projected number of Pupils for the relevant Test in the relevant Test Cycle as shown in the Volumetrics for Test Operations 2025 Procurement (v4.0); and
- C is the relevant “Per Pupil charge” set out for the relevant subject in the relevant Test in that Test Cycle shown in Table A below.

4.5 For the avoidance of doubt, the Pupil Numbers Charge Adjustment shall be performed for each subject in the relevant Test and summed to determine the total Charge adjustment.

4.6 The Pupil Numbers Charge Adjustment shall be settled by means of an equivalent increase or decrease (as the case may be) in the payment of the Charge for Key Milestone 10.

1.1.1 Table A

REDACTED

4.7 **Adjustments to pagination**

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- (23) The Parties agree to establish a defined formula during the Set-Up Period that shall determine any changes to the Charges to be paid for Test Cycle pagination ("**Pagination Charge Adjustment**"). The Pagination Charge Adjustment formula must be directly based upon the pricing information provided by the Supplier as part of their tender for this Contract. The Authority may request any evidence as is reasonable from the Supplier in order to evidence that the Pagination Charge Adjustment formula accurately reflects the pricing information provided by the Supplier as part of their tender for this Contract. This Pagination Charge Adjustment formula shall be used to determine the Pagination Charges paid for each and every Test Cycle delivered under the Contract, at the commencement of each and every Test Cycle. The Parties will work together in good faith and acting reasonably at all times in order to determine the Pagination Charge Adjustment formula, however final determination as to the appropriate formula to be used shall be at the Authority's full and sole discretion.

4.8 Adjustment following Boycott

- (24) Any reduction in the Charges resulting from a Boycott shall be agreed on a case-by-case basis between the Parties and the Parties agree that the Supplier's Contract Inception Report shall inform any such adjustment to the Charges. In reaching such agreement on a case-by-case basis, the Parties agree that:

the Supplier will be reimbursed for expenses reasonably and properly incurred which are verifiable through information provided in the Contract Inception Report and/or the Financial Report; and

the Supplier shall take all steps that are necessary to mitigate its losses for the purpose of this paragraph (d)(23);

- (25) Unless otherwise agreed, any reductions in the Charges agreed as a result of Boycott shall be applied as a credit to the Authority against the next invoice or invoices for the Test Cycle affected by the Boycott until the full reduction has been applied.

5 INDEXATION

5.1 Where Indexation applies, the relevant adjustment shall:

- (26) be applied on the first day of April following the Operational Services Commencement Date and on the first day of April in each subsequent Test Cycle for the duration of the Agreement (each such date an "**adjustment date**");

- (27) be subject to the Supplier first proving to the Authority's satisfaction through:

the use of Open Book Data;

benchmarking as provided for under Schedule 17 (*Benchmarking*); and/or

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any other means

that there has been an actual increase to the cost of providing the Services; and

(28) where the Supplier has proved that there has been an actual increase to the cost of providing the Services in accordance with paragraph 5.1.2 above, be the actual increase to the Supplier's cost of providing the Services capped at 2% of the value of the Test Cycle to which the adjustment date applies or the Consumer Price Index published for the 12 months ended on the 31 January immediately preceding the relevant adjustment date, whichever is the lower of the two.

5.2 Except as set out in paragraphs 5.1, neither the Charges nor any other costs, expenses, fees or charges shall be adjusted to take account of any inflation, change to exchange rate, change to interest rate or any other factor or element which might otherwise increase the cost to the Supplier or Sub-contractors of the performance of their obligations under this Agreement.

Worked example of indexation

REDACTED

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Part D: Excessive Supplier Profit Margin

1 LIMIT ON SUPPLIER PROFIT MARGIN

- 1.1 The Supplier acknowledges that the Achieved Profit Margin applicable over the Term shall not exceed the Maximum Permitted Profit Margin.
- 1.2 The Supplier shall include in each Annual Contract Report the Achieved Profit Margin as at the end of the Contract Year to which the Annual Contract Report is made up and the provisions of Paragraph 2 of Part B of Schedule 19 (*Financial Reports and Audit Rights*) shall apply to the approval of the Annual Contract Report.

2 ADJUSTMENT TO THE CHARGES IN THE EVENT OF EXCESS SUPPLIER PROFIT

- 2.1 If an Annual Contract Report demonstrates (or it is otherwise determined pursuant to Paragraph 2 of Part B of Schedule 19 (*Financial Reports and Audit Rights*)) that the Achieved Profit Margin as at the end of the Contract Year to which the Annual Contract Report is made up exceeds the Maximum Permitted Profit Margin:
 - (29) the Supplier shall, within 5 Working Days of delivery to the Authority of the Annual Contract Report, propose such adjustments to the Charges as will ensure that the Achieved Profit Margin both over the Contract Year to which the next Annual Contract Report will relate and over the Term will not exceed the Maximum Permitted Profit Margin;
 - (30) the Authority (acting reasonably) may agree or reject the proposed adjustments;
 - (31) if the Authority rejects the proposed adjustments it shall give reasons and the Supplier shall propose revised adjustments within 10 Working Days of receiving those reasons; and
 - (32) if the Parties cannot agree such revised adjustments and the Authority terminates this Contract by issuing a Termination Notice to the Supplier pursuant to Clause 31.1(a) (*Termination by the Authority*), then for the purpose of calculating any Compensation Payment due to the Supplier, the Termination Notice shall be deemed to have been served as at the date of receipt by the Authority of the relevant Annual Contract Report.
- 2.2 Pending agreement of a proposed adjustment to the Charges pursuant to this Part D, the Charges then in force shall continue to apply. Once the adjustments to the Charges are agreed in accordance with Paragraph 2.1, the Parties shall document the adjustment in a Change Authorisation Note and the adjusted Charges shall apply with effect from the first day of the Service Period that immediately follows the Service Period in which the Change Authorisation Note is executed or such other date as is specified in the Change Authorisation Note.

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Part E: Invoicing And Payment Terms

1 SUPPLIER INVOICES

- 1.1 The Authority shall accept for processing any electronic invoice that complies with the European Standard, provided that it is valid and undisputed.
- 1.2 If the Supplier proposes to submit for payment an invoice that does not comply with the European standard the Supplier shall:
- (33) comply with the requirements of the Authority's e-invoicing system;
 - (34) prepare and provide to the Authority for approval of the format a template invoice within 10 Working Days of the Effective Date which shall include, as a minimum the details set out in Paragraph 1.3 together with such other information as the Authority may reasonably require to assess whether the Charges that will be detailed therein are properly payable; and
 - (35) make such amendments as may be reasonably required by the Authority if the template invoice outlined in (34) is not approved by the Authority.
- 1.3 The Supplier shall ensure that each invoice is submitted in the correct format for the Authority's e-invoicing system, or that it contains the following information:
- (36) the date of the invoice;
 - (37) a unique invoice number;
 - (38) the Service Period or other period(s) to which the relevant Charge(s) relate;
 - (39) the correct reference for this Contract;
 - (40) the reference number of the purchase order to which it relates (if any);
 - (41) the dates between which the Services subject of each of the Charges detailed on the invoice were performed;
 - (42) a description of the Services;
 - (43) the pricing mechanism used to calculate the Charges (such as Fixed Price);
 - (44) any payments due in respect of Achievement of a Milestone, including the Milestone Achievement Certificate number for each relevant Milestone;
 - (45) the total Charges gross and net of any applicable deductions and, separately, any VAT or other sales tax payable in respect of each of the same;

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- (46) details of any Service Credits or Delay Payments or similar deductions that shall apply to the Charges detailed on the invoice;
 - (47) reference to any reports required by the Authority in respect of the Services to which the Charges detailed on the invoice relate (or in the case of reports issued by the Supplier for validation by the Authority, then to any such reports as are validated by the Authority in respect of the Services);
 - (48) a contact name and telephone number of a responsible person in the Supplier's finance department in the event of administrative queries;
 - (49) the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number); and
 - (50) where the Services have been structured into separate Service lines, the information at (36) to (49) of this Paragraph 1.3 shall be broken down in each invoice per Service line.
- 1.4 The Supplier shall invoice the Authority in respect of Services in accordance with the requirements of

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Part B. The Supplier shall first submit to the Authority a draft invoice setting out the Charges payable. The Parties shall endeavour to agree the draft invoice within 5 Working Days of its receipt by the Authority, following which the Supplier shall be entitled to submit its invoice.

- 1.5 Each invoice shall at all times be accompanied by Supporting Documentation. Any assessment by the Authority as to what constitutes Supporting Documentation shall not be conclusive and the Supplier undertakes to provide to the Authority any other documentation reasonably required by the Authority from time to time to substantiate an invoice.
- 1.6 The Supplier shall submit all invoices and Supporting Documentation to the Authority's Contract Manager with a copy (again including any Supporting Documentation) to such other person and at such place as the Authority may notify to the Supplier from time to time.
- 1.7 All Supplier invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.
- 1.8 The Authority shall regard an invoice as valid only if it complies with the provisions of this Part E. Where any invoice does not conform to the Authority's requirements set out in this Part E, the Authority shall promptly return the disputed invoice to the Supplier and the Supplier shall promptly issue a replacement invoice which shall comply with such requirements.
- 1.9 If the Authority fails to consider and verify an invoice in accordance with the requirements of this Part E, the invoice shall be regarded as valid and undisputed for the purpose of Paragraph 2.1 after a reasonable time has passed.

2 PAYMENT TERMS

- 2.1 Subject to the relevant provisions of this Schedule, the Authority shall make payment to the Supplier within thirty (30) days of verifying that the invoice is valid and undisputed.
- 2.2 Unless the Parties agree otherwise in writing, all Supplier invoices shall be paid in sterling by electronic transfer of funds to the bank account that the Supplier has specified on its invoice.

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Annex 1: Pricing Mechanism

1 TABLE 5: FIXED PRICES

REDACTED

2 TABLE 6: FIRM PRICES

REDACTED

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Annex 2: Charging Mechanism And Adjustments

1 TABLE 1: MILESTONE PAYMENTS AND DELAY PAYMENTS

- 1.1 The Test Cycle Key Milestone Charges during each Test Cycle will total 75% (seventy five percent) of the Test Cycle Charge for that Test Cycle.
- 1.2 The Supplier will receive a payment linked to Achievement of Key Milestones (whether for Implementation or during Test Cycles) as shown in Tables 5 and 6 in Annex 1.
- 1.3 Invoices for Key Milestone Charges, shall be payable one month in arrears of receipt by the Authority of a valid invoice (which may only be issued following Achievement of the relevant Key Milestone and issue of the relevant Milestone Achievement Certificate).

REDACTED

- 1.4 Should the Supplier not Achieve a Key Milestone by the Key Milestone Date associated with it during a Test Cycle, a Delay Payment will be applied as a percentage of the Test Cycle Key Milestone Charges for that Test Cycle, as shown in Table 1, as applicable.
- 1.5 In the event that the threshold of 99.9% is not achieved for KM6 by the KM6 Key Milestone Date, the Authority will reduce the applicable Delay Payment by 80% if the Supplier can demonstrate it has provided Accurate Pupil Level Data for a minimum of 95% of Pupils for each Subject and the data is Representative in terms of the following sub-groups:
 - 1.5.1 Regions of the country;
 - 1.5.2 Types of papers marked (manually marked, modified large print and onscreen marking); and
 - 1.5.3 Range of school types; andA check is completed to ensure volumes are matched to the anchor Pupils and there is parity across the Subjects.
- 1.6 The measurement of Accurate Pupil Level Data will not be known until the Achievement of KM9. Accordingly, KM7 as it relates to Accurate Pupil Level Data shall be treated as not Achieved and the Delay Payment of 1% in respect of Accurate Pupil Level Data shall be applied pursuant to paragraph 1 of Part C (disapplying paragraph 1.34) until the Achievement of KM9 and confirmation of whether KM7 as it relates to Accurate Pupil Level Data has been Achieved.

2 SERVICE CHARGES

- 2.1 The Supplier will be paid a Service Charge during each Test Cycle. The Service Charge during each Test Cycle will be 25% (twenty-five percent) of the Test Cycle Charges for that Test Cycle as shown in Tables 5 and 6 in

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Annex 1. The Supplier will be paid this monthly in arrears in equal instalments over the first twelve (12) months of the Test Cycle.

Annex 3: Pro-Forma Certificate Of Costs

I **[REDACTED of CFO or Director of Finance or equivalent as agreed in advance in writing with the Authority]** of **[Pearson Education Limited]**, certify that the financial information provided as part of this Certificate of Costs, incurred in relation to the **[insert name/reference for the Contract]** (the “Contract”) in relation to the following **[Milestone]**:

[Insert details of Milestone]

- 1 has been reasonably and properly incurred in accordance with **[Pearson Education Limited’s]**’s books, accounts, other documents and records;
- 2 is accurate and not misleading in all key respects; and
- 3 is in conformity with the Contract and with all generally accepted accounting principles within the United Kingdom.

Signed **[REDACTED]**

[Pearson Education Limited]

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SCHEDULE 16 (PAYMENTS ON TERMINATION)
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Schedule 16 (*Payments on Termination*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

- “Applicable Supplier Personnel”** any Supplier Personnel who:
- (a) at the Termination Date:
 - (i) are employees of the Supplier;
 - (ii) are Dedicated Supplier Personnel;
 - (iii) have not transferred (and are not in scope to transfer at a later date) to the Authority or the Replacement Supplier by virtue of the Employment Regulations; and
 - (iv) are dismissed or given notice of dismissal by the Supplier within:
 - (v) 40 Working Days of the Termination Date; or
 - (vi) such longer period required by Law, their employment contract (as at the Termination Date) or an applicable collective agreement; and
 - (vii) have not resigned or given notice of resignation prior to the date of their dismissal by the Supplier; and
 - (viii) the Supplier can demonstrate to the satisfaction of the Authority:
 - (ix) are surplus to the Supplier's requirements after the Termination Date notwithstanding its obligation to provide services to its other customers;
 - (x) are genuinely being dismissed for reasons of redundancy; and
 - (xi) have been selected for redundancy by the Supplier on objective grounds other than the fact that the Supplier is entitled to reimbursement under

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this provision in respect of such employees;

“Breakage Costs Payment”	an amount equal to the Redundancy Costs and the Contract Breakage Costs as at the Termination Date as determined in accordance with Paragraph 3;
“Compensation Payment”	the payment calculated in accordance with Paragraph 9;
“Contract Breakage Costs”	the amounts payable by the Supplier to its Key Sub-contractors or other third parties (as applicable) for terminating all relevant Key Sub-contracts or Third Party Contracts as a direct result of the early termination of this Contract;
“Dedicated Supplier Personnel”	all Supplier Personnel then assigned to the Services or any part of the Services. If the Supplier is unsure as to whether Supplier Personnel are or should be regarded as so assigned, it shall consult with the Authority whose view shall be determinative provided that the employee has been materially involved in the provision of the Services or any part of the Services;
“Profit Already Paid”	the Supplier Profit paid or payable to the Supplier under this Contract for the period from the Effective Date up to (and including) the Termination Date;
“Redundancy Costs”	<p>the total sum of any of the following sums paid to Applicable Supplier Personnel, each amount apportioned between the Supplier and the Authority based on the time spent by such employee on the Services as a proportion of the total Service duration:</p> <ul style="list-style-type: none">(a) any statutory redundancy payment; and(b) in respect of an employee who was a Transferring Former Supplier Employee or a Transferring Authority Employee, any contractual redundancy payment (or where such a contractual benefit on redundancy is a benefit payable from a pension scheme, the increase in cost to the Supplier as a net present value compared to the benefit payable on termination of employment without redundancy), provided that such

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employee was entitled to such contractual redundancy payment immediately prior to his or her transfer to the Supplier under the Employment Regulations;

“Request for Estimate”	a written request sent by the Authority to the Supplier, requiring that the Supplier provide it with an accurate estimate of the Termination Payment and Compensation Payment that would be payable if the Authority exercised its right under Clause 31.1(a) (<i>Termination by the Authority</i>) to terminate this Contract for convenience on a specified Termination Date;
“Shortfall Period”	has the meaning given in Paragraph 9.2;
“Termination Estimate”	has the meaning given in Paragraph 14.2;
“Third Party Contract”	a contract with a third party entered into by the Supplier exclusively for the purpose of delivering the Services, as listed in ;
“Total Costs Incurred”	the Costs incurred by the Supplier up to the Termination Date in the performance of this Contract and detailed in the Financial Model (but excluding Contract Breakage Costs, Redundancy Costs and any costs the Supplier would not otherwise be able to recover through the Charges) less any Deductions up to (and including) the Termination Date;
“Unrecovered Costs”	the Costs incurred by the Supplier in the performance of this Contract (as summarised in the Financial Model) to the extent that the same remain at the Termination Date to be recovered through Charges that but for the termination of this Contract would have been payable by the Authority after the Termination Date in accordance with Schedule 15 (<i>Charges and Invoicing</i>) as such Costs and Charges are forecast in the Financial Model;
“Unrecovered Payment”	an amount equal to the lower of: <ul style="list-style-type: none">(a) the sum of the Unrecovered Costs and the Unrecovered Profit; and(b) the amount specified in Paragraph 7; and

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“Unrecovered Profit” (Total Costs Incurred x Anticipated Contract Life Profit Margin) - Profit Already Paid.

2 TERMINATION PAYMENT

2.1 The Termination Payment payable pursuant to Clause 32.3(a) (*Payments by the Authority*) shall be an amount equal to the aggregate of the Breakage Costs Payment and the Unrecovered Payment.

3 BREAKAGE COSTS PAYMENT

3.1 The Supplier may recover through the Breakage Costs Payment only those costs incurred by the Supplier directly as a result of the termination of this Contract which:

- (1) would not have been incurred had this Contract continued until expiry of the Initial Term, or in the event that the Term has been extended, the expiry of the Extension Period;
- (2) are unavoidable, proven, reasonable, and not capable of recovery;
- (3) are incurred under arrangements or agreements that are directly associated with this Contract;
- (4) are not Contract Breakage Costs relating to contracts or Sub-contracts with Affiliates of the Supplier; and
- (5) relate directly to the termination of the Services.

4 LIMITATION ON BREAKAGE COSTS PAYMENT

4.1 The Breakage Costs Payment shall not exceed the lower of:

- (6) the relevant limit set out in Annex 1; and
- (7) 120% of the estimate for the Breakage Costs Payment set out in any relevant Termination Estimate.

5 REDUNDANCY COSTS

5.1 The Authority shall not be liable under this Schedule for any costs associated with Supplier Personnel (whether relating to redundancy, redeployment or otherwise) other than the Redundancy Costs.

5.2 Where the Supplier can demonstrate that a member of Supplier Personnel will be made redundant following termination of this Contract, but redeployment of such person is possible and would offer value for money to the Authority when compared with redundancy, then the Authority shall pay the Supplier the actual direct costs incurred by the Supplier or its Sub-contractor arising out of the redeployment of such person (including retraining and relocation costs) subject to a maximum amount of £30,000 per relevant member of the Supplier Personnel.

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6 CONTRACT BREAKAGE COSTS

6.1 The Supplier shall be entitled to Contract Breakage Costs only in respect of Third Party Contracts or Sub-contracts which:

(8) are not assigned or novated to a Replacement Supplier at the request of the Authority in accordance with Schedule 25 (*Exit Management*); and

(9) the Supplier can demonstrate:

are surplus to the Supplier's requirements after the Termination Date, whether in relation to use internally within its business or in providing services to any of its other customers; and

have been entered into by it in the ordinary course of business.

6.2 The Supplier shall seek to negotiate termination of any Third Party Contracts or Sub-contracts with the relevant third party or Sub-contractor (as the case may be) using all reasonable endeavours to minimise the cancellation or termination charges.

6.3 Except with the prior written agreement of the Authority, the Authority shall not be liable for any costs (including cancellation or termination charges) that the Supplier is obliged to pay in respect of:

(10) the termination of any contractual arrangements for occupation of, support of and/or services provided for Supplier premises which may arise as a consequence of the termination of this Contract; and/or

(11) Assets not yet installed at the Termination Date.

7 UNRECOVERED PAYMENT

7.1 The Unrecovered Payment shall not exceed the lowest of:

(12) the relevant limit set out in Annex 1;

(13) 120% of the estimate for the Unrecovered Payment set out in any relevant Termination Estimate; and

(14) the Charges that but for the termination of this Contract would have been payable by the Authority after the Termination Date in accordance with Schedule 15 (*Charges and Invoicing*) as forecast in the Financial Model.

8 MITIGATION OF CONTRACT BREAKAGE COSTS, REDUNDANCY COSTS AND UNRECOVERED COSTS

8.1 The Supplier agrees to use all reasonable endeavours to minimise and mitigate Contract Breakage Costs, Redundancy Costs and Unrecovered Costs by:

(15) the appropriation of Assets, employees and resources for other purposes;

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- (16) at the Authority's request, assigning any Third Party Contracts and Sub-contracts to the Authority or a third party acting on behalf of the Authority; and
- (17) in relation Third Party Contracts and Sub-contract that are not to be assigned to the Authority or to another third party, terminating those contracts at the earliest possible date without breach or where contractually permitted.

8.2 If Assets, employees and resources can be used by the Supplier for other purposes, then there shall be an equitable reduction in the Contract Breakage Costs, Redundancy Costs and Unrecovered Costs payable by the Authority or a third party to the Supplier. In the event of any Dispute arising over whether the Supplier can use any Assets, employees and/or resources for other purposes and/or over the amount of the relevant equitable reduction, the Dispute shall be referred to an Expert for determination in accordance with the procedure detailed in Schedule 23 (*Dispute Resolution Procedure*).

9 COMPENSATION PAYMENT

9.1 The Compensation Payment payable pursuant to Clause 32.3(b) (*Payments by the Authority*) shall be an amount equal to the total forecast Charges over the Shortfall Period (as stated in the Financial Model) multiplied by the Anticipated Contract Life Profit Margin.

9.2 For the purposes of Paragraph 9.1, the "**Shortfall Period**" means:

- (18) where the Authority terminates this Contract pursuant to Clause 31.1(a) (*Termination by the Authority*), a number of days equal to the number of days by which the notice given (or deemed given pursuant to Paragraph (d)(29) of Part D of Schedule 15 (*Charges and Invoicing*)) falls short of three hundred and sixty-five (365) days; or
- (19) where the Supplier terminates this Contract pursuant to Clause 31.3(a) (*Termination by the Supplier*), a number of days equal to the number of days by which the period from (and including) the date of the non-payment by the Authority to (and including) the Termination Date falls short of 365 days,

but in each case subject to the limit set out in Paragraph 9.3.

9.3 The Compensation Payment shall be no greater than the lower of:

- (20) the relevant limit set out in Annex 1; and
- (21) 120% of the estimate for the Compensation Payment set out in the relevant Termination Estimate.

10 FULL AND FINAL SETTLEMENT

10.1 Any Termination Payment and/or Compensation Payment paid under this Schedule shall be in full and final settlement of any claim, demand and/or proceedings of the Supplier in relation to any termination by the Authority

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pursuant to Clause 31.1(a) (*Termination by the Authority*) or termination by the Supplier pursuant to Clause 31.3(a) (*Termination by the Supplier*) (as applicable), and the Supplier shall be excluded from all other rights and remedies it would otherwise have been entitled to in respect of any such termination.

11 INVOICING FOR THE PAYMENTS ON TERMINATION

11.1 All sums due under this Schedule shall be payable by the Authority to the Supplier in accordance with the payment terms set out in Schedule 15 (*Charges and Invoicing*).

12 SET OFF

12.1 The Authority shall be entitled to set off any outstanding liabilities of the Supplier against any amounts that are payable by it pursuant to this Schedule.

13 NO DOUBLE RECOVERY

13.1 If any amount payable under this Schedule (in whole or in part) relates to or arises from any Transferring Assets then, to the extent that the Authority makes any payments pursuant to Schedule 25 (*Exit Management*) in respect of such Transferring Assets, such payments shall be deducted from the amount payable pursuant to this Schedule.

13.2 The value of the Termination Payment and/or the Compensation Payment shall be reduced or extinguished to the extent that the Supplier has already received the Charges or the financial benefit of any other rights or remedy given under this Contract so that there is no double counting in calculating the relevant payment.

13.3 Any payments that are due in respect of the Transferring Assets shall be calculated in accordance with the provisions of the Exit Plan.

14 ESTIMATE OF TERMINATION PAYMENT AND COMPENSATION PAYMENT

14.1 The Authority may issue a Request for Estimate at any time during the Term provided that no more than 2 Requests for Estimate may be issued in any 6 month period.

14.2 The Supplier shall within 20 Working Days of receiving the Request for Estimate (or such other timescale agreed between the Parties), provide an accurate written estimate of the Termination Payment and the Compensation Payment that would be payable by the Authority based on a postulated Termination Date specified in the Request for Estimate (such estimate being the "**Termination Estimate**"). The Termination Estimate shall:

(22) be based on the relevant amounts set out in the Financial Model;

(23) include:

details of the mechanism by which the Termination Payment is calculated;

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full particulars of the estimated Contract Breakage Costs in respect of each Sub-contract or Third Party Contract and appropriate supporting documentation; and

such information as the Authority may reasonably require; and

(24) state the period for which that Termination Estimate remains valid, which shall be not less than 20 Working Days.

14.3 The Supplier acknowledges that issue of a Request for Estimate shall not be construed in any way as to represent an intention by the Authority to terminate this Contract.

14.4 If the Authority issues a Termination Notice to the Supplier within the stated period for which a Termination Estimate remains valid, the Supplier shall use the same mechanism to calculate the Termination Payment as was detailed in the Termination Estimate unless otherwise agreed in writing between the Supplier and the Authority.

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Annex 1: Maximum Payments On Termination

The table below sets out, by Contract Year, the maximum amount of the Unrecovered Payment, Breakage Costs Payment and Compensation Payment that the Authority shall be liable to pay to the Supplier pursuant to this Contract:

REDACTED

Schedule 17 (*Benchmarking*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Benchmarked Service”	a Service that the Authority elects to include in a Benchmark Review under Paragraph 2.3;
“Benchmarker”	the independent third party appointed under Paragraph 3.1;
“Benchmark Report”	the report produced by the Benchmarker following the Benchmark Review as further described in Paragraph 5;
“Benchmark Review”	a review of one or more of the Services carried out in accordance with Paragraph 4 to determine whether those Services represent Good Value;
“Comparable Service”	in relation to a Benchmarked Service, a service that is identical or materially similar to the Benchmarked Service (including in terms of scope, specification, volume and quality of performance);
“Comparison Group”	in relation to a Comparable Service, a sample group of organisations providing the Comparable Service identified by the Benchmarker under Paragraph 4.8 which consists of organisations which are either of similar size to the Supplier or which are similarly structured in terms of their business and their service offering so as to be (in the Benchmarker's professional opinion) fair comparators with the Supplier or which, in the professional opinion of the Benchmarker, are best practice organisations and, where there are a reasonable number of such organisations, referencing only those organisations that are carrying on at least a significant part of their business within the United Kingdom;
“Equivalent Services Data”	in relation to a Comparable Service, data derived from an analysis of the Comparable Service provided by the Comparison Group as adjusted in accordance with Paragraphs (b)(9) and 4.9 provided that the Benchmarker shall not use any such data that relates to a period which ended more than 36 months prior to the date of the appointment of the Benchmarker;
“Good Value”	in relation to a Benchmarked Service, that: (a) having taken into account the Performance Indicators and Target Performance Levels, the value for money of the Charges attributable to that Benchmarked Service is at least as good as the value for money of the Upper Quartile; and

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- (b) any Performance Indicators and Target Performance Levels applicable to that Benchmarked Service are, having taken into account the Charges, equal to or better than the median service levels for the Comparable Service using Equivalent Services Data; and

“Upper Quartile”

the top 25% of instances of provision of a Comparable Service by members of the Comparison Group ranked by best value for money to the recipients of that Comparable Service.

2 FREQUENCY, PURPOSE AND SCOPE OF BENCHMARK REVIEW

- 2.1 The Authority may, by written notice to the Supplier, require a Benchmark Review of any or all of the Services in order to establish whether a Benchmarked Service is, and/or the Benchmarked Services as a whole are, Good Value.
- 2.2 The Authority shall not be entitled to carry out a Benchmark Review of any Services during the 12 month period from the Operational Service Commencement Date for those Services, nor at intervals of less than 12 months after any previous Benchmark Review relating to the same Services.
- 2.3 The Services that are to be the Benchmarked Services shall be identified by the Authority in the notice given under Paragraph 2.1.

3 APPOINTMENT OF BENCHMARKER

- 3.1 The Authority shall appoint as the Benchmarker to carry out the Benchmark Review either an organisation on the list of organisations set out in Annex 1 or such other organisation as may be agreed in writing between the Parties.
- 3.2 The Authority shall, at the written request of the Supplier, require the Benchmarker to enter into a confidentiality agreement with the Supplier in, or substantially in, the form set out in Annex 2.
- 3.3 The costs and expenses of the Benchmarker and the Benchmark Review shall be shared equally between both Parties provided that each Party shall bear its own internal costs of the Benchmark Review. The Benchmarker shall not be compensated on a contingency fee or incentive basis.
- 3.4 The Authority shall be entitled to pay the Benchmarker’s costs and expenses in full and to recover the Supplier’s share from the Supplier.

4 BENCHMARK REVIEW

- 4.1 The Authority shall require the Benchmarker to produce, and to send to each Party for approval, a draft plan for the Benchmark Review within 10 Working Days after the date of the appointment of the Benchmarker, or such longer period as the Benchmarker shall reasonably request in all the circumstances. The plan must include:

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- (1) a proposed timetable for the Benchmark Review;
 - (2) a description of the information that the Benchmarker requires each Party to provide;
 - (3) a description of the benchmarking methodology to be used;
 - (4) a description that clearly illustrates that the benchmarking methodology to be used is capable of fulfilling the benchmarking objectives under Paragraph 2.1;
 - (5) an estimate of the resources required from each Party to underpin the delivery of the plan;
 - (6) a description of how the Benchmarker will scope and identify the Comparison Group;
 - (7) details of any entities which the Benchmarker proposes to include within the Comparison Group; and
 - (8) if in the Benchmarker's professional opinion there are no Comparable Services or the number of entities carrying out Comparable Services is insufficient to create a Comparison Group, a detailed approach for meeting the relevant benchmarking objective(s) under Paragraph 2.1 using a proxy for the Comparison Services and/or Comparison Group as applicable.
- 4.2 The Parties acknowledge that the selection and or use of proxies for the Comparison Group (both in terms of number and identity of entities) and Comparable Services shall be a matter for the Benchmarker's professional judgment.
- 4.3 Each Party shall give notice in writing to the Benchmarker and to the other Party within 10 Working Days after receiving the draft plan either approving the draft plan or suggesting amendments to that plan which must be reasonable. Where a Party suggests amendments to the draft plan pursuant to this Paragraph 4.3, the Benchmarker shall, if it believes the amendments are reasonable, produce an amended draft plan. Paragraph 4.1 and this Paragraph 4.3 shall apply to any amended draft plan.
- 4.4 Failure by a Party to give notice under Paragraph 4.3 shall be treated as approval of the draft plan by that Party. If the Parties fail to approve the draft plan within 30 Working Days of its first being sent to them pursuant to Paragraph 4.1 then the Benchmarker shall prescribe the plan.
- 4.5 Once the plan is approved by both Parties or prescribed by the Benchmarker, the Benchmarker shall carry out the Benchmark Review in accordance with the plan. Each Party shall procure that all the information described in the plan, together with any additional information reasonably required by the Benchmarker is provided to the Benchmarker without undue delay. If the Supplier fails to provide any information requested from it by the Benchmarker and described in the plan, such failure shall constitute a material Default for the purposes of Clause 25.1(c) (*Rectification Plan Process*).

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- 4.6 Each Party shall co-operate fully with the Benchmarker, including by providing access to records, technical documentation, premises, equipment, systems and personnel at times reasonably requested by the Benchmarker, provided that the Benchmarker shall be instructed to minimise any disruption to the Services.
- 4.7 Either Party may provide additional material to the Benchmarker to assist the Benchmarker in conducting the Benchmark Review.
- 4.8 Once it has received the information it requires, the Benchmarker shall:
- (9) finalise the sample of entities constituting the Comparison Group and collect data relating to Comparable Services. The final selection of the Comparison Group (both in terms of number and identity of entities) and of the Comparable Services shall be a matter for the Benchmarker's professional judgment;
 - (10) derive the Equivalent Services Data by applying the adjustment factors listed in Paragraph 4.9 and from an analysis of the Comparable Services;
 - (11) derive the relative value for money of the charges payable for the Comparable Services using the Equivalent Services Data and from that derive the Upper Quartile;
 - (12) derive the median service levels relating to the Comparable Services using the Equivalent Services Data;
 - (13) compare the value for money of the Charges attributable to the Benchmarked Services (having regard in particular to the applicable Performance Indicators and Target *Performance Levels*) to the value for money of the Upper Quartile;
 - (14) compare the Performance Indicators and Target Performance Levels attributable to the Benchmarked Services (having regard to the Charges and Service Credits) with the median service levels using the Equivalent Services Data; and
 - (15) determine whether or not each Benchmarked Service is and/or the Benchmarked Services as a whole are, Good Value.
- 4.9 The Benchmarker shall have regard to the following matters when performing a comparative assessment of a Benchmarked Service and a Comparable Service in order to derive Equivalent Services Data:
- (16) the contractual and business environment under which the Services are being provided (including the scope, scale, complexity and geographical spread of the Services);
 - (17) any front-end investment and development costs of the Supplier;
 - (18) the Supplier's risk profile including the financial, performance or liability risks associated with the provision of the Services as a whole;

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- (19) the extent of the Supplier's management and contract governance responsibilities;
- (20) any other reasonable factors demonstrated by the Supplier, which, if not taken into consideration, could unfairly cause the Supplier's pricing to appear non-competitive (such as erroneous costing, non-sustainable behaviour including excessive consumption of energy or over-aggressive pricing).

5 BENCHMARK REPORT

5.1 The Benchmarker shall be required to prepare a Benchmark Report and deliver it simultaneously to both Parties, at the time specified in the plan approved under Paragraph 4, setting out its findings. The Benchmark Report shall:

- (21) include a finding as to whether or not each Benchmarked Service is and/or whether the Benchmarked Services as a whole are, Good Value;
- (22) include other findings (if any) regarding the quality and competitiveness or otherwise of those Services;
- (23) if any Benchmarked Service is not Good Value, or the Benchmarked Services as a whole are not Good Value, specify the changes that would be required to the Charges, Performance Indicators and/or Target Performance Levels, that would be required to make that Benchmarked Service or those Benchmarked Services as a whole Good Value; and
- (24) illustrate the method used for any normalisation of the Equivalent Services Data

5.2 The Benchmarker shall act as an expert and not as an arbitrator.

5.3 If the Benchmark Report states that any Benchmarked Service is not Good Value or that the Benchmarked Services as a whole are not Good Value, then the Supplier shall (subject to Paragraphs 5.5 and 5.6) implement the changes set out in the Benchmark Report as soon as reasonably practicable within timescales agreed with the Authority but in any event within no more than 3 months. Any associated changes to the Charges shall take effect only from the same date and shall not be retrospective.

5.4 The Supplier acknowledges and agrees that Benchmark Reviews shall not result in any increase to the Charges, disapplication of the Performance Indicators or any reduction in the Target Performance Levels.

5.5 The Supplier shall be entitled to reject any Benchmark Report if the Supplier reasonably considers that the Benchmarker has not followed the procedure for the related Benchmark Review as set out in this Schedule in any material respect.

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- 5.6 The Supplier shall not be obliged to implement any Benchmark Report to the extent this would cause the Supplier to provide the Services at a loss (as determined, by reference to the Financial Model), or to the extent the Supplier cannot technically implement the recommended changes.
- 5.7 In the event of any Dispute arising over whether the Benchmarker has followed the procedure for the related Benchmark Review under Paragraph 5.5 and/or any matter referred to in Paragraph 5.6, the Dispute shall be referred to Expert Determination. For the avoidance of doubt in the event of a Dispute between the Parties, the Authority shall continue to pay the Charges to the Supplier in accordance with the terms of this Contract and the Performance Indicators and Target Performance Levels shall remain unchanged pending the conclusion of the Expert Determination.
- 5.8 On conclusion of the Expert Determination:
- (25) if the Expert determines that all or any part of the Benchmark Report recommendations regarding any reduction in the Charges shall be implemented by the Supplier, the Supplier shall immediately repay to the Authority the difference between the Charges paid by the Authority up to and including the date of the Expert's determination and the date upon which the recommended reduction in Charges should have originally taken effect pursuant to Paragraph 5.3 together with interest thereon at the applicable rate under the Late Payment Of Commercial Debts (Interest) Act 1998; and
 - (26) if the Expert determines that all or any part of the Benchmark Report recommendations regarding any changes to the Performance Indicators and/or Target Performance Levels shall be implemented by the Supplier:
- the Supplier shall immediately implement the relevant changes;
- the Supplier shall immediately pay an amount equal to any Service Credits which would have accrued up to and including the date of the Expert's determination if the relevant changes had taken effect on the date determined pursuant to Paragraph 5.3 together with interest thereon at the applicable rate under the Late Payment Of Commercial Debts (Interest) Act 1998; and
- the relevant changes shall thereafter be subject to the Change Control Procedure for the purposes of formalising and documenting the relevant change or amendment for the purposes of this Contract.
- 5.9 Any failure by the Supplier to implement the changes as set out in the Benchmark Report in accordance with the relevant timescales determined in accordance with Paragraph 5.3 (unless the provisions of Paragraph 5.6 and/or Paragraph 5.7 apply) or in accordance with Paragraph 5.8 shall, without prejudice to any other rights or remedies of the Authority, constitute a Supplier Termination Event.

Annex 1: Approved Benchmarkers

Annex 2: Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is made on [date]

BETWEEN:

- (1) **[insert name]** of **[insert address]** (the “**Supplier**”); and
- (2) **[insert name]** of **[insert address]** (the “**Benchmarker**” and together with the Supplier, the “**Parties**”).

WHEREAS:

- (A) [insert name of Authority] (the “**Authority**”) and the Supplier are party to a contract dated [insert date] (the “**Contract**”) for the provision by the Supplier of [insert brief description of services] to the Authority.
- (B) The Benchmarker is to receive Confidential Information from the Supplier for the purpose of carrying out a benchmarking review for the Authority of one or more of such services pursuant to the terms of the Contract (the “**Permitted Purpose**”).

IT IS AGREED as follows:

1 Interpretation

1.1 In this Agreement, unless the context otherwise requires:

“Confidential Information”

means:

- (a) Information, including all personal data within the meaning of the Data Protection Act 2018, and however it is conveyed, provided by the Supplier to the Benchmarker pursuant to this Agreement that relates to:
 - (i) the Supplier; or
 - (ii) the operations, business, affairs, developments, intellectual property rights, trade secrets, know-how and/or personnel of the Supplier;
 - (iii) other Information provided by the Supplier pursuant to this Agreement to the Benchmarker that is clearly designated as being confidential or equivalent or that ought reasonably to be considered to be confidential which comes (or has come) to the

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Benchmarker's attention or into the Benchmarker's possession in connection with the Permitted Purpose;

- (iv) discussions, negotiations, and correspondence between the Supplier or any of its directors, officers, employees, consultants or professional advisers and the Benchmarker or any of its directors, officers, employees, consultants and professional advisers in connection with the Permitted Purpose and all matters arising therefrom; and
- (b) Information derived from any of the above,
- (c) but not including any Information that:
 - (i) was in the possession of the Benchmarker without obligation of confidentiality prior to its disclosure by the Supplier;
 - (ii) the Benchmarker obtained on a non-confidential basis from a third party who is not, to the Benchmarker's knowledge or belief, bound by a confidentiality agreement with the Supplier or otherwise prohibited from disclosing the information to the Benchmarker;
 - (iii) was already generally available and in the public domain at the time of disclosure otherwise than by a breach of this Agreement or breach of a duty of confidentiality; or
 - (iv) was independently developed without access to the Confidential Information;

“Information”

means all information of whatever nature, however conveyed and in whatever form, including in writing, orally, by demonstration, electronically and in a tangible, visual or machine-readable medium (including CD-ROM, magnetic and digital form); and

“Permitted Purpose”

has the meaning given to that expression in recital (B) to this Agreement.

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1.2 In this Agreement:

- 1.2.1 a reference to any gender includes a reference to other genders;
- 1.2.2 the singular includes the plural and vice versa;
- 1.2.3 the words “include” and cognate expressions shall be construed as if they were immediately followed by the words “without limitation”;
- 1.2.4 references to any statutory provision include a reference to that provision as modified, replaced, amended and/or re-enacted from time to time (before or after the date of this Agreement) and any prior or subsequent subordinate legislation made under it;
- 1.2.5 headings are included for ease of reference only and shall not affect the interpretation or construction of this Agreement; and
- 1.2.6 references to Clauses are to clauses of this Agreement.

2 Confidentiality Obligations

2.1 In consideration of the Supplier providing Confidential Information to the Benchmarker, the Benchmarker shall:

- 2.1.1 treat all Confidential Information as secret and confidential;
- 2.1.2 have in place and maintain proper security measures and procedures to protect the confidentiality of the Confidential Information (having regard to its form and nature);
- 2.1.3 not disclose or permit the disclosure of any of the Confidential Information to any other person without obtaining the prior written consent of the Supplier or, if relevant, other owner or except as expressly set out in this Agreement;
- 2.1.4 not transfer any of the Confidential Information outside the United Kingdom;
- 2.1.5 not use or exploit any of the Confidential Information for any purpose whatsoever other than the Permitted Purpose;
- 2.1.6 immediately notify the Supplier in writing if it suspects or becomes aware of any unauthorised access, copying, use or disclosure in any form of any of the Confidential Information; and
- 2.1.7 once the Permitted Purpose has been fulfilled:
- 2.1.8 destroy or return to the Supplier all documents and other tangible materials that contain any of the Confidential Information;
- 2.1.9 ensure, so far as reasonably practicable, that all Confidential Information held in electronic, digital or other machine-readable form ceases to be readily accessible (other than by the information technology staff of the Benchmarker) from any computer, word processor, voicemail system or any other device; and

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2.1.10 make no further use of any Confidential Information.

3 Permitted Disclosures

3.1 The Benchmarker may disclose Confidential Information to those of its directors, officers, employees, consultants and professional advisers who:

3.1.1 reasonably need to receive the Confidential Information in connection with the Permitted Purpose; and

3.1.2 have been informed by the Benchmarker of the confidential nature of the Confidential Information; and

3.1.3 have agreed to terms similar to those in this Agreement.

3.2 The Benchmarker shall be entitled to disclose Confidential Information to the Authority for the Permitted Purpose and to any Expert appointed in relation to a Dispute as referred to in Paragraph 5.7 of this Schedule 17 (*Benchmarking*) to the Contract.

3.3 The Benchmarker shall be entitled to disclose Confidential Information to the extent that it is required to do so by applicable law or by order of a court or other public body that has jurisdiction over the Benchmarker.

3.4 Before making a disclosure pursuant to Clause 3.3, the Benchmarker shall, if the circumstances permit:

3.4.1 notify the Supplier in writing of the proposed disclosure as soon as possible (and if possible before the court or other public body orders the disclosure of the Confidential Information); and

3.4.2 ask the court or other public body to treat the Confidential Information as confidential.

4 General

4.1 The Benchmarker acknowledges and agrees that all property, including intellectual property rights, in Confidential Information disclosed to it by the Supplier shall remain with and be vested in the Supplier.

4.2 This Agreement does not include, expressly or by implication, any representations, warranties or other obligations:

(a) to grant the Benchmarker any licence or rights other than as may be expressly stated in this Agreement;

(b) to require the Supplier to disclose, continue disclosing or update any Confidential Information; or

(c) as to the accuracy, efficacy, completeness, capabilities, safety or any other qualities whatsoever of any Information or materials provided pursuant to or in anticipation of this Agreement.

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- 4.3 The rights, powers and remedies provided in this Agreement are cumulative and not exclusive of any rights, powers or remedies provided by law. No failure or delay by either Party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.
- 4.4 Without prejudice to any other rights or remedies that the Supplier may have, the Benchmarking acknowledges and agrees that damages alone may not be an adequate remedy for any breach by the Benchmarking of any of the provisions of this Agreement. Accordingly, the Benchmarking acknowledges that the Supplier shall be entitled to the remedies of injunction and specific performance as well as any other equitable relief for any threatened or actual breach of this Agreement and/or breach of confidence and that no proof of special damages shall be necessary for the enforcement of such remedies.
- 4.5 The maximum liability of the Benchmarking to the Supplier for any breach of this Agreement shall be limited to ten million pounds (£10,000,000).
- 4.6 For the purposes of the Contracts (Rights of Third Parties) Act 1999 no one other than the Parties has the right to enforce the terms of this Agreement.
- 4.7 Each Party shall be responsible for all costs incurred by it or on its behalf in connection with this Agreement.
- 4.8 This Agreement may be executed in any number of counterparts and by the Parties on separate counterparts, but shall not be effective until each Party has executed at least one counterpart. Each counterpart shall constitute an original of this Agreement, but all the counterparts shall together constitute but one and the same instrument.

5 Notices

5.1 Any notice to be given under this Agreement (each a “**Notice**”) shall be given in writing and shall be delivered by hand and shall be deemed to have been duly given at the time of delivery provided that such Notice is sent to the relevant physical address, and expressly marked for the attention of the relevant individual, set out in Clause 5.2.

5.2 Any Notice:

5.2.1 if to be given to the Supplier shall be sent to:

[Address]

Attention: [Contact name and/or position, e.g. “The Finance Director”]

5.2.2 if to be given to the Benchmarking shall be sent to:

[Name of Organisation]

[Address]

Attention: []

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6 Governing law

6.1 This Agreement shall be governed by, and construed in accordance with, English law and any matter claim or dispute arising out of or in connection with this Agreement whether contractual or non-contractual, shall be governed by and determined in accordance with English law.

6.2 Each Party hereby irrevocably submits to the exclusive jurisdiction of the English courts in respect of any claim or dispute arising out of or in connection with this Agreement.

IN WITNESS of the above this Agreement has been signed by the duly authorised representatives of the Parties on the date which appears at the head of page 1.

For and on behalf of **[name of Supplier]**

Signature: _____

Date:

Name:

Position:

For and on behalf of **[name of Benchmarker]**

Signature: _____

Date:

Name:

Position:

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Schedule 18 (*Financial Distress*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Applicable Financial Indicators” means the financial indicators from Paragraph 5.1 of this Schedule which are to apply to the FDE Group **Error! Reference source not found.**;

“Board” means the Supplier’s board of directors;

“Board Confirmation” means written confirmation from the Board in accordance with Paragraph 8 of this Schedule;

“FDE Group” means the **Supplier, Key Sub-contractors and the Guarantor**;

“Financial Indicators” in respect of the Supplier, Key Sub-contractors and the Guarantor, means each of the financial indicators set out at Paragraph 5.1 of this Schedule; and in respect of each Monitored Supplier, means those Applicable Financial Indicators;

“Financial Target Thresholds” means the target thresholds for each of the Financial Indicators set out at Paragraph 5.1 of this Schedule 18 (*Financial Distress*);

2 WARRANTIES AND DUTY TO NOTIFY

2.1 The Supplier warrants and represents to the Authority for the benefit of the Authority that as at the Effective Date:

(1) NOT USED

(2) the financial position or, as appropriate, the financial performance of each of the Supplier, Guarantor and Key Sub-contractors satisfies the Financial Target Thresholds.

2.2 The Supplier shall promptly notify (or shall procure that its auditors promptly notify) the Authority in writing if there is any downgrade in the credit rating for any entity in the FDE Group (and in any event within 5 Working Days of the occurrence of the downgrade).

2.3 The Supplier shall:

(3) regularly monitor the credit ratings of each entity in the FDE Group;

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- (4) monitor and report on the Financial Indicators for each entity in the FDE Group against the Financial Target Thresholds at least at the frequency set out for each at Paragraph 5.1 (where specified) and in any event, on a regular basis and no less than once a year within one hundred and twenty (120) days after the Accounting Reference Date; and
- (5) promptly notify (or shall procure that its auditors promptly notify) the Authority in writing following the occurrence of a Financial Distress Event or any fact, circumstance or matter which could cause a Financial Distress Event (and in any event, ensure that such notification is made within 10 Working Days of the date on which the Supplier first becomes aware of the Financial Distress Event or the fact, circumstance or matter which could cause a Financial Distress Event).

2.4 NOT USED

2.5 Each report submitted by the Supplier pursuant to paragraph (d) above shall:

- (6) be a single report with separate sections for each of the FDE Group entities;
- (7) contain a sufficient level of information to enable the Authority to verify the calculations that have been made in respect of the Financial Indicators;
- (8) include key financial and other supporting information (including any accounts data that has been relied on) as separate annexes;
- (9) be based on the audited accounts for the date or period on which the Financial Indicator is based or, where the Financial Indicator is not linked to an accounting period or an accounting reference date, on unaudited management accounts prepared in accordance with their normal timetable; and
- (10) include a history of the Financial Indicators reported by the Supplier in graph form to enable the Authority to easily analyse and assess the trends in financial performance.

3 FINANCIAL DISTRESS EVENTS

3.1 The following shall be Financial Distress Events:

- (11) NOT USED
- (12) an FDE Group entity issuing a profits warning to a stock exchange or making any other public announcement, in each case about a material deterioration in its financial position or prospects;
- (13) there being a public investigation into improper financial accounting and reporting, suspected fraud or any other impropriety of an FDE Group entity;

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- (14) an FDE Group entity committing a material breach of covenant to its lenders;
- (15) a Key Sub-contractor notifying the Authority that the Supplier has not satisfied any material sums properly due under a specified invoice and not subject to a genuine dispute;
- (16) any FDE Group entity extends the filing period for filing its accounts with the Registrar of Companies so that the filing period ends more than 9 months after its accounting reference date without an explanation to the Authority which the Authority (acting reasonably) considers to be adequate;
- (17) any FDE Group entity is late to file its annual accounts without a public notification or an explanation to the Authority which the Authority, acting reasonably, considers to be adequate;
- (18) the directors and/or external auditors of any FDE Group entity conclude that a material uncertainty exists in relation to that FDE Group entity's going concern in the annual report including in a reasonable but plausible downside scenario. This includes, but is not limited to, commentary about liquidity and trading prospects in the reports from directors or external auditors;
- (19) any of the following:

any FDE Group entity makes a public announcement which contains adverse commentary with regards to that FDE Group entity's liquidity and trading and trading prospects, such as but not limited to, a profit warning or ability to trade as a going concern;

commencement of any litigation against an FDE Group entity with respect to financial indebtedness greater than £5m or obligations under a service contract with a total contract value greater than £5m;

non-payment by an FDE Group entity of any financial indebtedness;

any financial indebtedness of an FDE Group entity becoming due as a result of an event of default;

the cancellation or suspension of any financial indebtedness in respect of an FDE Group entity; or

the external auditor of an FDE Group entity expressing a qualified opinion on, or including an emphasis of matter in, its opinion on the statutory accounts of that FDE entity;

in each case which the Authority reasonably believes (or would be likely reasonably to believe) could directly impact on the continued performance and delivery of the Services in accordance with this Contract; and

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any one of the Financial Indicators set out at Paragraph 5 for any of the FDE Group entities failing to meet the required Financial Target Threshold.

4 CONSEQUENCES OF FINANCIAL DISTRESS EVENTS

4.1 Immediately upon notification by the Supplier of a Financial Distress Event (or if the Authority becomes aware of a Financial Distress Event without notification and brings the event to the attention of the Supplier), the Supplier shall have the obligations and the Authority shall have the rights and remedies as set out in Paragraphs 4.3 to 4.5.

4.2 In the event of a late or non-payment of a Key Sub-contractor pursuant to Paragraph (c)(iv)(15), the Authority shall not exercise any of its rights or remedies under Paragraph 4.3 without first giving the Supplier 10 Working Days to:

(20) rectify such late or non-payment; or

(21) demonstrate to the Authority's reasonable satisfaction that there is a valid reason for late or non-payment.

4.3 The Supplier shall (and shall procure that any Monitored Supplier, the Guarantor and/or any relevant Key Sub-contractor shall):

(22) at the request of the Authority, meet the Authority as soon as reasonably practicable (and in any event within 3 Working Days of the initial notification (or awareness) of the Financial Distress Event or such other period as the Authority may permit and notify to the Supplier in writing) to review the effect of the Financial Distress Event on the continued performance and delivery of the Services in accordance with this Contract; and

(23) where the Authority reasonably believes (taking into account the discussions and any representations made under Paragraph (c)(iv)(22) that the Financial Distress Event could impact on the continued performance and delivery of the Services in accordance with this Contract:

submit to the Authority for its approval, a draft Financial Distress Remediation Plan as soon as reasonably practicable (and in any event, within 10 Working Days of the initial notification (or awareness) of the Financial Distress Event or such other period as the Authority may permit and notify to the Supplier in writing); and

to the extent that it is legally permitted to do so and subject to Paragraph 4.7, provide such information relating to the Supplier, any Monitored Supplier, Key Sub-contractors and/or the Guarantor as the Authority may reasonably require in order to understand the risk to the Services, which may include forecasts in relation to cash flow, orders and profits and details of financial measures being considered to mitigate the impact of the Financial Distress Event.

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- 4.4 The Authority shall not withhold its approval of a draft Financial Distress Remediation Plan unreasonably. If the Authority does not approve the draft Financial Distress Remediation Plan, it shall inform the Supplier of its reasons and the Supplier shall take those reasons into account in the preparation of a further draft Financial Distress Remediation Plan, which shall be resubmitted to the Authority within 5 Working Days of the rejection of the first draft. This process shall be repeated until the Financial Distress Remediation Plan is either:
- (24) approved by the Authority;
 - (25) referred, by notice sent by either Party to the other Party explaining why it thinks the Financial Distress Remediation Plan has not been approved, to commercial negotiation led by senior representatives who have authority to agree the Financial Distress Remediation Plan to be held within 28 days of the date of the notice; or
 - (26) finally rejected by the Authority.
- 4.5 Following approval of the Financial Distress Remediation Plan by the Authority, the Supplier shall:
- (27) on a regular basis (which shall not be less than fortnightly):
 - review and make any updates to the Financial Distress Remediation Plan as the Supplier may deem reasonably necessary and/or as may be reasonably requested by the Authority, so that the plan remains adequate, up to date and ensures the continued performance and delivery of the Services in accordance with this Contract; and
 - provide a written report to the Authority setting out its progress against the Financial Distress Remediation Plan, the reasons for any changes made to the Financial Distress Remediation Plan by the Supplier and/or the reasons why the Supplier may have decided not to make any changes;
 - (28) where updates are made to the Financial Distress Remediation Plan in accordance with Paragraph (c)(iv)(27), submit an updated Financial Distress Remediation Plan to the Authority for its approval, and the provisions of Paragraphs 4.4 and (c)(iv)(27) shall apply to the review and approval process for the updated Financial Distress Remediation Plan; and
 - (29) comply with the Financial Distress Remediation Plan (including any updated Financial Distress Remediation Plan) and ensure that it achieves the financial and performance requirements set out in the Financial Distress Remediation Plan.
- 4.6 Where the Supplier reasonably believes that the relevant Financial Distress Event under Paragraph 4.1 (or the circumstance or matter which has caused or otherwise led to it) no longer exists, it shall notify the Authority and the Parties may agree that the Supplier shall be relieved of its obligations under Paragraph 4.5.

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- 4.7 The Supplier shall use reasonable endeavours to put in place the necessary measures to ensure that the information specified at Paragraph (cccxcviii)(410131) is available when required and on request from the Authority and within reasonable timescales. Such measures may include:
- 4.8 obtaining in advance written authority from Key Sub-contractors and/or, the Guarantor authorising the disclosure of the information to the Authority and/or entering into confidentiality agreements which permit disclosure;
- 4.9 agreeing in advance with the Authority, Key Sub-contractors and/or the Guarantor a form of confidentiality agreement to be entered by the relevant parties to enable the disclosure of the information to the Authority;
- (30) putting in place any other reasonable arrangements to enable the information to be lawfully disclosed to the Authority (which may include making price sensitive information available to Authority nominated personnel through confidential arrangements, subject to their consent); and
- (31) disclosing the information to the fullest extent that it is lawfully entitled to do so, including through the use of redaction, anonymisation and any other techniques to permit disclosure of the information without breaching a duty of confidentiality.

5 FINANCIAL INDICATORS

- 5.1 Subject to the calculation methodology set out at Annex 3 of this Schedule, the Financial Indicators and the corresponding calculations and thresholds used to determine whether a Financial Distress Event has occurred in respect of those Financial Indicators, shall be as follows:

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Financial Indicator	Calculation¹	Financial Target Threshold:	Monitoring and Reporting Frequency
1 Operating Margin	Operating Margin = Operating Profit / Revenue	> 5%	Tested and reported yearly in arrears within 120 days of each accounting reference date based upon figures for the 12 months ending on the relevant accounting reference date
2 Net Debt to EBITDA Ratio	Net Debt to EBITDA ratio = Net Debt / EBITDA	< 3.5 times	Tested and reported yearly in arrears within 120 days of each accounting reference date based upon EBITDA for the 12 months ending on, and Net Debt at, the relevant accounting reference date
3 Acid ratio	Acid Ratio = (Current Assets – Inventories) / Current Liabilities	> 0.8X times	Tested and reported yearly in arrears within 120 days of each accounting reference date based upon figures at the relevant accounting reference date

Key: ¹ – See Annex 3 of this Schedule which sets out the calculation methodology to be used in the calculation of each Financial Indicator.

	5.1

6 TERMINATION RIGHTS

6.1 The Authority shall be entitled to terminate this Contract under Clause 31.1(b) (*Termination by the Authority*) if:

- (32) the Supplier fails to notify the Authority of a Financial Distress Event in accordance with Paragraph (c)(iv)(5);
- (33) the Supplier fails to comply with any part of Paragraph 4.3;

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- (34) the Authority finally rejects a Financial Distress Remediation Plan (or any updated Financial Distress Remediation Plan) in accordance with Paragraphs 4.4 to (c)(iv)(27); and/or
- (35) the Supplier fails to comply with the terms of the Financial Distress Remediation Plan (or any updated Financial Distress Remediation Plan) in accordance with Paragraph (c)(iv)(29).

7 NOT USED

8 BOARD CONFIRMATION

- 8.1 If this Contract has been specified as a Critical Service Contract under Paragraph 1.1 of Part B to Schedule 26 (*Service Continuity Plan and Corporate Resolution Planning*) then, subject to Paragraph 8.4 of this Schedule, the Supplier shall within one hundred and twenty (120) days after each Accounting Reference Date or within 15 months of the previous Board Confirmation (whichever is the earlier) provide a Board Confirmation to the Authority in the form set out at Annex 4 of this Schedule, confirming that to the best of the Board's knowledge and belief, it is not aware of and has no knowledge:
- (36) that a Financial Distress Event has occurred since the later of the Effective Date or the previous Board Confirmation or is subsisting; or
 - (37) of any matters which have occurred or are subsisting that could reasonably be expected to cause a Financial Distress Event.
- 8.2 The Supplier shall ensure that in its preparation of the Board Confirmation it exercises due care and diligence and has made reasonable enquiry of all relevant Supplier Personnel and other persons as is reasonably necessary to understand and confirm the position.
- 8.3 In respect of the first Board Confirmation to be provided under this Contract, the Supplier shall provide the Board Confirmation within 15 months of the Effective Date if earlier than the timescale for submission set out in Paragraph 8.1 of this Schedule.
- 8.4 Where the Supplier is unable to provide a Board Confirmation in accordance with Paragraphs 8.1 to 8.3 of this Schedule due to the occurrence of a Financial Distress Event or knowledge of subsisting matters which could reasonably be expected to cause a Financial Distress Event, it will be sufficient for the Supplier to submit in place of the Board Confirmation, a statement from the Board of Directors to the Authority (and where the Supplier is a Strategic Supplier, the Supplier shall send a copy of the statement to the Cabinet Office Markets and Suppliers Team) setting out full details of any Financial Distress Events that have occurred and/or the matters which could reasonably be expected to cause a Financial Distress Event.

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Annex 2: Not Used

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Annex 3: Calculation Methodology For Financial Indicators

The Supplier shall ensure that it uses the following general and specific methodologies for calculating the Financial Indicators against the Financial Target Thresholds:

1 General methodology

- 1.1 **Terminology:** The terms referred to in this Annex are those used by UK companies in their financial statements. Where the entity is not a UK company, the corresponding items should be used even if the terminology is slightly different (for example a charity would refer to a surplus or deficit rather than a profit or loss).
- 1.2 **Groups:** Where the entity is the holding company of a group and prepares consolidated financial statements, the consolidated figures should be used.
- 1.3 **Foreign currency conversion:** Figures denominated in foreign currencies should be converted at the exchange rate in force at the relevant date for which the Financial Indicator is being calculated.
- 1.4 **Treatment of non-underlying items:** Financial Indicators should be based on the figures in the financial statements before adjusting for non-underlying items.

2 Specific Methodology

Financial Indicator	Specific Methodology
1 Operating Margin	<p>The elements used to calculate the Operating Margin should be shown on the face of the Income Statement in a standard set of financial statements.</p> <p>Figures for Operating Profit and Revenue should exclude the entity's share of the results of any joint ventures or Associates.</p> <p>Where an entity has an operating loss (i.e. where the operating profit is negative), Operating Profit should be taken to be zero.</p>
2 Net Debt to EBITDA Ratio	<p>["Net Debt" = Bank overdrafts + Loans and borrowings + Finance leases + Deferred consideration payable – Cash and cash equivalents</p> <p>"EBITDA" = Operating profit + Depreciation charge + Amortisation charge</p> <p>The majority of the elements used to calculate the Net Debt to EBITDA Ratio should be shown on the face of the Balance sheet, Income statement and Statement of Cash Flows in a standard set of financial statements but will otherwise be found in the notes to the financial statements.</p> <p><u>Net Debt:</u> The elements of Net Debt may be described slightly differently and should be found either on the face of the Balance Sheet or in the relevant note to the financial statements. All interest bearing liabilities (other than retirement benefit obligations) should be included as borrowings as should, where disclosed, any liabilities (less any</p>

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	<p>assets) in respect of any hedges designated as linked to borrowings (but not non-designated hedges). Borrowings should also include balances owed to other group members.</p> <p>Deferred consideration payable should be included in Net Debt despite typically being non-interest bearing.</p> <p>Cash and cash equivalents should include short-term financial investments shown in current assets.</p> <p>Where Net debt is negative (i.e. an entity has net cash), the relevant Financial Target Threshold should be treated as having been met.</p> <p><i>EBITDA</i>: Operating profit should be shown on the face of the Income Statement and, for the purposes of calculating this Financial Indicator, should include the entity’s share of the results of any joint ventures or Associates. <i>The depreciation and amortisation charges for the period may be found on the face of the Statement of Cash Flows or in a Note to the Accounts. Where EBITDA is negative, the relevant Financial Target Threshold should be treated as not having been met (unless Net Debt is also negative, in which case the relevant Financial Target Threshold should be treated as having been met).</i>]</p>
<p>3 Acid Ratio</p>	<p>[All elements that are used to calculate the Acid Ratio are available on the face of the Balance Sheet in a standard set of financial statements.]</p>

Annex 4: Board Confirmation

Supplier Name:

Contract Reference Number:

- 1 The Board of Directors acknowledge the requirements set out at paragraph 8 of Schedule 18 (*Financial Distress*) and confirm that the Supplier has exercised due care and diligence and made reasonable enquiry of all relevant Supplier Personnel and other persons as is reasonably necessary to enable the Board to prepare this statement.
- 2 The Board of Directors confirms, to the best of its knowledge and belief, that as at the date of this Board Confirmation it is not aware of and has no knowledge:
 - 2.1.1 that a Financial Distress Event has occurred since the later of the previous Board Confirmation and the Effective Date or is subsisting;
or
 - 2.1.2 of any matters which have occurred or are subsisting that could reasonably be expected to cause a Financial Distress Event

On behalf of the Board of Directors:

Chair

Signed

Date

Director

Signed

Date

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Schedule 19 (*Financial Reports and Audit Rights*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Annual Contract Report”	the annual contract report to be provided by the Supplier to the Authority pursuant to Paragraph 1 of Part B;
“Audit Agents”	(a) the Authority’s internal and external auditors; (b) the Authority’s statutory or regulatory auditors; (c) the Comptroller and Auditor General, their staff and/or any appointed representatives of the National Audit Office; (d) HM Treasury or the Cabinet Office; (e) any party formally appointed by the Authority to carry out audit or similar review functions; and (f) successors or assigns of any of the above;
“Contract Amendment Report”	the contract amendment report to be provided by the Supplier to the Authority pursuant to Paragraph 1 of Part B;
“Final Reconciliation Report”	the final reconciliation report to be provided by the Supplier to the Authority pursuant to Paragraph 1 of Part B;
“Financial Model”	the Contract Inception Report, the latest Annual Contract Report or the latest Contract Amendment Report, whichever has been most recently approved by the Authority in accordance with Paragraph 2 of Part B;
“Financial Reports”	the Contract Inception Report and the reports listed in the table in Paragraph 1.1 of Part B;
“Financial Representative”	a reasonably skilled and experienced member of the Supplier’s staff who has specific responsibility for preparing, maintaining, facilitating access to, discussing and explaining the Open Book Data and Financial Reports;
“Financial Transparency Objectives”	has the meaning given in Paragraph 1 of Part A;
“Material Change”	a Change which:

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- (a) materially changes the profile of the Charges; or
 - (b) varies the total Charges payable during the Term (as forecast in the latest Financial Model) by:
 - 5% or more; or
 - £1m or more;
- “Onerous Contract”** a contract in which the unavoidable costs of meeting the obligations under the contract exceed the economic benefits expected to be received under it, as defined under International Accounting Standard 37;
- “Onerous Contract Report”** means a report provided by the Supplier pursuant to Paragraph 3 of Part A to this Schedule;
- “Open Book Data”** complete and accurate financial and non-financial information which is sufficient to enable the Authority to verify the Charges already paid or payable and Charges forecast to be paid during the remainder of the Term, including details and all assumptions relating to:
- (a) the Supplier’s Costs broken down against each Service and/or Deliverable, including actual capital expenditure (including capital replacement costs) and the unit cost and total actual costs of all hardware and software;
 - (b) operating expenditure relating to the provision of the Services including an analysis showing:
 - (i) the unit costs and quantity of consumables and bought-in services;
 - (ii) manpower resources broken down into the number and grade/role of all Supplier Personnel (free of any contingency) together with a list of agreed rates against each manpower grade;
 - (iii) a list of Costs underpinning those rates for each manpower grade, being the agreed rate less the Supplier’s Profit Margin;
 - (iv) Reimbursable Expenses

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- (v) Overheads;
- (vi) all interest, expenses and any other third party financing costs incurred in relation to the provision of the Services;
- (vii) the Supplier Profit achieved over the Term and on an annual basis;
- (viii) confirmation that all methods of Cost apportionment and Overhead allocation are consistent with and not more onerous than such methods applied generally by the Supplier;
- (ix) an explanation of the type and value of risk and contingencies associated with the provision of the Services, including the amount of money attributed to each risk and/or contingency; and
- (x) the actual Costs profile for each Service Period; and

"Reimbursable Expenses" as defined at paragraph 3.1 of Part C of this Schedule.

Part A: Financial Transparency Objectives And Open Book Data

1 FINANCIAL TRANSPARENCY OBJECTIVES

1.1 The Supplier acknowledges that the provisions of this Schedule are designed (inter alia) to facilitate, and the Supplier shall co-operate with the Authority in order to achieve, the following objectives:

(1) Understanding the Charges

for the Authority to understand any payment sought from it by the Supplier including an analysis of the Costs, Overhead recoveries (where relevant), time spent by Supplier Personnel in providing the Services and the Supplier Profit Margin;

for both Parties to be able to understand the Financial Model and Cost forecasts and to have confidence that these are based on justifiable numbers and appropriate forecasting techniques;

NOT USED

(2) Agreeing the impact of Change

for both Parties to agree the quantitative impact of any Changes that affect ongoing costs and to identify how these could be mitigated and/or reflected in the Supplier's Charges;

for both Parties to be able to review, address issues with and re-forecast progress in relation to the provision of the Services;

(3) Continuous improvement

for the Parties to challenge each other with ideas for efficiency and improvements; and

to enable the Authority to demonstrate that it is achieving value for money for the tax payer relative to current market prices,

(together the "Financial Transparency Objectives").

2 OPEN BOOK DATA

2.1 The Supplier acknowledges the importance to the Authority of the Financial Transparency Objectives and the Authority's need for complete transparency in the way in which the Charges are calculated.

2.2 During the Term, and for a period of 7 years following the end of the Term, the Supplier shall:

(4) maintain and retain the Open Book Data; and

(5) disclose and allow the Authority and/or the Audit Agents access to the Open Book Data.

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3 ONEROUS CONTRACTS

- 3.1 If the Supplier publicly designates the Contract as an Onerous Contract (including where the Supplier has identified the Contract as such in any published accounts or public reports and announcements), the Supplier shall promptly notify the Authority of the designation and shall prepare and deliver to the Authority within the timescales agreed by the Parties (an in any event, no later than 2 months following the publication of the designation) a draft Onerous Contract Report which includes the following:
- (6) An initial root cause analysis of the issues and circumstances which may have contributed to the Contract being designated as an Onerous Contract;
 - (7) An initial risk analysis and impact assessment on the provision of the Services as a result of the Supplier's designation of the Contract as an Onerous Contract;
 - (8) the measures which the Supplier intends to put in place to minimise and mitigate any adverse impact on the provision on the Services;
 - (9) details of any other options which could be put in place to remove the designation of the Contract as an Onerous Contract and/or which could minimise and mitigate any adverse impact on the provision of the Services.
- 3.2 Following receipt of the Onerous Contract Report, the Authority shall review and comment on the report as soon as reasonably practicable and the Parties shall cooperate in good faith to agree the final form of the report, which shall be submitted to the Relationship Managers' Meeting, such final form report to be agreed no later than 1 month following the Authority's receipt of the draft Onerous Contract Report.
- 3.3 The Relationship Managers' Meeting shall be convened within 14 Working Days of the final Onerous Contract Report being agreed by the Parties to discuss the contents of the report; and the Parties shall procure the attendance at the meeting of any key participants where reasonably required (including the Cabinet Office Markets and Suppliers team where the Supplier is a Strategic Supplier; representatives from any Key Sub-contractors/Monitored Suppliers; and the project's senior responsible officers (or equivalent) for each Party).
- 3.4 The Supplier acknowledges and agrees that the report is submitted to the Authority and Relationship Managers' Meeting on an information only basis and the Authority and Relationship Managers' Meeting's receipt of and comments in relation to the report shall not be deemed to be an acceptance or rejection of the report nor shall it relieve the Supplier of any liability under this Contract. Any Changes to be agreed by the Parties pursuant to the report shall be subject to the Change Control Procedure.

Part B: Financial Reports

1 PROVISION OF THE FINANCIAL REPORTS

1.1 The Supplier shall provide

- (10) the Contract Inception Report on or before the Effective Date; and
- (11) during the Term the following financial reports to the Authority, in the frequency specified below:

Financial Report	When to be provided
Contract Amendment Report	Within 1 month of a Material Change being agreed between the Supplier and the Authority
Quarterly Contract Report	Within 1 month of the end of each Quarter
Annual Contract Report	Within 1 month of the end of the Contract Year to which that report relates
Final Reconciliation Report	Within 6 months after the end of the Term

1.2 The Supplier shall provide to the Authority the Financial Reports in the same software package (Microsoft Excel or Microsoft Word), layout and format as the blank templates which have been issued by the Authority to the Supplier on or before the Effective Date for the purposes of this Contract. The Authority shall be entitled to modify the template for any Financial Report by giving written notice to the Supplier, including a copy of the updated template.

1.3 A copy of each Financial Report shall be held by both the Authority and the Supplier. If there is a Dispute regarding a Financial Report, the Authority's copy of the relevant Financial Report shall be authoritative.

1.4 Each Financial Report shall:

- (12) be completed by the Supplier using reasonable skill and care;
- (13) incorporate and use the same defined terms as are used in this Contract;
- (14) quote all monetary values in pounds sterling;
- (15) quote all Costs as exclusive of any VAT; and
- (16) quote all Costs and Charges based on current prices.

1.5 Each Annual Contract Report and the Final Reconciliation Report shall be certified by the Supplier's Chief Financial Officer or Director of Finance (or

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equivalent as agreed in writing by the Authority in advance of issue of the relevant Financial Report), acting with express authority, as:

- (17) being accurate and not misleading;
- (18) having been prepared in conformity with generally accepted accounting principles within the United Kingdom;
- (19) being a true and fair reflection of the information included within the Supplier's management and statutory accounts; and
- (20) compliant with the requirements of Paragraph 1.6.

1.6 The Supplier shall:

- (21) prepare each Financial Report using the same methodology as that used for the Contract Inception Report;
- (22) to the extent permitted by Law, ensure that each Annual Contract Report and each Contract Amendment Report (if any) is a true and fair reflection of the Costs and Supplier Profit Margin forecast by the Supplier;
- (23) to the extent permitted by Law, ensure that the Final Reconciliation Report is a true and fair reflection of the Costs; and
- (24) not have any other internal financial model in relation to the Services inconsistent with the Financial Model.

1.7 During the Term, and for a period of 18 months following the end of the Term, the Supplier shall make available the Financial Representative at reasonable times and on reasonable notice to answer any queries that the Authority may have on any of the Financial Reports and/or Open Book Data.

1.8 If the Supplier becomes aware of the occurrence, or the likelihood of the future occurrence, of an event which will or may have a material effect on the following:

- (25) the Costs incurred (or those forecast to be incurred) by the Supplier; and/or
- (26) the forecast Charges for the remainder of the Term,

the Supplier shall, as soon as practicable, notify the Authority in writing of the event in question detailing the actual or anticipated effect. For the avoidance of doubt, notifications provided in accordance with this Paragraph 1.8 shall not have the effect of amending any provisions of this Contract.

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2 FINANCIAL MODEL

2.1 Following the delivery by the Supplier of each Annual Contract Report and any Contract Amendment Report:

(27) the Parties shall meet to discuss its contents within 10 Working Days of receipt (or such other period as the Parties shall agree). The Financial Representative shall attend the meeting;

(28) the Supplier shall make appropriate Supplier Personnel and advisers available to discuss any variations between the relevant Financial Report and the Contract Inception Report or immediately preceding Annual Contract Report or Contract Amendment Report (as the case may be) and to explain such variations (with reference to supporting evidence) to the satisfaction of the Authority; and

(29) the Authority shall either within 10 Working Days of the meeting referred to in Paragraph (b)(x)(27) notify the Supplier that:

the relevant Financial Report contains errors or omissions or that further explanations or supporting information is required, in which event the Supplier shall make any necessary modifications to the Financial Report and/or supply the Authority with such supporting evidence as is required to address the Authority's concerns within 10 Working Days of such notification and the Authority shall following receipt of such amended Financial Report and/or supporting information, approve or reject such Financial Report; or

the Authority has approved the relevant Financial Report.

2.2 Following approval by the Authority of the relevant Financial Report in accordance with Paragraph (b)(x)(29), that version shall become, with effect from the date of such approval, the current approved version of the Financial Model for the purposes of this Contract, a version of which shall be held by both the Authority and the Supplier. If there is a Dispute regarding a Financial Report, the Authority's copy of the relevant Financial Report shall be authoritative.

2.3 If the Parties are unable to reach agreement on any Financial Report within 30 Working Days of its receipt by the Authority, the matter shall be referred for determination in accordance with Schedule 23 (*Dispute Resolution Procedure*).

3 DISCUSSION OF QUARTERLY CONTRACT REPORTS AND FINAL RECONCILIATION REPORT

3.1 Following the delivery by the Supplier of each Quarterly Contract Report, the Parties shall meet to discuss its contents within 10 Working Days of receipt (or such other period as the Parties shall agree). The Financial Representative shall attend the meeting.

3.2 Following the delivery by the Supplier of the Final Reconciliation Report, the Parties shall meet to discuss its contents within 10 Working Days of receipt (or

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such other period as the Parties shall agree). The Financial Representative shall attend the meeting.

4 KEY SUB CONTRACTORS

4.1 The Supplier shall, if requested by the Authority, provide (or procure the provision of) a report or reports including the level of information set out in the Financial Reports in relation to the costs and expenses to be incurred by any of its Key Sub-contractors.

4.2 Without prejudice to Paragraph 1.1 of Part C, the Supplier shall:

(30) be responsible for auditing the financial models/reports of its Key Sub-contractors and for any associated costs and expenses incurred or forecast to be incurred; and

(31) on written request by the Authority, provide the Authority or procure that the Authority is provided with:

full copies of audit reports for the Key Sub-contractors. The Authority shall be entitled to rely on such audit reports; and

further explanation of, and supporting information in relation to, any audit reports provided.

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Part C: Audit Rights

1 AUDIT RIGHTS

1.1 The Authority, acting by itself or through its Audit Agents, shall have the right during the Term and for a period of 18 months thereafter, to assess compliance by the Supplier and/or its Key Sub-contractors of the Supplier's obligations under this Contract, including for the following purposes:

- (32) to verify the integrity and content of any Financial Report;
- (33) to verify the accuracy of the Charges and any other amounts payable by the Authority under this Contract (and proposed or actual variations to such Charges and payments);
- (34) to verify the Costs (including the amounts paid to all Sub-contractors and any third party suppliers);
- (35) to verify the Certificate of Costs and/or the Open Book Data;
- (36) to verify the Supplier's and each Key Sub-contractor's compliance with this Contract and applicable Law;
- (37) to identify or investigate actual or suspected fraud, impropriety or accounting mistakes or any breach or threatened breach of security and in these circumstances the Authority shall have no obligation to inform the Supplier of the purpose or objective of its investigations;
- (38) to identify or investigate any circumstances which may impact upon the financial stability of the Supplier, the Guarantor and/or any Key Sub-contractors or their ability to perform the Services;
- (39) to obtain such information as is necessary to fulfil the Authority's obligations to supply information for parliamentary, ministerial, judicial or administrative purposes including the supply of information to the Comptroller and Auditor General;
- (40) to review any books of account and the internal contract management accounts kept by the Supplier in connection with this Contract;
- (41) to carry out the Authority's internal and statutory audits and to prepare, examine and/or certify the Authority's annual and interim reports and accounts;
- (42) to enable the National Audit Office to carry out an examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources;
- (43) to verify the accuracy and completeness of any Management Information delivered or required by this Contract;

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- (44) to review any Performance Monitoring Reports and/or other records relating to the Supplier's performance of the Services and to verify that these reflect the Supplier's own internal reports and records;
 - (45) to inspect the IT Environment (or any part of it) and the wider service delivery environment (or any part of it);
 - (46) to review the accuracy and completeness of the Registers;
 - (47) to review any records created during the design and development of the Supplier System and pre-operational environment such as information relating to Testing;
 - (48) to review the Supplier's quality management systems (including all relevant Quality Plans and any quality manuals and procedures);
 - (49) to review the Supplier's compliance with the Standards;
 - (50) to inspect the Authority Assets, including the Authority's IPRs, equipment and facilities, for the purposes of ensuring that the Authority Assets are secure and that any register of assets is up to date; and/or
 - (51) to review the integrity, confidentiality and security of the Authority Data.
- 1.2 Except where an audit is imposed on the Authority by a regulatory body or where the Authority has reasonable grounds for believing that the Supplier has not complied with its obligations under this Contract, the Authority may not conduct an audit of the Supplier or of the same Key Sub-contractor more than twice in any Contract Year.
- 1.3 Nothing in this Contract shall prevent or restrict the rights of the Comptroller and/or Auditor General and/or their representatives from carrying out an audit, examination or investigation of the Supplier and/or any of the Key Sub-contractors for the purposes of and pursuant to applicable Law.

2 CONDUCT OF AUDITS

- 2.1 The Authority shall during each audit comply with those security, sites, systems and facilities operating procedures of the Supplier that the Authority deems reasonable and use its reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Supplier or delay the provision of the Services.
- 2.2 Subject to the Authority's obligations of confidentiality, the Supplier shall on demand provide the Authority and the Audit Agents with all reasonable co-operation and assistance (and shall procure such co-operation and assistance from its Sub-contractors) in relation to each audit, including:
- (52) all information requested by the Authority within the permitted scope of the audit;
 - (53) reasonable access to any Sites and to any equipment used (whether exclusively or non-exclusively) in the performance of the Services;

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- (54) access to the Supplier System; and
 - (55) access to Supplier Personnel.
- 2.3 The Supplier shall implement all measurement and monitoring tools and procedures necessary to measure and report on the Supplier's performance of the Services against the applicable Performance Indicators at a level of detail sufficient to verify compliance with the Performance Indicators.
- 2.4 The Authority shall endeavour to (but is not obliged to) provide at least 15 Working Days' notice of its intention to conduct an audit.
- 2.5 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Paragraph 2, unless the audit identifies a material Default by the Supplier in which case the Supplier shall reimburse the Authority for all the Authority's reasonable costs incurred in connection with the audit.

3 USE OF SUPPLIER'S INTERNAL AUDIT TEAM

- 3.1 As an alternative to the Authority's right pursuant to Paragraph 1.1 to exercise an audit either itself or through its Audit Agents, the Authority may require in writing that an audit is undertaken by the Supplier's own internal audit function for any of the purposes set out in Paragraph 1.1 ("Reimbursable Expenses").
- 3.2 Following the receipt of a request from the Authority under Paragraph 3.1 above, the Supplier shall procure that the relevant audit is undertaken as soon as reasonably practicable and that the Authority has unfettered access to:
- (56) the resultant audit reports; and
 - (57) all relevant members of the Supplier's internal audit team for the purpose of understanding such audit reports.

4 RESPONSE TO AUDITS

- 4.1 If an audit undertaken pursuant to Paragraphs 1 or 3 identifies that:
- (58) the Supplier has committed a Default, the Authority may (without prejudice to any rights and remedies the Authority may have) require the Supplier to correct such Default as soon as reasonably practicable and, if such Default constitutes a Notifiable Default, to comply with the Rectification Plan Process;
 - (59) there is an error in a Financial Report, the Supplier shall promptly rectify the error;
 - (60) the Authority has overpaid any Charges, the Supplier shall pay to the Authority:
 - the amount overpaid;
 - interest on the amount overpaid at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis

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from the date of overpayment by the Authority up to the date of repayment by the Supplier; and

the reasonable costs incurred by the Authority in undertaking the audit,

the Authority may exercise its right to deduct such amount from the Charges if it prefers; and

(61) the Authority has underpaid any Charges, the Supplier shall not be entitled to increase the Charges paid or payable by the Authority.

SCHEDULE 20 (NOT USED)
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Schedule 20 (*Not Used*)

Schedule 21 (Governance)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Governance Model” has the meaning given to that term in paragraph 4.1 of this Schedule 21 (*Governance*);

“Operations Manager” means as the context requires, the Operations Manager of the Authority or the Operations Manager of the Supplier respectively who shall act as the day-to-day point of contact between the Parties in relation to the performance of the Services;

“Relationship Manager” means, as the context requires, the relationship manager of either the Authority or the Supplier, whose functions are identified in this Schedule 21 (*Governance*).

2 PURPOSE AND SCOPE

2.1 This Schedule 21 (*Governance*) sets out the governance model in accordance with which the Parties shall manage the Services (including details of any regular meetings).

3 OBJECTIVES AND APPROACH

3.1 The Parties shall:

(62) raise issues and concerns promptly in accordance with any relevant timescales set out in this Schedule 21 (*Governance*) and this Contract and otherwise, as soon as reasonably practicable, and co-operate with each other in relation to any issues and concerns raised;

(63) openly and proactively share knowledge relevant to the delivery of the Services;

(64) listen to, aim to understand and accommodate where appropriate alternative perspectives and put their own points of view across openly, honestly and constructively; and

(65) fulfil their respective obligations under this Contract.

3.2 The Parties shall communicate each other openly in order to identify and resolve any issues at an early stage and to identify opportunities for improvements to the Services. The Parties will hold regular meetings as defined in Annex A (Meetings) to this Schedule 21 (*Governance*), and these meetings will be supported by the Supplier's provision of the Management Information in accordance with this Contract.

SCHEDULE 21 (GOVERNANCE)

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4 MEETINGS

- 4.1 The governance meetings to be attended by the Parties in respect of the management and monitoring of their performance and receipt (as applicable) of the Services are as set out in Annex A (Meetings), and shall form the **Governance Model**. The Governance Model describes the governance meetings and how the Authority and the Supplier will co-operate with each other.
- 4.2 The primary points of contact of the Authority and the Supplier in relation to issues arising out of this Contract or the performance of the Services shall be the respective Relationship Managers. Each Party shall ensure that its Relationship Manager is authorised to make day-to-day, business-as-usual decisions in connection with this Contract and enter into binding commitments in respect of such decisions on its behalf, subject to change control procedures in Schedule 22 (*Change Control Procedure*).
- 4.3 The Parties shall hold regular meetings in order to facilitate the management of the relationship between the Authority and the Supplier in respect of this Contract. Such meetings shall, save where expressly stated otherwise in this Schedule 21 (*Governance*), be held in accordance with, and at the frequencies as set out in Annex A to this Schedule 21 (*Governance*).
- 4.4 The descriptions of the meetings set out in Annex A are for guidance only. Except in relation to the Executive Sponsor Board Meeting (see Annex A at B.7), the Relationship Managers will agree the specific agenda and attendees for each meeting.
- 4.5 The Parties shall agree on chairing and secretariat responsibilities for each of the meetings detailed in Annex A (Meetings).
- 4.6 Either Party's Relationship Manager may nominate a person to attend any meeting as a replacement for the assigned Relationship Manager, provided that:
- (66) the alternative person nominated shall have, or be delegated, sufficient authority to make decisions on behalf of the relevant Party; and
 - (67) the identity of the alternative person is communicated to the other Party in advance of the time of the meeting.
- 4.7 For the avoidance of doubt, meetings will be recorded on MS Teams (or equivalent ((where such meetings are not face to face) and retained in line with the recording organisation's record retention policy, where the Parties agree any such meeting needs to be minuted in advance of that meeting. The Party recording (or chairing for face to face meetings) the meeting shall provide minutes of the meeting to the other party within five (5) Business Days from the date of the meeting. Either Party may inform the other promptly in writing (and in any event within five (5) Business Days from the date on which the meeting minutes are provided) if it considers that the minutes do not accurately reflect the discussions held at the meeting and it shall be the decision of the Authority acting reasonably to decide whether or not the

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minutes are to be amended. Where amendments are made, any such amendment made shall be to the Authority's reasonable satisfaction.

- 4.8 The monthly governance meetings of the National Curriculum Assessment Board (as described in Annex A at B.2) will be attended by the Supplier during Peak Periods and outside of Peak Periods where reasonably required by the Authority, subject to reasonable notice by the Authority.
- 4.9 The Supplier shall also, upon receipt of reasonable notice from the Authority, arrange for an appropriately qualified representative to attend meetings between members of the Executive Sponsor Board (as described in Annex A at B.7).
- 4.10 In the event of a major security alert or other major or urgent event impacting upon the Services which is likely to lead to the Supplier and/or the Authority invoking the Business Continuity Plan or other disaster recovery plans, the Authority shall be entitled to request a meeting between the Relationship Managers as soon as practicable and the Supplier shall comply with such request.

5 CONTRACT MANAGEMENT MECHANISMS

- 5.1 Both Parties shall pro-actively manage risks attributed to them under the terms of this Contract.
- 5.2 The Supplier shall develop, operate, maintain and amend, as agreed in writing with the Authority, processes for:
- (68) the identification and management of risks;
 - (69) the identification and management of issues and incidents; and
 - (70) monitoring and controlling project plans.

6 TERMS OF REFERENCE

6.1 For all meetings listed within this Schedule below at Annex A, Terms of References for any and all such meetings shall be agreed by the Parties acting in good faith not less than 10 Business Days prior to the first of each such meetings in Annex A below.

Annex A – Meetings

B.1 Relationship Managers’ Meetings (Management Meetings)

Frequency Monthly (on a date and time agreed by the parties in writing) and as and when either Party requests or requires such meeting upon 2 Business Days prior written notice from the requesting Party.

Attendees The Relationship Managers of both Parties; and
Any other Key Personnel or personnel of either Party, as agreed by both Parties from time to time.

- Agenda**
1. **Review the commitments of the Parties under this Contract.**
 2. **Review the relationship and ways of working between the Parties to ensure resource, knowledge and behaviour standards are being maintained.**
 3. **Review the remedial actions required where the Services fall below the required Target Performance Levels or are not on track to meet Key Milestones.**
 4. **Review the Supplier’s breach of obligations under this Contract.**
 5. **Review and resolve any financial issues that are or may impact on delivery of the Services where necessary.**
 6. **Review and agree the Supplier’s Rectification Plan and its implementation where necessary.**
 7. **Resolve, wherever possible, disputes escalated from any other meetings within the scope of this Schedule with the exception of B.7 (Executive Sponsor Board Meeting).**

Where practical, each Party must give the other at least 3 (three) Business Days’ written notice (or such shorter notice as may be agreed between the Parties) of any matters it wishes to discuss at the next Management Meeting which are additional to those items listed in the Agenda above.

B.2 National Curriculum Assessments Board Meetings

The National Curriculum Assessments Board forms part of the Authority’s internal governance and shall be attended by the Supplier during Peak Periods. This meeting governs all of the Authority's delivery and the Authority's meeting attendees reflect the broad remit of this board. Specified agenda items shall be discussed at the National Curriculum Assessments Board meetings.

SCHEDULE 21 (GOVERNANCE)

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Frequency	Monthly (on a date and time agreed by the parties in writing) or on the Authority's request.
Required Attendees	<ol style="list-style-type: none">1. Authority's Deputy Directors (Chairs and Secretariat);2. Authority's Operations Manager;3. Authority's Senior Leadership Team;4. Authority's Senior Management Team;5. Authority's Finance business partner;6. Commercial Contract Management Team;7. Ofqual (observers); and8. The Supplier's Operations Manager or suitable representative
Agenda	<ol style="list-style-type: none">1. Provide operational assurance that delivery of the Test Cycle is on track and that the Supplier has the appropriate resource and capability to deliver.2. To provide an update on any issues encountered in the provision of Services and corrective actions taken by the Supplier.3. To provide an overview of proximate risks identified in the provision of Services and appropriate mitigations with contingencies where applicable.

SCHEDULE 21 (GOVERNANCE)

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B.3 Set-Up Project Board Meetings

Project Board meetings will be established for Set-Up Period.

Frequency	Monthly (on a date and time agreed by the parties in writing)
Required Attendees	<ol style="list-style-type: none">1. <u>Authority's Relationship Manager (Chair and Secretariat);</u>2. <u>The Supplier's Relationship Managers; and</u>3. <u>Other personnel as defined within the Set-Up Project Board Terms of Reference</u>
Agenda	<ol style="list-style-type: none">1. <u>Welcome, attendance and apologies. Note that meeting is recorded.</u>2. <u>Review of outstanding actions.</u>3. <u>Presentation of reports of progress of delivery of the Services including a plan on a page overall performance and escalated concerns.</u>4. <u>Key risks and issues.</u>5. <u>Change requests.</u>6. <u>Delivery assurance.</u>7. <u>Options paper (if required).</u>8. <u>Recap of actions and decisions. Close of meeting recording.</u>

B.4 Set-Up Weekly Progress Meetings

Frequency	Weekly (on a date and time agreed by the parties in writing)
Required Attendees	<ol style="list-style-type: none">1. The Supplier's Set-Up Lead (Chair and Secretariat)2. Authority's Set-Up Functional Leads3. The Supplier's Set-Up Functional Leads4. The Supplier's Subcontractors (as required)

SCHEDULE 21 (GOVERNANCE)

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- Agenda**
1. Review actions from previous meeting.
 2. Review progress against Set-Up Delivery Plan, including dependencies, Milestones and explanations of any deviations and planned corrective actions.
 3. Review risks and issues.
 4. Review Test Progress Report and Test Reports.
 5. Review status of Change Requests and impact on progress during the Set-Up Period.

For the avoidance of doubt meetings B.5 to B.8 are in the Operational Period only.

B.5 Operational Checkpoint Meetings

Frequency Weekly (on a date and time agreed by the parties in writing)

- Attendees**
1. **The Supplier's Operations Manager (Chair and Secretariat);**
 2. **Authority's Operations Managers;**
 3. **A representative from each Authority's functional team;**
 4. **A representative from each of the Supplier's functional team;**
 5. **The Supplier's Subcontractors (as required); and**
 6. **Any other Key Personnel or personnel of either Party, as agreed by both Parties from time to time.**

- Agenda**
1. **Review actions and decisions from the previous meeting.**
 2. **Review general progress against operational plans in place and any upcoming Milestones, including explanations of any deviations and planned corrective actions.**
 3. **Review Management Information and agree corrective actions where necessary.**
 4. **Review Test Progress Report (as required).**
 5. **Review and agree the impact of any failure to meet a Dependency on the Operational Delivery Plan.**
 6. **Review activities to be completed in the next four week from the date of the meeting and anything overdue.**

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7. **Discuss and review any incidents or problems.**
8. **Review and approve the risk and issue management activities planned for the phases of the current Test Cycle.**
9. **Review and resolve, where possible, any issues and risks arising.**
10. **Discuss any mitigating actions that need to be taken.**

Frequency

Daily during Peak Periods throughout the Term (subject to change, as agreed by both Parties in writing). For the avoidance of doubt, the weekly Operational Checkpoint Meetings shall continue to be held during the Peak Periods throughout the Term.

- Attendees**
1. **The Supplier's Operations Manager (Chair and Secretariat);**
 2. **Authority's Operations Manager;**
 3. **A representative from each Authority's functional team;**
 4. **A representative from each of the Supplier's functional team;**
 5. **The Supplier's Subcontractors (as required) and;**
 6. **Any other Key Personnel or personnel of either Party, as agreed by both Parties from time to time.**

- Agenda**
1. **To review actions and decisions from the previous meeting.**
 2. **To present current Management Information and monitor the Supplier's performance against the operational plan.**
 3. **Agree corrective actions.**

B.6 Service Management Meetings

Frequency Monthly (on a date and time agreed by the parties in writing)

- Attendees**
1. **Authority's Contract Manager (Chair and Secretariat)**
 2. **Relationship Managers of both Parties;**

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3. **Operations Managers of both Parties;**
4. **Commercial representatives of both Parties;**
5. **Finance representative of both Parties;**
6. **Any other Key Personnel or personnel of either Party, as agreed by both Parties from time to time.**

Agenda

1. **Review of Balanced Scorecard Report and Performance Monitoring Report.**
2. **Review all reports produced by the Supplier in accordance with Clause 25 (Rectification Plan Process) as required.**
3. **Provision of Management Information to evidence performance against Key Performance Indicators and Subsidiary Performance Indicators set out in the Product Descriptions.**
4. **Discuss and review any new or emerging policy or operational changes, Service requirements and issues.**
5. **Initiate, discuss and review proposals for continuous improvement.**
6. **Act as the Contract Change Control Board (as defined in Schedule 22 (Change Control Procedure) in respect of any current or potential Change Requests.**

B.7 Executive Sponsor Board Meetings

Frequency Quarterly (on a date and time agreed by the parties in writing), or within 2 Business Days of a request from the Relationship Manager of either Party for the purposes of Dispute resolution.

- Attendees**
1. **Director General with responsibility for the Authority (Chair and Secretariat)**
 2. **The Supplier's Chief Executive Officer or suitably delegated representative;**
 3. **The Suppliers senior manager with operational responsibility for successful Services delivery**
 4. **The Chief Executive Officer of the Authority; and**
 5. **Any other Key Personnel or personnel of either Party, as agreed by both Parties from time to time.**

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- Agenda**
1. Review strategic priorities for the two organisations.
 2. Review overall progress, resource commitment and capability to assure delivery and performance.
 3. Review and resolve escalations, Disputes and issues raised by the Service Management Meetings.
 4. Review any issues brought to the meeting's attention from other meetings.

B.8 Annual Contract Review

Frequency Annually (July, post return of results on a date and time agreed by the parties in writing)

- Required Attendees**
1. Authority's Relationship Manager (Chair and Secretariat);
 2. The Supplier's Relationship Manager;
 3. Contract Managers of both Parties;
 4. Operations Managers of both Parties; and
 5. Any other Key Personnel or personnel of either Party, as agreed by both Parties from time to time.

- Agenda**
1. Review of performance over the Test Cycle.
 2. Review of Contract mechanisms.
 3. Relationship review.
 4. Resource and capability.
 5. Agreement of defined strategic priorities for the upcoming Test Cycle.

SCHEDULE 22 (CHANGE CONTROL PROCEDURE)

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Schedule 22 (*Change Control Procedure*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Authority Change Manager”	the person appointed to that position by the Authority from time to time and notified in writing to the Supplier or, if no person is notified, the Authority Representative;
“Change Request”	a written request for a Contract Change which shall be substantially in the form of ANNEX 1;
“Change Communication”	any Change Request, Impact Assessment, Change Authorisation Note or other communication sent or required to be sent pursuant to this Schedule;
“Fast-track Change”	any Contract Change which the Parties agree to expedite in accordance with Paragraph 8;
“Impact Assessment”	an assessment of a Change Request in accordance with Paragraph 5;
“Impact Assessment Estimate”	has the meaning given in Paragraph 4.3;
“Receiving Party”	the Party which receives a proposed Contract Change; and
“Supplier Change Manager”	the person appointed to that position by the Supplier from time to time and notified in writing to the Authority or, if no person is notified, the Supplier Representative.

2 GENERAL PRINCIPLES OF CHANGE CONTROL PROCEDURE

2.1 This Schedule sets out the procedure for dealing with Changes.

2.2 Operational Changes shall be processed in accordance with Paragraph 9. If either Party is in doubt about whether a change falls within the definition of an Operational Change, then it must be processed as a Contract Change.

2.3 The Parties shall deal with Contract Change as follows:

- (71) either Party may request a Contract Change which they shall initiate by issuing a Change Request in accordance with Paragraph 4;
- (72) unless this Contract otherwise requires, the Supplier shall assess and document the potential impact of a proposed Contract Change in accordance with Paragraph 5 before the Contract Change can be either approved or implemented;
- (73) the Authority shall have the right to request amendments to a Change Request, approve it or reject it in the manner set out in Paragraph 6;

SCHEDULE 22 (CHANGE CONTROL PROCEDURE)

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- (74) the Supplier shall have the right to reject a Change Request solely in the manner set out in Paragraph 7;
 - (75) save as otherwise provided in this Contract, no proposed Contract Change shall be implemented by the Supplier until a Change Authorisation Note has been signed and issued by the Authority in accordance with Paragraph 6.2; and
 - (76) if a proposed Contract Change is a Fast-track Change, it shall be processed in accordance with Paragraph 8.
- 2.4 To the extent that any Contract Change requires testing and/or a programme for implementation, then the Parties shall follow the procedures set out in Schedule 14 (*Testing Procedures, Approvals and Key Milestones*), and, where appropriate, the Change Authorisation Note relating to such a Contract Change shall specify Milestones and/or a Key Milestone and Milestone Date(s) in respect of such Contract Change for the purposes of such procedures.
- 2.5 Until a Change Authorisation Note has been signed and issued by the Authority in accordance with Paragraph 6.2, then:
- (77) unless the Authority expressly agrees (or requires) otherwise in writing, the Supplier shall continue to supply the Services in accordance with the existing terms of this Contract as if the proposed Contract Change did not apply; and
 - (78) any discussions, negotiations or other communications which may take place between the Authority and the Supplier in connection with any proposed Contract Change, including the submission of any Change Communications, shall be without prejudice to each Party's other rights under this Contract.
- 2.6 The Supplier shall:
- (79) within 10 Working Days of the Authority's signature and issue of a Change Authorisation Note, deliver to the Authority a copy of this Contract updated to reflect all Contract Changes agreed in the relevant Change Authorisation Note and annotated with a reference to the Change Authorisation Note pursuant to which the relevant Contract Changes were agreed; and
 - (80) thereafter provide to the Authority such further copies of the updated Contract as the Authority may from time to time request.

3 COSTS

3.1 Subject to Paragraph 3.3:

- (81) the costs of preparing each Change Request shall be borne by the Party making the Change Request; and

SCHEDULE 22 (CHANGE CONTROL PROCEDURE)

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(82) the costs incurred by the Supplier in undertaking an Impact Assessment shall be borne by the Party making the Change Request provided that the Authority shall not be required to pay any such costs if:

such costs are below £100,000;

the Supplier is able to undertake the Impact Assessment by using resources already deployed in the provision of the Services; or

such costs exceed those in the accepted Impact Assessment Estimate.

- 3.2 The cost of any Contract Change shall be calculated and charged in accordance with the principles and day rates, or day costs (as applicable) set out in Schedule 15 (*Charges and Invoicing*). The Supplier shall be entitled to increase the Charges only if it can demonstrate in the Impact Assessment that the proposed Contract Change requires additional resources and, in any event, any change to the Charges resulting from a Contract Change (whether the change will cause an increase or a decrease in the Charges) will be strictly proportionate to the increase or decrease in the level of resources required for the provision of the Services as amended by the Contract Change.
- 3.3 Both Parties' costs incurred in respect of any use of this Change Control Procedure as a result of any error or Default by the Supplier shall be paid for by the Supplier.

4 CHANGE REQUEST

- 4.1 Either Party may issue a Change Request to the other Party at any time during the Term. A Change Request shall be substantially in the form of ANNEX 1 and state whether the Party issuing the Change Request considers the proposed Contract Change to be a Fast-track Change.
- 4.2 If the Supplier issues the Change Request, then it shall also provide an Impact Assessment to the Authority as soon as is reasonably practicable but in any event within 10 Working Days, unless agreed otherwise in writing, of the date of issuing the Change Request.
- 4.3 If the Authority issues the Change Request, then the Supplier shall provide as soon as reasonably practical and in any event within ten (10) Working Days of the date of receiving the Change Request an estimate ("**Impact Assessment Estimate**") of the cost of preparing an Impact Assessment and the timetable for preparing it. The timetable shall provide for the completed Impact Assessment to be received by the Authority within ten (10) Working Days of acceptance of the Impact Assessment Estimate or within any longer time period agreed by the Authority.
- 4.4 If the Authority accepts an Impact Assessment Estimate then following receipt of notice of such acceptance the Supplier shall provide the completed Impact Assessment to the Authority as soon as is reasonably practicable and in any event within the period agreed in the Impact Assessment Estimate. If the Supplier requires any clarification in relation to the Change Request before it

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can deliver the Impact Assessment, then it shall promptly make a request for clarification to the Authority and provided that sufficient information is received by the Authority to fully understand:

(83) The nature of the request for clarification; and

(84) The reasonable justification for the request;

the time period to complete the Impact Assessment shall be extended by the time taken by the Authority to provide that clarification. The Authority shall respond to the request for clarification as soon as is reasonably practicable.

5 IMPACT ASSESSMENT

5.1 Each Impact Assessment shall be completed in good faith and shall include:

(85) details of the proposed Contract Change including the reason for the Contract Change; and

(86) details of the impact of the proposed Contract Change on the Services, the Optional Services (if any) and the Supplier's ability to meet its other obligations under this Contract;

(87) any variation to the terms of this Contract that will be required as a result of that impact, including changes to:

the Services Description, the Performance Indicators and/or the Target Performance Levels;

the format of Authority Data, as set out in the Services Description;

the Milestones, Implementation Plan and any other timetable previously agreed by the Parties;

other services provided by third party contractors to the Authority, including any changes required by the proposed Contract Change to the Authority's IT infrastructure;

(88) details of the cost of implementing the proposed Contract Change;

(89) details of the ongoing costs required by the proposed Contract Change when implemented, including any increase or decrease in the Charges, any alteration in the resources and/or expenditure required by either Party and any alteration to the working practices of either Party;

(90) a timetable for the implementation, together with any proposals for the testing of the Contract Change;

(91) details of how the proposed Contract Change will ensure compliance with any applicable Change in Law; and

(92) such other information as the Authority may reasonably request in (or in response to) the Change Request.

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- 5.2 If the Contract Change involves the processing or transfer of any Personal Data outside the UK, the preparation of the Impact Assessment shall also be subject to Clause 21 (*Protection of Personal Data*).
- 5.3 Subject to the provisions of Paragraph 5.4, the Authority shall review the Impact Assessment and respond to the Supplier in accordance with Paragraph 6 within 15 Working Days of receiving the Impact Assessment..
- 5.4 If the Authority is the Receiving Party and the Authority reasonably considers that it requires further information regarding the proposed Contract Change so that it may properly evaluate the Change Request and the Impact Assessment, then within 5 Working Days of receiving the Impact Assessment, it shall notify the Supplier of this fact and detail the further information that it requires. The Supplier shall then re-issue the relevant Impact Assessment to the Authority within 10 Working Days of receiving such notification. At the Authority's discretion, the Parties may repeat the process described in this Paragraph 5.4 until the Authority is satisfied that it has sufficient information to properly evaluate the Change Request and Impact Assessment.
- 5.5 The calculation of costs for the purposes of Paragraphs (b)(x)(88) and (89) shall:
- (93) be based on the Financial Model;
 - (94) facilitate the Financial Transparency Objectives;
 - (95) include estimated volumes of each type of resource to be employed and the applicable rate card;
 - (96) include full disclosure of any assumptions underlying such Impact Assessment;
 - (97) include evidence of the cost of any assets required for the Change; and
 - (98) include details of any new Sub-contracts necessary to accomplish the Change.
 - (99) be in accordance with Schedule 15 (*Charges and Invoicing*), Part C (Adjustments to the Charges), Clause 4.

6 AUTHORITY'S RIGHT OF APPROVAL

- 6.1 Within 15 Working Days of receiving the Impact Assessment from the Supplier or within 10 Working Days of receiving the further information that it may request pursuant to Paragraph 5.4, the Authority shall evaluate the Change Request and the Impact Assessment and shall do one of the following:
- (100) approve the proposed Contract Change, in which case the Parties shall follow the procedure set out in Paragraph 6.2;
 - (101) in its absolute discretion reject the Contract Change, in which case it shall notify the Supplier of the rejection. The Authority shall not reject any proposed Contract Change to the extent that the Contract Change

SCHEDULE 22 (CHANGE CONTROL PROCEDURE)

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is necessary for the Supplier or the Services to comply with any Changes in Law. If the Authority does reject a Contract Change, then it shall explain its reasons in writing to the Supplier as soon as is reasonably practicable following such rejection; or

(102) in the event that it reasonably believes that a Change Request or Impact Assessment contains errors or omissions, require the Supplier to modify the relevant document accordingly, in which event the Supplier shall make such modifications within 5 Working Days of such request. Subject to Paragraph 5.4, on receiving the modified Change Request and/or Impact Assessment, the Authority shall approve or reject the proposed Contract Change within 10 Working Days.

6.2 If the Authority approves the proposed Contract Change pursuant to Paragraph 6.1 and it has not been rejected by the Supplier in accordance with Paragraph 7, then it shall inform the Supplier and the Supplier shall prepare a copy of a Change Authorisation Note which it shall sign and deliver to the Authority for its signature. Following receipt by the Authority of the Change Authorisation Note, it shall sign and return a copy to the Supplier. On the Authority's signature the Change Authorisation Note shall constitute (or, where the Authority has agreed to or required the implementation of a Change prior to signature of a Change Authorisation Note, shall constitute confirmation of) a binding variation to this Contract.

6.3 If the Authority does not sign the Change Authorisation Note within 10 Working Days of receipt, then the Supplier shall have the right to notify the Authority and if the Authority does not sign the Change Authorisation Note within 5 Working Days of such notification, then the Supplier may refer the matter to the Expedited Dispute Timetable pursuant to the Dispute Resolution Procedure.

7 SUPPLIER'S RIGHT OF APPROVAL

7.1 Following an Impact Assessment, if:

(103) the Supplier reasonably believes that any proposed Contract Change which is requested by the Authority would:

materially and adversely affect the risks to the health and safety of any person; and/or

require the Services to be performed in a way that infringes any Law; and/or

(104) the Supplier demonstrates to the Authority's reasonable satisfaction that the proposed Contract Change is technically impossible to implement and neither the Supplier Solution nor the Services Description state that the Supplier does have the technical capacity and flexibility required to implement the proposed Contract Change,

then the Supplier shall be entitled to reject the proposed Contract Change and shall notify the Authority of its reasons for doing so within 5 Working Days after the date on which it is obliged to deliver the Impact Assessment pursuant to Paragraph 4.3.

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8 FAST-TRACK CHANGES

8.1 The Parties acknowledge that to ensure operational efficiency there may be circumstances where it is desirable to expedite the processes set out above.

8.2 If:

(105) the total number of Contract Changes in relation to which this Fast-track Change procedure has been applied does not exceed 4 in any 12 month period; and

(106) both Parties agree the value of the proposed Contract Change over the remaining Term and any period for which Termination Services may be required does not exceed **£50,000** and the proposed Contract Change is not significant so as to introduce any high risk to the Supplier (as determined by the Authority acting reasonably),

then the Parties shall confirm to each other in writing that they shall use the process set out in Paragraphs 4, 5, 6 and 7 but with reduced timescales, such that any period of 15 Working Days is reduced to 5 Working Days, any period of 10 Working Days is reduced to 2 Working Days and any period of 5 Working Days is reduced to 1 Working Day.

8.3 The Parties may agree in writing to revise the parameters set out in Paragraph 8.2 from time to time or that the Fast-track Change procedure shall be used in relation to a particular Contract Change notwithstanding that the total number of Contract Changes to which such procedure is applied will then exceed 4 in a 12 month period.

9 OPERATIONAL CHANGE PROCEDURE

9.1 Any Operational Changes identified by the Supplier to improve operational efficiency of the Services may be implemented by the Supplier without following the Change Control Procedure for proposed Contract Changes provided they do not:

(107) have an impact on the business of the Authority;

(108) require a change to this Contract;

(109) have a direct impact on use of the Services; or

(110) involve the Authority in paying any additional Charges or other costs.

9.2 The Authority may request an Operational Change by submitting a written request for Operational Change ("**RFOC**") to the Supplier Representative.

9.3 The RFOC shall include the following details:

(111) the proposed Operational Change; and

(112) the time-scale for completion of the Operational Change.

9.4 The Supplier shall inform the Authority of any impact on the Services that may arise from the proposed Operational Change.

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9.5 The Supplier shall complete the Operational Change by the timescale specified for completion of the Operational Change in the RFOC, and shall promptly notify the Authority when the Operational Change is completed.

10 COMMUNICATIONS

10.1 For any Change Communication to be valid under this Schedule, it must be sent to either the Authority Change Manager or the Supplier Change Manager, as applicable. The provisions of Clause 42 (*Notices*) shall apply to a Change Communication as if it were a notice.

SCHEDULE 22 (CHANGE CONTROL PROCEDURE)
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ANNEX 1: CHANGE REQUEST FORM

CR NO.:	TITLE:	TYPE OF CHANGE:
CONTRACT:	REQUIRED BY DATE:	
ACTION:	NAME:	DATE:
RAISED BY:		
AREA(S) IMPACTED (<i>OPTIONAL FIELD</i>):		
ASSIGNED FOR IMPACT ASSESSMENT BY:		
ASSIGNED FOR IMPACT ASSESSMENT TO:		
SUPPLIER REFERENCE NO.:		
FULL DESCRIPTION OF REQUESTED CONTRACT CHANGE (INCLUDING PROPOSED CHANGES TO THE WORDING OF THE CONTRACT):		
DETAILS OF ANY PROPOSED ALTERNATIVE SCENARIOS:		
REASONS FOR AND BENEFITS AND DISADVANTAGES OF REQUESTED CONTRACT CHANGE:		
SIGNATURE OF REQUESTING CHANGE OWNER:		
DATE OF REQUEST:		

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ANNEX 2: CHANGE AUTHORISATION NOTE

CR NO.:	TITLE:	DATE RAISED:
CONTRACT:	TYPE OF CHANGE:	REQUIRED BY DATE:
[KEY MILESTONE DATE: <i>[if any]</i>]		
DETAILED DESCRIPTION OF CONTRACT CHANGE FOR WHICH IMPACT ASSESSMENT IS BEING PREPARED AND WORDING OF RELATED CHANGES TO THE CONTRACT:		
PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:		
DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIRM PRICE BASIS):		
SIGNED ON BEHALF OF THE AUTHORITY:		SIGNED ON BEHALF OF THE SUPPLIER:
Signature: _____		Signature: _____
Name: _____		Name: _____
Position: _____		Position: _____
Date: _____		Date: _____

SCHEDULE 23 (DISPUTE RESOLUTION PROCEDURE)
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Schedule 23 (*Dispute Resolution Procedure*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“CEDR”	the Centre for Effective Dispute Resolution of International Dispute Resolution Centre 1 Patternoster Lane, St Paul’s, London, EC4M 7BQ;
“Counter Notice”	has the meaning given in Paragraph 7.2;
“Expert”	in relation to a Dispute, a person appointed in accordance with Paragraph 6.2 to act as an expert in relation to that Dispute;
“Expert Determination”	determination by an Expert in accordance with Paragraph 6;
“Mediation Notice”	has the meaning given in Paragraph 4.2;
“Mediator”	the independent third party appointed in accordance with Paragraph 5.2 to mediate a Dispute;
“Multi-Party Dispute”	a Dispute which involves the Parties and one or more Related Third Parties;
“Multi-Party Dispute Representatives”	has the meaning given in Paragraph 9.6;
“Multi-Party Dispute Resolution Board”	has the meaning given in Paragraph 9.6;
“Related Third Party”	a party to: (a) another contract with the Authority or the Supplier which is relevant to this Contract; or (b) a Sub-contract; and
“Supplier Request”	a notice served by the Supplier requesting that the Dispute be treated as a Multi-Party Dispute, setting out its grounds for that request and specifying each Related Third Party that it believes should be involved in the Multi-Dispute Resolution Procedure in respect of that Dispute.

2 DISPUTE NOTICES

2.1 If a Dispute arises then:

SCHEDULE 23 (DISPUTE RESOLUTION PROCEDURE)

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- (1) the Authority Representative and the Supplier Representative shall attempt in good faith to resolve the Dispute; and
- (2) if such attempts are not successful within a reasonable period, not being longer than 20 Working Days, either Party may issue to the other a Dispute Notice.

2.2 A Dispute Notice:

- (3) shall set out:

the material particulars of the Dispute;

the reasons why the Party serving the Dispute Notice believes that the Dispute has arisen; and

if the Party serving the Dispute Notice believes that the Dispute should be dealt with under the Expedited Dispute Timetable, the reason why; and

- (4) may specify in accordance with the requirements of Paragraphs 9.2 and 9.3 that the Party issuing the Dispute Notice has determined (in the case of the Authority) or considers (in the case of the Supplier) that the Dispute is a Multi-Party Dispute, in which case Paragraph 2.3 shall apply.

2.3 If a Dispute Notice specifies that the Dispute has been determined or is considered to be a Multi-Party Dispute pursuant to Paragraph (b)(4), then:

- (5) if it is served by the Authority it shall be treated as a Multi-Party Procedure Initiation Notice; and
- (6) if it is served by the Supplier it shall be treated as a Supplier Request, and in each case the provisions of Paragraph 9 shall apply.

2.4 Subject to Paragraphs 2.5 and 3.2 and so long as the Authority has not served a Multi-Party Procedure Initiation Notice in respect of the relevant Dispute, following the issue of a Dispute Notice the Parties shall seek to resolve the Dispute:

- (7) first by commercial negotiation (as prescribed in Paragraph 4);
- (8) then, if either Party serves a Mediation Notice, by mediation (as prescribed in Paragraph 5); and
- (9) lastly by recourse to arbitration (as prescribed in Paragraph 7) or litigation (in accordance with Clause 44 (*Governing Law and Jurisdiction*)).

2.5 Specific issues shall be referred to Expert Determination (as prescribed in Paragraph 6) where specified under the provisions of this Contract and may also be referred to Expert Determination where otherwise appropriate as specified in Paragraph 6.1.

SCHEDULE 23 (DISPUTE RESOLUTION PROCEDURE)

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- 2.6 Unless agreed otherwise in writing, the Parties shall continue to comply with their respective obligations under this Contract regardless of the nature of the Dispute and notwithstanding any issue of a Dispute Notice or a Multi-Party Procedure Initiation Notice or proceedings under Paragraph 8 (*Urgent Relief*).

3 EXPEDITED DISPUTE TIMETABLE

- 3.1 In exceptional circumstances where the use of the times in this Schedule would be unreasonable, including (by way of example) where one Party would be materially disadvantaged by a delay in resolving the Dispute, the Parties may agree to use the Expedited Dispute Timetable. If the Parties are unable to reach agreement on whether to use the Expedited Dispute Timetable within 5 Working Days of the issue of a Dispute Notice, the use of the Expedited Dispute Timetable shall be at the sole discretion of the Authority.
- 3.2 If the Expedited Dispute Timetable is to be used pursuant to the provisions of Paragraph 3.1 or is otherwise specified under the provisions of this Contract, then the following periods of time shall apply in lieu of the time periods specified in the applicable Paragraphs:
- (10) in Paragraph (b)(16), 10 Working Days;
 - (11) in Paragraph 5.2, 10 Working Days;
 - (12) in Paragraph 6.2, 5 Working Days; and
 - (13) in Paragraph 7.2, 10 Working Days.
- 3.3 If at any point it becomes clear that an applicable deadline cannot be met or has passed, the Parties may (but shall be under no obligation to) agree in writing to extend the deadline. If the Parties fail to agree within 2 Working Days after the deadline has passed, the Authority may set a revised deadline provided that it is no less than 5 Working Days before the end of the period of time specified in the applicable Paragraphs (or 2 Working Days in the case of Paragraph 6.2). Any agreed extension shall have the effect of delaying the start of the subsequent stages by the period agreed in the extension. If the Authority fails to set such a revised deadline then the use of the Expedited Dispute Timetable shall cease and the normal time periods shall apply from that point onwards.

4 COMMERCIAL NEGOTIATION

- 4.1 Following the service of a Dispute Notice, then, so long as the Authority has not served a Multi-Party Procedure Initiation Notice in respect of the relevant Dispute, the Authority and the Supplier shall make reasonable endeavours to resolve the Dispute as soon as possible by commercial negotiation between the Authority's Commercial Specialist and the Supplier's **[Relationship Manager, Vice President, Schools and Assessment]**.
- 4.2 If:

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- (14) either Party is of the reasonable opinion that the resolution of a Dispute by commercial negotiation, or the continuance of commercial negotiation, will not result in an appropriate solution;
- (15) the Parties have already held discussions of a nature and intent (or otherwise were conducted in the spirit) that would equate to the conduct of commercial negotiation in accordance with this Paragraph 4; or
- (16) the Parties have not settled the Dispute in accordance with Paragraph 4.1 within 30 Working Days of service of the Dispute Notice,

either Party may serve a written notice to proceed to mediation in accordance with Paragraph 5 (a “**Mediation Notice**”).

5 MEDIATION

- 5.1 If a Mediation Notice is served, the Parties shall attempt to resolve the dispute in accordance with the version of CEDR's Model Mediation Procedure which is current at the time the Mediation Notice is served (or such other version as the Parties may agree).
- 5.2 If the Parties are unable to agree on the joint appointment of an independent person to mediate the Dispute within 20 Working Days from (and including) the service of a Mediation Notice then either Party may apply to CEDR to nominate such a person.
- 5.3 If the Parties are unable to reach a settlement in the negotiations at the mediation, and only if both Parties so request and the Mediator agrees, the Mediator shall produce for the Parties a non-binding recommendation on terms of settlement. This shall not attempt to anticipate what a court might order but shall set out what the Mediator suggests are appropriate settlement terms in all of the circumstances.
- 5.4 Any settlement reached in the mediation shall not be legally binding until it has been reduced to writing and signed by, or on behalf of, the Parties (in accordance with the Change Control Procedure where appropriate). The Mediator shall assist the Parties in recording the outcome of the mediation.

6 EXPERT DETERMINATION

- 6.1 If a Dispute relates to any aspect of the technology underlying the provision of the Services or otherwise relates to a technical matter of an IT, accounting or financing nature and the Dispute has not been resolved by commercial negotiation in accordance with Paragraph 4 or, if applicable, mediation in accordance with Paragraph 5, then either Party may by written notice to the other request (agreement to which request shall not be unreasonably withheld or delayed) that the Dispute be referred to an expert for determination.
- 6.2 The expert shall be appointed by agreement in writing between the Parties, but in the event of a failure to agree within 10 Working Days of the relevant request made pursuant to Paragraph 6.1, or if the person appointed is unable or unwilling to act, the expert shall be appointed:

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- (17) if the Dispute relates to any aspect of the technology underlying the provision of the Services or a matter of an IT technical nature, on the instructions of the President of the British Computer Society (or any other association that has replaced the British Computer Society);
- (18) if the Dispute relates to a matter of a financial technical nature, on the instructions of the President of the Institute of Chartered Accountants of England and Wales; or
- (19) if the Dispute relates to a matter of a technical nature not falling within Paragraphs (b)(17) or (18), on the instructions of the president (or equivalent) of:

an appropriate body agreed between the Parties; or

if the Parties do not reach agreement on the relevant body within 15 Working Days of the relevant request made pursuant to Paragraph 6.1, such body as may be specified by the President of the Law Society on application by either Party.

6.3 The Expert shall act on the following basis:

- (20) he/she shall act as an expert and not as an arbitrator and shall act fairly and impartially;
- (21) the Expert's determination shall (in the absence of a material failure to follow the agreed procedures) be final and binding on the Parties;
- (22) the Expert shall decide the procedure to be followed in the determination and shall be requested to make his/her determination within 30 Working Days of his appointment or as soon as reasonably practicable thereafter and the Parties shall assist and provide the documentation that the Expert requires for the purpose of the determination;
- (23) any amount payable by one Party to another as a result of the Expert's determination shall be due and payable within 20 Working Days of the Expert's determination being notified to the Parties;
- (24) the process shall be conducted in private and shall be confidential; and
- (25) the Expert shall determine how and by whom the costs of the determination, including his/her fees and expenses, are to be paid.

7 ARBITRATION

7.1 Subject to compliance with its obligations under Paragraph 4.1 and to the provisions of Paragraph 6, the Authority may at any time before court proceedings are commenced refer the Dispute to arbitration in accordance with the provisions of Paragraph 7.5.

7.2 Before the Supplier commences court proceedings or arbitration, it shall serve written notice on the Authority of its intentions and the Authority shall have 15 Working Days following receipt of such notice to serve a reply (a "**Counter**

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Notice) on the Supplier requiring the Dispute to be referred to and resolved by arbitration in accordance with Paragraph 7.5 or be subject to the exclusive jurisdiction of the courts of England and Wales. The Supplier shall not commence any court proceedings or arbitration until the expiry of such 15 Working Day period.

7.3 If the Authority serves a Counter Notice, then:

- (26) if the Counter Notice requires the Dispute to be referred to arbitration, the provisions of Paragraph 7.5 shall apply; or
- (27) if the Counter Notice requires the Dispute to be subject to the exclusive jurisdiction of the courts of England and Wales, the Dispute shall be so referred to those courts and the Supplier shall not commence arbitration proceedings.

7.4 If the Authority does not serve a Counter Notice within the 15 Working Day period referred to in Paragraph 7.2, the Supplier may either commence arbitration proceedings in accordance with Paragraph 7.5 or commence court proceedings in the Courts of England and Wales which shall (in those circumstances) have exclusive jurisdiction.

7.5 The Parties hereby confirm that if any arbitration proceedings are commenced pursuant to Paragraphs 7.1 to 7.4:

- (28) the Dispute shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration (“**LCIA**”) (subject to Paragraphs (b)(32), (33) and (34));
- (29) the arbitration shall be administered by the LCIA;
- (30) the LCIA procedural rules in force at the date that the Dispute was referred to arbitration shall be applied and are deemed to be incorporated by reference into this Contract and the decision of the arbitrator shall be binding on the Parties in the absence of any material failure to comply with such rules;
- (31) if the Parties fail to agree the appointment of the arbitrator within 10 Working Days from the date on which arbitration proceedings are commenced or if the person appointed is unable or unwilling to act, the arbitrator shall be appointed by the LCIA;
- (32) the chair of the arbitral tribunal shall be British;
- (33) the arbitration proceedings shall take place in London and in the English language; and
- (34) the seat of the arbitration shall be London.

8 URGENT RELIEF

8.1 Either Party may at any time take proceedings or seek remedies before any court or tribunal of competent jurisdiction:

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- (35) for interim or interlocutory remedies in relation to this Contract or infringement by the other Party of that Party's Intellectual Property Rights; and/or
- (36) where compliance with Paragraph 2.1 and/or referring the Dispute to mediation may leave insufficient time for that Party to commence proceedings before the expiry of the limitation period.

9 MULTI-PARTY DISPUTES

- 9.1 All Multi-Party Disputes shall be resolved in accordance with the procedure set out in this Paragraph 9 (the "**Multi-Party Dispute Resolution Procedure**").
- 9.2 If at any time following the issue of a Dispute Notice, the Authority reasonably considers that the matters giving rise to the Dispute involve one or more Related Third Parties, then the Authority shall be entitled to determine that the Dispute is a Multi-Party Dispute and to serve a notice on the Supplier which sets out the Authority's determination that the Dispute is a Multi-Party Dispute and specifies the Related Third Parties which are to be involved in the Multi-Party Dispute Resolution Procedure, such notice a "**Multi-Party Procedure Initiation Notice**".
- 9.3 If following the issue of a Dispute Notice but before the Dispute has been referred to Expert Determination or to arbitration in accordance with Paragraph 7, the Supplier has reasonable grounds to believe that the matters giving rise to the Dispute have been contributed to by one or more Related Third Parties, the Supplier may serve a Supplier Request on the Authority.
- 9.4 The Authority shall (acting reasonably) consider each Supplier Request and shall determine within 5 Working Days whether the Dispute is:
 - (37) a Multi-Party Dispute, in which case the Authority shall serve a Multi-Party Procedure Initiation Notice on the Supplier; or
 - (38) not a Multi-Party Dispute, in which case the Authority shall serve written notice of such determination upon the Supplier and the Dispute shall be treated in accordance with Paragraphs 3 to 8.
- 9.5 If the Authority has determined, following a Supplier Request, that a Dispute is not a Multi-Party Dispute, the Supplier may not serve another Supplier Request with reference to the same Dispute.
- 9.6 Following service of a Multi-Party Procedure Initiation Notice a Multi-Party Dispute shall be dealt with by a board (in relation to such Multi-Party Dispute, the "**Multi-Party Dispute Resolution Board**") comprising representatives from the following parties to the Multi-Party Dispute, each of whom shall be of a suitable level of seniority to finalise any agreement with the other parties to settle the Multi-Party Dispute:
 - (39) the Authority;
 - (40) the Supplier;

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(41) each Related Third Party involved in the Multi-Party Dispute; and

(42) any other representatives of any of the Parties and/or any Related Third Parties whom the Authority considers necessary,

(together “**Multi-Party Dispute Representatives**”).

9.7 The Parties agree that the Multi-Party Dispute Resolution Board shall seek to resolve the relevant Multi-Party Dispute in accordance with the following principles and procedures:

(43) the Parties shall procure that their Multi-Party Dispute Representatives attend, and shall use their best endeavours to procure that the Multi-Party Dispute Representatives of each Related Third Party attend, all meetings of the Multi-Party Dispute Resolution Board in respect of the Multi-Party Dispute;

(44) the Multi-Party Dispute Resolution Board shall first meet within 10 Working Days of service of the relevant Multi-Party Procedure Initiation Notice at such time and place as the Parties may agree or, if the Parties do not reach agreement on the time and place within 5 Working Days of service of the relevant Multi-Party Procedure Initiation Notice, at the time and place specified by the Authority, provided such place is at a neutral location within England and that the meeting is to take place between 9.00am and 5.00pm on a Working Day; and

(45) in seeking to resolve or settle any Multi-Party Dispute, the members of the Multi-Party Dispute Resolution Board shall have regard to the principle that a Multi-Party Dispute should be determined based on the contractual rights and obligations between the Parties and the Related Third Parties and that any apportionment of costs should reflect the separate components of the Multi-Party Dispute.

9.8 If a Multi-Party Dispute is not resolved between the Parties and all Related Third Parties within 25 Working Days of the issue of the Multi-Party Procedure Initiation Notice (or such longer period as the Parties may agree in writing), then:

(46) either Party may serve a Mediation Notice in respect of the Multi-Party Dispute in which case Paragraph 5 shall apply;

(47) either Party may request that the Multi-Party Dispute is referred to an expert in which case Paragraph 6 shall apply; and/or

(48) subject to Paragraph 9.9, Paragraph 7 shall apply to the Multi-Party Dispute,

and in each case references to the “Supplier” or the “Parties” in such provisions shall include a reference to all Related Third Parties.

9.9 If a Multi-Party Dispute is referred to arbitration in accordance with Paragraph 7 or a Dispute becomes a Multi-Party Dispute during the course of arbitration proceedings and either Party is unable to compel a Related Third

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Party to submit to such arbitration proceedings, the Authority or the Supplier may discontinue such arbitration proceedings and instead initiate court proceedings. The costs of any such discontinued arbitration proceedings shall be borne by the Party which is in a direct contractual relationship with the Related Third Party or, where the Related Third Party is a Sub Contractor, by the Supplier.

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Schedule 24 (*Reports and Records Provisions*)

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 Contract.

2 OTHER REPORTS

- 2.1 The Supplier shall make the following reports, at the Supplier’s expense, available for inspection to the Authority on request, subject to the Authority giving reasonable notice:
 - (49) delay reports;
 - (50) reports relating to Testing and tests carried out under Schedule 5 (*Security Management*) and Schedule 26 (*Service Continuity Plan and Corporate Resolution Planning*);
 - (51) reports which the Supplier is required to supply as part of the Management Information;
 - (52) annual reports on the Insurances;
 - (53) security reports; and
 - (54) 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 1 (together “**Records**”):

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- (55) in accordance with the requirements of The National Archives and Good Industry Practice;
 - (56) in chronological order;
 - (57) in a form that is capable of audit; and
 - (58) at its own expense.
- 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 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 the Supplier for a period of at least 7 years after the expiry or termination of this Contract.
- 3.6 Without prejudice to the foregoing, the Supplier shall provide the Authority:
- (59) as soon as they are available, and in any event within 60 Working Days after the end of the first 6 months of each financial year of the Supplier during the Term, a copy, certified as a true copy by an authorised representative of the Supplier, of its un-audited interim accounts and, if applicable, of consolidated un-audited interim accounts of the Supplier and its Affiliates which would (if the Supplier were listed on the London Stock Exchange (whether or not it is)) be required to be sent to shareholders as at the end of and for each such 6 month period; and
 - (60) 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, of 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 Supplier shall, no later than eight (8) weeks prior to the Operational Services Commencement Date and without charge to the Authority, create a Virtual Library on which the 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.

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- 4.2 The Supplier shall ensure that the Virtual Library is:
- (61) capable of holding and allowing access to the information described in Annex 3 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;
 - (62) structured so that each document uploaded has a unique identifier which is automatically assigned;
 - (63) 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 the Supplier by the Authority from time to time,
 - (64) 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);
 - (65) structured and maintained in accordance with the security requirements as set out in this Contract including those set out in Schedule 5 (*Security Management*);
 - (66) created and based on open standards in Schedule 4 (*Standards*); and
 - (67) backed up on a secure off-site system;
 - (68) available for the duration of this Contract to the Authority's representatives.
- 5 For the avoidance of doubt, the Virtual Library (excluding any Software used to host it) shall form a database which constitute Project Specific IPR which shall be assigned to the Authority pursuant to Paragraph 2.1 of Schedule 32 (*Intellectual Property Rights*) of this Contract.
- (ii) The Supplier shall upload complete and accurate information specified in Annex 3 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.
 - (iii) Upon any document being uploaded to the Virtual Library, and where the Authority has been granted Access Permission to that document, the Supplier shall email on the same date as the upload, a copy of the document to the nominated Authority email address at:

[REDACTED]
 - (iv) Except for notices under Clause 42.4 or items covered by Clause 42.6, where the Supplier is under an obligation to provide information to the Authority in a provision under this Contract, 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

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the Authority has access in accordance with this Paragraph 4 and the uploaded information meets the requirements more particularly specified in the relevant provision.

- (v) 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 Contract and the Supplier shall refer to the applicable clause for further details as to the requirement.
- (vi) The Supplier shall provide each specified person (as set out in column 6 of the table at Annex 3) access to view and download the specified information in the Virtual Library in Annex 3 subject upon the occurrence of the event specified in the column marked Access Permission in Annex 3 to this Schedule.
- (vii) 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 grant access to the person and information specified (in column 6 of the table at Annex 3) from the Initial Upload Date.
- (viii) Where Access Permission is specified as being granted to the Authority's Third Party Auditor (prior to the Authority being granted access) it shall:
 - (1) be entitled to access, view and download information specified in Annex 3 subject to it entering into a confidentiality agreement with the Supplier to keep the contents confidential (except to the extent disclosure of the confidential information is required under Paragraph (b)(viii)(2) of this Schedule); and
 - (2) report to the Authority (at its request) as to the completeness and accuracy of the information but not the substance of the information.
- (ix) The Supplier shall ensure that the Virtual Library retains in an accessible form all historic or superseded records of the information specified 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.
- (x) The 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.
- (xi) 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 fourteen (14)

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days unless already due to be updated beforehand due to an Update Requirement specified in Annex 3.

- (xii) In the event of a conflict between any requirement in this Contract (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 Contract shall prevail.
- (xiii) The 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.
- (xiv) No later than one (1) Month prior to the Operational Services Commencement Date, the Supplier shall provide training manuals to the Authority relating to the use of the Virtual Library.
- (xv) On request by the Authority the 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.
- (xvi) 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.

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Annex 1: Transparency Reports

[Note: To be provided by the Supplier in accordance with 16.2.1 to 16.12.1 under the Services Description]

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Annex 2: Records To Be Kept By The Supplier

The records to be kept by the 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 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 Contract and any claims made in respect of them.
- 17 All journals and audit trail data referred to in Schedule 5 (*Security Management*)

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- 18 All other records, notices or certificates required to be produced and/or maintained by the Supplier pursuant to this Contract.

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Annex 3: 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)
Cl.5.5 (e), (f), 5.8(b), Paragraph[s] 2.1(a) and 2.2(a)(ii)	Documentation	As appropriate and agreed by the Authority	Within seven (7) days of the issue of a Milestone Achievement Certificate in respect of the relevant Deliverable.	-	Authority
Cl 14.3	Key Personnel	Schedule 29	Effective Date	On replacement of Key Personnel	Authority
Schedule 3, Part B Para 2.3	Performance Monitoring Report and the Balanced Scorecard Report	Schedule 3, Part B	Service Commencement	Within ten (10) Working Days of the end of each Service Period	Authority
Schedule 5, Annex 3, Para 4.4	Security Management Plan	Schedule 5, Annex 3	[insert] Working Days of the date of the Contract	Regular review and at least annually	Authority
If using Schedule 5 – Security Assurance 5, Para 6.1, 6.2 and 6.3	Security certificates	As appropriate and agreed by the Authority	Prior to receiving, storing or processing any Authority Data	-	-

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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 6, Para 4	Evidence of Insurances	Schedule 6	Effective Date	Within fifteen (15) days after policy renewal or replacement	Authority
Schedule 9	Commercially Sensitive Information	Schedule 9	Effective Date	Upon Agreement by the Authority to vary the information	Authority and/or Auditor
Schedule 11, Para 1	Third Party Contracts	Schedule 11	Effective Date	On appointment of subcontract	Authority
CI 15.6 and 15.7	Notified Key Sub-Contractors	Schedule 10	Effective Date	With each approved appointment or variation	Authority
CI 15.28	Supply chain Transparency Reports	Schedule 24, Annex 4	thirty days prior to the of the end of each financial year	Every twelve (12) months	Authority
CI 16 and Schedule 32	Software	Schedule 12 and Annex 1: Project Specific Ipr And Specially Written Software to Schedule 32	Operational Services Commencement Date	Upon Agreement by the Authority to vary the information	Authority
CI 33.8(h)	Annual slavery and human trafficking report	As appropriate and agreed by the Authority	Within twelve (12) months of the Effective Date	Every twelve (12) months	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 14, 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
Schedule 14, Para 5	Test Plan	As appropriate and agreed by the Authority	20 prior Working Days of relevant test	Upon update to the test plan	Authority
Schedule 14, 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
Schedule 14, Para 8	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 5 days for the Final Test Report following the relevant test completion	Reissue with each retest	Authority
Schedule 15, 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
Schedule 17, Para 4	Benchmarking Plan	Schedule 17	Upon receipt from Benchmarking	Approval of Plan	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, Para 8	Benchmarking report	Schedule 17	Upon receipt from Benchmarker	Any update	Authority and Auditor
Schedule 18, Para (c)(iv)(4)	Financial Indicator Reports	Schedule 18, Para 2.5	As specified in Para (c)(iv)(4) of Schedule 18	As specified in Para (c)(iv)(4) of Schedule 18	Authority
Schedule 18 Para (c)(iv)(23)	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
Schedule 19, Part B, Para 11.1	Contract Amendment Report	Schedule 19, Part B, Para 1.2	Within 1 month of a material change being agreed	-	Authority
Schedule 19, Part B, Para 1.1	Quarterly Contract Report	Schedule 19, Part B, Para 1.2	Within 1 month of the end of each Quarter	-	Authority
Schedule 19, Part B, para 1.1	Annual Contract Report	Schedule 19, Part B, Para 1.2	Within 1 month of the end of the Contract Year to which that report relates	-	Authority
Schedule 19, Part B, para 1.1	Financial Reconciliation Report	Schedule 19, Part B, Para 1.2	Within 6 months after the end of the Term	-	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 21, Para 3.3	Representation and Structure of boards	Schedule 21 Annex 1	Within 7 days of receipt of intention, or in the case of a non-Authority board member agreement by the Authority	-	Authority
Schedule 21, Para 3.5(e)	Minutes of governance meetings (all boards)	As appropriate and agreed by the Authority	Within 7 days of receipt from chairperson	-	Authority
Schedule 22 Para 4.3	Impact Assessment Estimate	As appropriate and agreed by the Authority	Within 10 Working Days of date of receiving change request.	-	Authority
Schedule 22 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 22 Para 5.4	Authority
Schedule 22, 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
Schedule 22, Para 4	Change Request	Schedule 22, Annex 1	Within 10 Working Days of Authority issuing the Change Request	-	Authority

SCHEDULE 24 (REPORTS AND RECORDS PROVISIONS)

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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 23, Para 2.1	Dispute Notice	Schedule 23 Para 2.2	No longer than 20 Working Days from an unresolved dispute arising	Any variation	Authority
Schedule 23, Para 2.4	Mediation Notice	As appropriate	When first served	Any variation	Authority
Schedule 24, Para 1	Reports and Records Provisions	Schedule 24, Annex 1	Within 3 months of the Effective Date	Frequency specified in Schedule 24, Annex 1	Authority
Schedule 25, Para (b)(1)	Register of All Assets, Sub-contracts and Other Relevant Agreements	As appropriate and agreed by the Authority	Within 3 months of the Effective Date	Any variation	Authority
Schedule 25, Para (b)(2)	Configuration Database of Technical Infrastructure and Operating Procedures	As appropriate and agreed by the Authority	Within 3 months of the Effective Date	Any variation	Authority
Schedule 25, 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
Schedule 25, Para 5.1	Exit Plan	Schedule 25, Para 5.3	Within 3 months of the Effective Date	In the first month of each contract year; and	Authority

SCHEDULE 24 (REPORTS AND RECORDS PROVISIONS)

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Applicable Clause/ Paragraph	Required Data	Format of Data	Initial Upload Date	Update Requirement	Access Permission and Access Event (where applicable)
				<p>Within 14 days if requested by the Authority following a Financial Distress Event</p> <p>Within 20 days after service of Termination Notice or 6 months prior to expiry of the Contract</p>	
Schedule 25, Para (b)(41)	Provide up to date Registers during the Termination Assistance Period	As appropriate	As requested by the Authority	As appropriate	
Schedule 25, Para (43)	Authority Data (handback)	Schedule 25, Para 3 and/or as appropriate and agreed by the Authority	At the end of the Termination Assistance Period	-	Authority
Schedule 25, Annex 1, Para 1, Para 1.29 Para 1.30 & Para 1.31	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	-
Schedule 26 Service Continuity	Service Continuity Plan	Schedule 26, Para (ii)	Within 40 Working Days from the Effective Date	Schedule 26, Para (xvi)	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 26, Para (b)(xvii)	Service Continuity Plan Review Report	Schedule 26, Para (xv)	Within 20 Working Days of the conclusion of each review of the Service Continuity Plan.	-	-
Schedule 26, Part B	Corporate Resolution Planning Information	Schedule 26, Part B, Para 2.3	Schedule 26 Part B Para 2.2	Schedule 26, Para 2.8	Authority
Schedule 18 Para 8	Board Confirmation	As set out at Annex 4 of Schedule 18	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
Schedule 28, Part E, Para 1.1	Supplier's Provisional Supplier Personnel List and, Staffing Information	As appropriate and agreed by the Authority	Schedule 28, Para (b)(1) - (4)	At such intervals as are reasonably requested by the Authority	Authority
Schedule 28, 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

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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 28, 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 change	Authority
Schedule 28, 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	-	Authority, any Replacement Supplier and/or Replacement Sub-contractor
Schedule 28, Annex E1	List of Notified Sub-contractors	As appropriate and agreed by the Authority	Effective Date	Upon any change	Authority
Schedule 29	Key Personnel	Schedule 29	Effective Date	As amended from time to time	Authority
Schedule 31	Reports on Data Subject Access Requests	As appropriate and agreed by the Authority	As agreed with Authority	As agreed with Authority	Authority and Supplier

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Annex 4: Supply Chain Transparency Information Template

	Financial Year 20[24]			
	Under this Contract		Supplier as a whole	
	£	%	£	%
Estimated total contract revenue (£) to be received in this Financial Year	£[REDACTED]	100%	£[REDACTED] (inclusive of this contract)	100%
Total value of Sub-contracted revenues (£) in this Financial Year	£[0m] (No subcontractors during set-up phase)	[0%]	£[REDACTED]	[13%]
Total value of Sub-contracted revenues to SMEs (£) in this Financial Year	N/A	N/A	N/A	N/A
Total value of Sub-contracted revenues to VCSEs (£) in this Financial Year	N/A	N/A	N/A	N/A

SCHEDULE 25 (EXIT MANAGEMENT)

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Schedule 25 (*Exit Management*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Emergency Exit”	any termination of this Contract which is a: <ul style="list-style-type: none">(a) termination of the whole or part of this Contract in accordance with Clause 31 (<i>Termination Rights</i>), except where the period of notice given under that Clause is greater than or equal to 6 months;(b) termination of the provision of the Services for any reason prior to the expiry of any period of notice of termination served pursuant to Clause 31 (<i>Termination Rights</i>); or(c) wrongful termination or repudiation of this Contract by either Party;
“Ethical Wall Agreement”	an ethical wall agreement in a form similar to the draft ethical wall agreement set out at Annex 2;
“Exclusive Assets”	those Assets used by the Supplier or a Key Sub-contractor which are used exclusively in the provision of the Services;
“Exit Information”	has the meaning given in Paragraph 3.1;
“Exit Manager”	the person appointed by each Party pursuant to Paragraph 2.3 for managing the Parties' respective obligations under this Schedule;
“Net Book Value”	the net book value of the relevant Asset(s) calculated in accordance with the depreciation policy of the Supplier set out in the letter in the agreed form from the Supplier to the Authority of the same date as this Contract;
“Non-Exclusive Assets”	those Assets (if any) which are used by the Supplier or a Key Sub-contractor in connection with the Services but which are also used by the Supplier or Key Sub-contractor for other purposes of material value;
“Ordinary Exit”	any termination of the whole or any part of this Contract which occurs: <ul style="list-style-type: none">(a) pursuant to Clause 31 (<i>Termination Rights</i>) where the period of notice given by the Party serving notice to terminate pursuant

SCHEDULE 25 (EXIT MANAGEMENT)

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to such Clause is greater than or equal to 6 months; or

- (b) as a result of the expiry of the Initial Term or any Extension Period;

“Transferable Assets” those of the Exclusive Assets which are capable of legal transfer to the Authority;

“Transferable Contracts” the Sub-contracts, licences for Supplier's Software, licences for Third Party Software or other agreements which are necessary to enable the Authority or any Replacement Supplier to perform the Services or the Replacement Services, including in relation to licences all relevant Documentation; and

“Transferring Contracts has the meaning given in Paragraph (52).

2 OBLIGATIONS DURING THE TERM TO FACILITATE EXIT

2.1 During the Term, the Supplier shall:

- (1) create and maintain a register of all:

Assets, detailing their:

make, model and asset number;

ownership and status as either Exclusive Assets or Non-Exclusive Assets;

Net Book Value;

condition and physical location; and

use (including technical specifications); and

Sub-contracts and other relevant agreements (including relevant software licences, maintenance and support agreements and equipment rental and lease agreements) required for the performance of the Services;

- (2) create and maintain a configuration database detailing the technical infrastructure and operating procedures through which the Supplier provides the Services, which shall contain sufficient detail to permit the Authority and/or Replacement Supplier to understand how the Supplier provides the Services and to enable the smooth transition of the Services with the minimum of disruption;

- (3) agree the format of the Registers with the Authority as part of the process of agreeing the Exit Plan; and

- (4) at all times keep the Registers up to date, in particular in the event that Assets, Sub-contracts or other relevant agreements are added to or removed from the Services.

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- 2.2 The Supplier shall procure that all Exclusive Assets listed in the Registers are clearly marked to identify that they are exclusively used for the provision of the Services under this Contract.
- 2.3 Each Party shall appoint a person for the purposes of managing the Parties' respective obligations under this Schedule and provide written notification of such appointment to the other Party within 3 months of the Effective Date. The Supplier's Exit Manager shall be responsible for ensuring that the Supplier and its employees, agents and Sub-contractors comply with this Schedule. The Supplier shall ensure that its Exit Manager has the requisite authority to arrange and procure any resources of the Supplier as are reasonably necessary to enable the Supplier to comply with the requirements set out in this Schedule. The Parties' Exit Managers will liaise with one another in relation to all issues relevant to the termination of this Contract and all matters connected with this Schedule and each Party's compliance with it.

3 OBLIGATIONS TO ASSIST ON RE-TENDERING OF SERVICES

- 3.1 On reasonable notice at any point during the Term, the Supplier shall provide to the Authority and/or its potential Replacement Suppliers (subject to the potential Replacement Suppliers entering into reasonable written confidentiality undertakings), the following material and information in order to facilitate the preparation by the Authority of any invitation to tender and/or to facilitate any potential Replacement Suppliers undertaking due diligence:
- (5) details of the Service(s);
 - (6) a copy of the Registers, updated by the Supplier up to the date of delivery of such Registers;
 - (7) an inventory of Authority Data in the Supplier's possession or control;
 - (8) details of any key terms of any third party contracts and licences, particularly as regards charges, termination, assignment and novation;
 - (9) a list of on-going and/or threatened disputes in relation to the provision of the Services;
 - (10) to the extent permitted by applicable Law, all information relating to Transferring Supplier Employees required to be provided by the Supplier under this Contract; and
 - (11) such other material and information as the Authority shall reasonably require,
- (together, the "**Exit Information**").
- 3.2 The Supplier acknowledges that the Authority may disclose the Supplier's Confidential Information to an actual or prospective Replacement Supplier or any third party whom the Authority is considering engaging to the extent that such disclosure is necessary in connection with such engagement (except that the Authority may not under this Paragraph 3.2 disclose any Supplier's

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Confidential Information which is information relating to the Supplier's or its Sub-contractors' prices or costs).

3.3 The Supplier shall:

(12) notify the Authority within 5 Working Days of any material change to the Exit Information which may adversely impact upon the potential transfer and/or continuance of any Services and shall consult with the Authority regarding such proposed material changes; and

(13) provide complete updates of the Exit Information on an as-requested basis as soon as reasonably practicable and in any event within 10 Working Days of a request in writing from the Authority.

3.4 The Supplier may charge the Authority for its reasonable additional costs to the extent the Authority requests more than 4 updates in any 6 month period.

3.5 The Exit Information shall be accurate and complete in all material respects and the level of detail to be provided by the Supplier shall be such as would be reasonably necessary to enable a third party to:

(14) prepare an informed offer for those Services; and

(15) not be disadvantaged in any subsequent procurement process compared to the Supplier (if the Supplier is invited to participate).

4 OBLIGATION TO ENTER INTO AN ETHICAL WALL AGREEMENT ON RE-TENDERING OF SERVICES

4.1 The Authority may require the Supplier to enter into the Ethical Wall Agreement at any point during a re-tendering or contemplated re-tendering of the Services or any part of the Services.

4.2 If required to enter into the Ethical Wall Agreement, the Supplier will return a signed copy of the Ethical Wall Agreement within 10 Working Days of receipt. The Supplier's costs of entering into the Ethical Wall Agreement will be borne solely by the Supplier.

5 EXIT PLAN

5.1 The Supplier shall, within 3 months after the Effective Date, deliver to the Authority an Exit Plan which:

(16) sets out the Supplier's proposed methodology for achieving an orderly transition of the relevant Services from the Supplier to the Authority and/or its Replacement Supplier on the Partial Termination, expiry or termination of this Contract;

(17) complies with the requirements set out in Paragraph 5.2; and

(18) is otherwise reasonably satisfactory to the Authority.

5.2 The Parties shall use reasonable endeavours to agree the contents of the Exit Plan. If the Parties are unable to agree the contents of the Exit Plan within 20

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Working Days of its submission, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.

5.3 The Exit Plan shall set out, as a minimum:

- (19) how the Exit Information is obtained;
- (20) separate mechanisms for dealing with Ordinary Exit and Emergency Exit, the provisions relating to Emergency Exit being prepared on the assumption that the Supplier may be unable to provide the full level of assistance which is required by the provisions relating to Ordinary Exit, and in the case of Emergency Exit, provision for the supply by the Supplier of all such reasonable assistance as the Authority shall require to enable the Authority or its sub-contractors to provide the Services;
- (21) a mechanism for dealing with Partial Termination on the assumption that the Supplier will continue to provide the remaining Services under this Contract;
- (22) the management structure to be employed during both transfer and cessation of the Services in an Ordinary Exit and an Emergency Exit;
- (23) the management structure to be employed during the Termination Assistance Period;
- (24) a detailed description of both the transfer and cessation processes, including a timetable, applicable in the case of an Ordinary Exit and an Emergency Exit;
- (25) how the Services will transfer to the Replacement Supplier and/or the Authority, including details of the processes, documentation, data transfer, systems migration, security and the segregation of the Authority's technology components from any technology components operated by the Supplier or its Sub-contractors (where applicable);
- (26) the scope of the Termination Services that may be required for the benefit of the Authority (including such of the services set out in Annex 1 as are applicable);
- (27) a timetable and critical issues for providing the Termination Services;
- (28) any charges that would be payable for the provision of the Termination Services (calculated in accordance with the methodology that would apply if such Services were being treated as a Contract Change), together with a capped estimate of such charges;
- (29) how the Termination Services would be provided (if required) during the Termination Assistance Period;
- (30) procedures to deal with requests made by the Authority and/or a Replacement Supplier for Staffing Information pursuant to Schedule 28 (*Staff Transfer*); and

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- (31) how each of the issues set out in this Schedule will be addressed to facilitate the transition of the Services from the Supplier to the Replacement Supplier and/or the Authority with the aim of ensuring that there is no disruption to or degradation of the Services during the Termination Assistance Period.
- 5.4 The Parties acknowledge that the migration of the Services from the Supplier to the Authority and/or its Replacement Supplier may be phased, such that certain of the Services are handed over before others.
- 5.5 The Supplier shall review and (if appropriate) update the Exit Plan on a basis consistent with the principles set out in this Schedule in the first month of each Contract Year (commencing with the second Contract Year) and if requested by the Authority following the occurrence of a Financial Distress Event, within 14 days of such request, to reflect any changes in the Services that have occurred since the Exit Plan was last agreed. Following such update the Supplier shall submit the revised Exit Plan to the Authority for review. Within 20 Working Days following submission of the revised Exit Plan, the Parties shall meet and use reasonable endeavours to agree the contents of the revised Exit Plan. If the Parties are unable to agree the contents of the revised Exit Plan within that 20 Working Day period, such dispute shall be resolved in accordance with the Dispute Resolution Procedure.

6 FINALISATION OF THE EXIT PLAN

- 6.1 Within 20 Working Days after service of a Termination Notice by either Party or 6 months prior to the expiry of this Contract, the Supplier will submit for the Authority's approval the Exit Plan in a final form that could be implemented immediately. The final form of the Exit Plan shall be prepared on a basis consistent with the principles set out in this Schedule and shall reflect any changes in the Services that have occurred since the Exit Plan was last agreed.
- 6.2 The Parties will meet and use their respective reasonable endeavours to agree the contents of the final form of the Exit Plan. If the Parties are unable to agree the contents of the Exit Plan within 20 Working Days following its delivery to the Authority then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure. Until the agreement of the final form of the Exit Plan, the Supplier shall provide the Termination Services in accordance with the principles set out in this Schedule and the last approved version of the Exit Plan (insofar as relevant).

7 TERMINATION SERVICES

Notification of Requirements for Termination Services

- 7.1 The Authority shall be entitled to require the provision of Termination Services at any time during the Term by giving written notice to the Supplier (a "**Termination Assistance Notice**") at least 4 months prior to the date of termination or expiry of this Contract or as soon as reasonably practicable (but in any event, not later than 1 month) following the service by either Party of a Termination Notice. The Termination Assistance Notice shall specify:

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- (32) the date from which Termination Services are required;
- (33) the nature of the Termination Services required; and
- (34) the period during which it is anticipated that Termination Services will be required, which shall be no longer than 24 months after the expiry of the Initial Term or any Extension Period or earlier termination of this Contract;

7.2 The Authority shall have:

- (35) an option to extend the period of assistance beyond the period specified in the Termination Assistance Notice provided that such extension shall not extend the Termination Assistance Period beyond the date which is 30 months after expiry of the Initial Term or any Extension Period or earlier termination of this Contract ;and provided that it shall notify the Supplier to such effect no later than 20 Working Days prior to the date on which the provision of Termination Services is otherwise due to expire; and
- (36) the right to terminate its requirement for Termination Services by serving not less than 20 Working Days' written notice upon the Supplier to such effect.

Termination Assistance Period

7.3 Throughout the Termination Assistance Period, or such shorter period as the Authority may require, the Supplier shall:

- (37) continue to provide the Services (as applicable) and, if required by the Authority, provide the Termination Services;
- (38) in addition to providing the Services and the Termination Services, provide to the Authority any reasonable assistance requested by the Authority to allow the Services to continue without interruption following the Partial Termination, termination or expiry of this Contract and to facilitate the orderly transfer of responsibility for and conduct of the Services to the Authority and/or its Replacement Supplier;
- (39) use all reasonable endeavours to reallocate resources to provide such assistance as is referred to in Paragraph (b)(38) without additional costs to the Authority;
- (40) provide the Services and the Termination Services at no detriment to the Target Performance Levels, save to the extent that the Parties agree otherwise in accordance with Paragraph 7.5 ; and
- (41) at the Authority's request and on reasonable notice, deliver up-to-date Registers to the Authority.

7.4 Without prejudice to the Supplier's obligations under Paragraph 7.3.3 this Schedule, if it is not possible for the Supplier to reallocate resources to provide such assistance as is referred to in Paragraph 7.2.1 without additional

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costs to the Authority, any additional costs incurred by the Supplier in providing such reasonable assistance which is not already in the scope of the Termination Services or the Exit Plan shall be subject to the Change Control Procedure.

- 7.5 If the Supplier demonstrates to the Authority's reasonable satisfaction that transition of the Services and provision of the Termination Services during the Termination Assistance Period will have a material, unavoidable adverse effect on the Supplier's ability to meet one or more particular Target Performance Level(s), the Parties shall vary the relevant Target Performance Level(s) and/or the applicable Service Credits to take account of such adverse effect.

Termination Obligations

- 7.6 The Supplier shall comply with all of its obligations contained in the Exit Plan in respect of any Partial Termination or termination.

- 7.7 Upon termination or expiry (as the case may be) or at the end of the Termination Assistance Period (or earlier if this does not adversely affect the Supplier's performance of the Services and the Termination Services and its compliance with the other provisions of this Schedule) in respect of the Services that have been terminated, the Supplier shall:

- (42) cease to use the Authority Data;
- (43) provide the Authority and/or the Replacement Supplier with a complete and uncorrupted version of the Authority Data in electronic form (or such other format as reasonably required by the Authority);
- (44) erase from any computers, storage devices and storage media that are to be retained by the Supplier after the end of the Termination Assistance Period all Authority Data and promptly certify to the Authority that it has completed such deletion;
- (45) return to the Authority such of the following as is in the Supplier's possession or control:

all copies of the Authority Software and any other software licensed by the Authority to the Supplier under this Contract;

all materials created by the Supplier under this Contract in which the IPRs are owned by the Authority;

any parts of the IT Environment and any other equipment which belongs to the Authority; and

any items that have been on-charged to the Authority, such as consumables;

- (46) vacate any Authority Premises unless access is required to continue to deliver the Services;

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- (47) provide access during normal working hours to the Authority and/or the Replacement Supplier for up to 12 months after the Partial Termination, expiry or termination of this Contract to:

such information relating to the Services as remains in the possession or control of the Supplier; and

such members of the Supplier Personnel as have been involved in the design, development and provision of the Services and who are still employed by the Supplier, provided that the Authority and/or the Replacement Supplier shall pay the reasonable costs of the Supplier actually incurred in responding to requests for access under this Paragraph (cccxcviii)(557458).

- 7.8 Upon Partial Termination, termination or expiry (as the case may be) or at the end of the Termination Assistance Period (or earlier if this does not adversely affect the Supplier's performance of the Services and the Termination Services and its compliance with the other provisions of this Schedule), each Party shall return to the other Party (or if requested, destroy or delete) all Confidential Information of the other Party in respect of the terminated Services and shall certify that it does not retain the other Party's Confidential Information save to the extent (and for the limited period) that such information needs to be retained by the Party in question for the purposes of providing or receiving any Services or Termination Services or for statutory compliance purposes.

- 7.9 Except where this Contract provides otherwise, all licences, leases and authorisations granted by the Authority to the Supplier in relation to the terminated Services shall be terminated with effect from the end of the Termination Assistance Period.

8 ASSETS, SUB-CONTRACTS AND SOFTWARE

- 8.1 Following notice of termination or Partial Termination of this Contract and during the Termination Assistance Period, the Supplier shall not, in respect of the terminated Services, without the Authority's prior written consent:

- (48) terminate, enter into or vary any Sub-contract except to the extent that such change does not or will not affect the provision of Services or the Charges;
- (49) (subject to normal maintenance requirements) make material modifications to, or dispose of, any existing Assets or acquire any new Assets; or
- (50) terminate, enter into or vary any licence for software in connection with the Services.

- 8.2 Within 20 Working Days of receipt of the up-to-date Registers provided by the Supplier pursuant to Paragraph (b)(41), the Authority shall provide written notice to the Supplier setting out:

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- (51) which, if any, of the Transferable Assets the Authority requires to be transferred to the Authority and/or the Replacement Supplier in respect of the terminated Services (“**Transferring Assets**”);

which, if any, of:

the Exclusive Assets that are not Transferable Assets; and

the Non-Exclusive Assets,

the Authority and/or the Replacement Supplier requires the continued use of; and

- (52) which, if any, of Transferable Contracts the Authority requires to be assigned or novated to the Authority and/or the Replacement Supplier (the “**Transferring Contracts**”),

in order for the Authority and/or its Replacement Supplier to provide the Services from the expiry of the Termination Assistance Period. Where requested by the Authority and/or its Replacement Supplier, the Supplier shall provide all reasonable assistance to the Authority and/or its Replacement Supplier to enable it to determine which Transferable Assets and Transferable Contracts the Authority and/or its Replacement Supplier requires to provide the Services or Replacement Services. Where requested by the Supplier, the Authority and/or its Replacement Supplier shall discuss in good faith with the Supplier which Transferable Contracts are used by the Supplier in matters unconnected to the Services or Replacement Services.

- 8.3 With effect from the expiry of the Termination Assistance Period, the Supplier shall sell the Transferring Assets to the Authority and/or its nominated Replacement Supplier for a consideration equal to their Net Book Value, except where:

- (53) a Termination Payment is payable by the Authority to the Supplier, in which case, payment for such Assets shall be included within the Termination Payment; or

- (54) the cost of the Transferring Asset has been partially or fully paid for through the Charges at the time of expiry or termination of this Contract, in which case the Authority shall pay the Supplier the Net Book Value of the Transferring Asset less the amount already paid through the Charges.

- 8.4 Risk in the Transferring Assets shall pass to the Authority or the Replacement Supplier (as appropriate) at the end of the Termination Assistance Period and title to the Transferring Assets shall pass to the Authority or the Replacement Supplier (as appropriate) on payment for the same.

- 8.5 Where the Supplier is notified that the Authority and/or the Replacement Supplier requires continued use of any Exclusive Assets that are not Transferable Assets or any Non-Exclusive Assets, the Supplier shall as soon as reasonably practicable:

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- (55) procure a non-exclusive, perpetual, royalty-free licence (or licence on such other terms that have been agreed by the Authority) for the Authority and/or the Replacement Supplier to use such assets (with a right of sub-licence or assignment on the same terms); or failing which
 - (56) procure a suitable alternative to such assets and the Authority or the Replacement Supplier shall bear the reasonable proven costs of procuring the same.
- 8.6 The Supplier shall as soon as reasonably practicable assign or procure the novation to the Authority and/or the Replacement Supplier of the Transferring Contracts. The Supplier shall execute such documents and provide such other assistance as the Authority reasonably requires to effect this novation or assignment.
- 8.7 The Authority shall:
- (57) accept assignments from the Supplier or join with the Supplier in procuring a novation of each Transferring Contract; and
 - (58) once a Transferring Contract is novated or assigned to the Authority and/or the Replacement Supplier, carry out, perform and discharge all the obligations and liabilities created by or arising under that Transferring Contract and exercise its rights arising under that Transferring Contract, or as applicable, procure that the Replacement Supplier does the same.
- 8.8 The Supplier shall hold any Transferring Contracts on trust for the Authority until such time as the transfer of the relevant Transferring Contract to the Authority and/or the Replacement Supplier has been effected.
- 8.9 The Supplier shall indemnify the Authority (and/or the Replacement Supplier, as applicable) against each loss, liability and cost arising out of any claims made by a counterparty to a Transferring Contract which is assigned or novated to the Authority (and/or Replacement Supplier) pursuant to Paragraph 8.6 both:
- (59) in relation to any matters arising prior to the date of assignment or novation of such Sub-contract; and
 - (60) in relation to any matters arising after the date of assignment or novation of such Sub-contract where the loss, liability or cost arises as a result of the Supplier's failure to comply with Clause 16 (*Intellectual Property Rights*) and/or Schedule 32 (*Intellectual Property Rights*).

9 SUPPLIER PERSONNEL

- 9.1 The Authority and Supplier agree and acknowledge that in the event of the Supplier ceasing to provide the Services or part of them for any reason, Schedule 28 (*Staff Transfer*) shall apply.
- 9.2 The Supplier shall not take any step (expressly or implicitly or directly or indirectly by itself or through any other person) to dissuade or discourage any

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employees engaged in the provision of the Services from transferring their employment to the Authority and/or the Replacement Supplier.

- 9.3 During the Termination Assistance Period, the Supplier shall give the Authority and/or the Replacement Supplier reasonable access to the Supplier's personnel to present the case for transferring their employment to the Authority and/or the Replacement Supplier.
- 9.4 The Supplier shall immediately notify the Authority or, at the direction of the Authority, the Replacement Supplier of any period of notice given by the Supplier or received from any person referred to in the Staffing Information, regardless of when such notice takes effect.
- 9.5 The Supplier shall not for a period of 12 months from the date of transfer re-employ or re-engage or entice any employees, suppliers or Sub-contractors whose employment or engagement is transferred to the Authority and/or the Replacement Supplier, except that this Paragraph shall not apply where the employee, supplier or Sub-contractor applies in response to a public advertisement of a vacancy.

10 CHARGES

- 10.1 During the Termination Assistance Period (or for such shorter period as the Authority may require the Supplier to provide the Termination Services), the Authority shall pay the Charges to the Supplier in respect of the Termination Services in accordance with the rates set out in the Exit Plan (but shall not be required to pay costs in excess of the estimate set out in the Exit Plan). If the scope or timing of the Termination Services is changed and this results in a change to the costs of such Termination Services, the estimate may be varied in accordance with the Change Control Procedure.
- 10.2 Where the Authority requests an extension to the Termination Services beyond the Termination Assistance Period
- (61) where more than 6 months' notice is provided, the same rate as set out in the Exit Plan (or the Charges when not stated in the Exit Plan) shall be payable; and
- (62) where less than 6 months' notice is provided, no more than 1.2 times the rate as set out in the Exit Plan (or the Charges when not stated in the Exit Plan) shall be payable.
- 10.3 For the purpose of calculating the costs of providing the Termination Services for inclusion in the Exit Plan or, if no Exit Plan has been agreed, the costs of providing Termination Services shall be determined in accordance with the Change Control Procedure.
- 10.4 Except as otherwise expressly specified in this Agreement, the Supplier shall not make any charges for the services provided by the Supplier pursuant to, and the Authority shall not be obliged to pay for costs incurred by the Supplier in relation to its compliance with, this Schedule including the preparation and implementation of the Exit Plan and any activities mutually agreed between the Parties to carry on after the expiry of the Termination Assistance Period.

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10.5 For the avoidance of doubt the Parties agree that any charges payable by the Authority for any Termination Services, including any such Services provided in accordance with the Exit Plan delivered in accordance with Clause 5 to **Part 5** to will only be payable where those Services have been delivered to the Authority's satisfaction.

11 APPORTIONMENTS

11.1 All outgoings and expenses (including any remuneration due) and all rents, royalties and other periodical payments receivable in respect of the Transferring Assets and Transferring Contracts shall be apportioned between the Authority and the Supplier and/or the Replacement Supplier and the Supplier (as applicable) as follows:

(63) the amounts shall be annualised and divided by 365 to reach a daily rate;

(64) the Authority shall be responsible for (or shall procure that the Replacement Supplier shall be responsible for) or entitled to (as the case may be) that part of the value of the invoice pro rata to the number of complete days following the transfer, multiplied by the daily rate; and

(65) the Supplier shall be responsible for or entitled to (as the case may be) the rest of the invoice.

11.2 Each Party shall pay (and/or the Authority shall procure that the Replacement Supplier shall pay) any monies due under Paragraph 11.1 as soon as reasonably practicable.

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Annex 1: Scope Of The Termination Services

- 1 **The Termination Services to be provided by the Supplier shall include such of the following services as the Authority may specify:**
 - 1.1 ceasing all non-critical Software changes (except where agreed in writing with the Authority);
 - 1.2 notifying the Sub-contractors of procedures to be followed during the Termination Assistance Period and providing management to ensure these Allprocedures are followed;
 - 1.3 providing assistance and expertise as necessary to examine all operational and business processes (including all supporting documentation) in place and re-writing and implementing processes and procedures such that they are appropriate for use by the Authority and/or the Replacement Supplier after the end of the Termination Assistance Period;
 - 1.4 delivering to the Authority the existing systems support profiles, monitoring or system logs, problem tracking/resolution documentation and status reports all relating to the 12 month period immediately prior to the commencement of the Termination Services;
 - 1.5 providing details of work volumes and staffing requirements over the 12 month period immediately prior to the commencement of the Termination Services;
 - 1.6 with respect to work in progress as at the end of the Termination Assistance Period, documenting the current status and stabilising for continuity during transition;
 - 1.7 providing the Authority with any problem logs which have not previously been provided to the Authority;
 - 1.8 providing assistance and expertise as necessary to examine all governance and reports in place for the provision of the Services and re-writing and implementing these during and for a period of 12 months after the Termination Assistance Period;
 - 1.9 providing assistance and expertise as necessary to examine all relevant roles and responsibilities in place for the provision of the Services and re-writing and implementing these such that they are appropriate for the continuation of the Services after the Termination Assistance Period;
 - 1.10 agreeing with the Authority an effective communication strategy and joint communications plan which sets out the implications for Supplier Personnel, Authority staff, customers and key stakeholders;
 - 1.11 reviewing all Software libraries used in connection with the Services and providing details of these to the Authority and/or the Replacement Supplier;
 - 1.12 providing assistance and expertise as necessary to support the Authority and/or the Replacement Supplier develop the migration plan for business

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- operations and Authority Data to the Replacement Supplier, which may include migration approach, testing of plans, contingency options, and handling of historic or archived Authority Data;
- 1.13 provide all necessary support, equipment, tools, and Software such as data migration services and/or Automated Programming Interfaces, in order to enable and support the execution of the migration plan by the Authority and/or Replacement Supplier;
 - 1.14 making available to the Authority and/or the Replacement Supplier expertise to analyse training requirements and provide all necessary training for the use of tools by such staff as are nominated by the Authority (acting reasonably) at the time of termination or expiry;
 - 1.15 assisting in establishing naming conventions for any new production site;
 - 1.16 analysing and providing information about capacity and performance requirements, processor requirements and bandwidth requirements, and known planned requirements for capacity growth across these areas;
 - 1.17 generating a computer listing of the Source Code of the software listed in Schedule 12 section 2.1 in a form and on media reasonably requested by the Authority;
 - 1.18 agreeing with the Authority a handover plan for all of the Supplier's responsibilities as set out in the Security Management Plan;
 - 1.19 delivering copies of the production databases (with content listings) to the Authority's and/or the Replacement Supplier's operations staff (on appropriate media) as reasonably requested by the Authority;
 - 1.20 assisting with the loading, testing and implementation of the production databases;
 - 1.21 assisting in the execution of a parallel operation until the effective date of expiry or termination of this Contract;
 - 1.22 in respect of the maintenance and support of the Supplier System, providing historical performance data for the previous 12 months;
 - 1.23 assisting in the execution of a parallel operation of the maintenance and support of the Supplier System until the end of the Termination Assistance Period or as otherwise specified by the Authority (provided that these Services shall end on a date no later than the end of the Termination Assistance Period);
 - 1.24 providing an information pack listing and describing the Services for use by the Authority in the procurement of the Replacement Services;
 - 1.25 answering all reasonable questions from the Authority and/or the Replacement Supplier regarding the Services;

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- 1.26 agreeing with the Authority and/or the Replacement Supplier a plan for the migration of the Authority Data to the Authority and/or the Replacement Supplier;
- 1.27 providing access to the Authority and/or the Replacement Supplier during the Termination Assistance Period and for a period not exceeding 6 months afterwards for the purpose of the smooth transfer of the Services to the Authority and/or the Replacement Supplier:
 - 1.27.1 to information and documentation relating to the Transferring Services that is in the possession or control of the Supplier or its Sub-contractors (and the Supplier agrees and shall procure that its Sub-contractors do not destroy or dispose of that information within this period) including the right to take reasonable copies of that material; and
 - 1.27.2 following reasonable notice and during the Supplier's normal business hours, to members of the Supplier Personnel who have been involved in the provision or management of the Services and who are still employed or engaged by the Supplier or its Sub-contractors; and
- 1.28 knowledge transfer services, including:
 - 1.28.1 transferring all training material and providing appropriate training to those Authority and/or Replacement Supplier staff responsible for internal training in connection with the provision of the Services;
 - 1.28.2 providing for transfer to the Authority and/or the Replacement Supplier of all knowledge reasonably required for the provision of the Services which may, as appropriate, include information, records and documents;
 - 1.28.3 providing the Supplier and/or the Replacement Supplier with access to such members of the Supplier's or its Sub-contractors' personnel as have been involved in the design, development, provision or management of the Services and who are still employed or engaged by the Supplier or its Sub-contractors; and
 - 1.28.4 allowing the Authority and/or the Replacement Supplier to work alongside and observe the performance of the Services by the Supplier at its Sites used to fulfil the Services (subject to compliance by the Authority and the Replacement Supplier with any applicable security and/or health and safety restrictions,

and any such person who is provided with such knowledge transfer services will sign a confidentiality undertaking in favour of the Supplier (in such form as the Supplier shall reasonably require)).

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- 1.29 The Supplier shall:
- 1.29.1 provide a documented plan relating to the training matters referred to in Paragraph 1.14 for agreement by the Authority at the time of termination or expiry of this Contract;
 - 1.29.2 co-operate fully in the execution of the handover plan agreed pursuant to Paragraph 1.18, providing skills and expertise of a suitable standard; and
 - 1.29.3 fully co-operate in the execution of the Authority Data migration plan agreed pursuant to Paragraph 1.26, providing skills and expertise of a reasonably acceptable standard.
- 1.30 To facilitate the transfer of knowledge from the Supplier to the Authority and/or its Replacement Supplier, the Supplier shall provide a detailed explanation of the procedures and operations used to provide the Services, the change management process and other standards and procedures to the operations personnel of the Authority and/or the Replacement Supplier.
- 1.31 The information which the Supplier shall provide to the Authority and/or the Replacement Supplier pursuant to Paragraph 1.27 1.26 shall include:
- 1.31.1 copies of up-to-date procedures and operations manuals;
 - 1.31.2 product information;
 - 1.31.3 agreements with third party suppliers of goods and services which are to be transferred to the Authority and/or the Replacement Supplier;
 - 1.31.4 key support contact details for third party supplier personnel under contracts which are to be assigned or novated to the Authority pursuant to this Schedule;
 - 1.31.5 information regarding any unresolved faults in progress at the commencement of the Termination Assistance Period as well as those expected to be in progress at the end of the Termination Assistance Period;
 - 1.31.6 details of physical and logical security processes and tools which will be available to the Authority; and
 - 1.31.7 any relevant interface information,
- and such information shall be updated by the Supplier at the end of the Termination Assistance Period.
- 1.32 During the Termination Assistance Period the Supplier shall grant any agent or personnel (including employees, consultants and Suppliers) of the Replacement Supplier and/or the Authority access, during business hours and upon reasonable prior written notice, to any Sites for the purpose of effecting a prompt knowledge transfer provided that:

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- 1.32.1 any such agent or personnel (including employees, consultants and suppliers) having access to any Sites pursuant to this Paragraph 1.32 shall:
- (a) sign a confidentiality undertaking in favour of the Supplier (in such form as the Supplier shall reasonably require); and
 - (b) during each period of access comply with the security, systems and facilities operating procedures of the Supplier relevant to such Site and that the Authority deems reasonable; and
 - (c) the Authority and/or the Replacement Supplier shall pay the reasonable, proven and proper costs of the Supplier incurred in facilitating such access.

Annex 2: Draft Ethical Wall Agreement

[THE AUTHORITY]

and

[THE COUNTERPARTY]

ETHICAL WALL AGREEMENT

SCHEDULE 25 (EXIT MANAGEMENT)

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This Agreement is dated [] 20[] (the "Effective Date").

Between:

- (1) [INSERT NAME OF AUTHORITY] (the "Authority") [acting on behalf of the Crown] of [insert Authority's address]; and
- (2) [NAME OF COUNTERPARTY] a [company]/[limited liability partnership] registered in England and Wales under registered number [insert registered number] whose registered office is at [insert Counterparty's registered address] (the "Counterparty"),

together the "Parties" and each a "Party".

BACKGROUND

- A. The Authority is obliged to ensure transparency, fairness, non-discrimination and equal treatment in relation to its procurement process pursuant to the Procurement Regulations (defined below). The purpose of this document ("Agreement") is to define the protocols to be followed to prevent, identify and remedy any conflict of interest (whether actual, potential or perceived) in the context of the Purpose (defined below).
- B. The Authority is conducting a procurement exercise for the [supply/purchase/provision] of [insert details of project/goods/services] (the "Purpose").
- C. The Parties wish to enter into this Agreement to ensure that a set of management processes, barriers and disciplines are put in place to ensure that conflicts of interest do not arise, and that the Counterparty does not obtain an unfair competitive advantage over Other Bidders.

IT IS AGREED:

1 DEFINITIONS AND INTERPRETATION

- 1.1 The following capitalised words and expressions shall have the following meanings in this Agreement and its recitals:

"**Affiliate**" means in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control of that body corporate from time to time;

"**Agreement**" means this ethical walls agreement duly executed by the Parties;

"**Bid Team**" means any Representatives of the Counterparty, any of its Affiliates and/or any Subcontractors connected to the preparation of an ITT Response;

"**Central Government Body**" means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics, including:

- (a) Government Departments;

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- (b) Non-Departmental Public Bodies or Assembly Sponsored Public Bodies (advisory, executive, or tribunal);
- (c) Non-Ministerial Departments; or
- (d) Executive Agencies;

"Conflicted Personnel" means any Representatives of:

- (a) the Counterparty;
- (b) any of the Counterparty's Affiliates; and/or
- (c) any Subcontractors,

who, because of the Counterparty's, any of its Affiliates' and/or any Subcontractors' relationship with the Authority under any Contract, have or have had access to information which creates or may create a conflict of interest or provide the Bid Team with an unfair advantage as regards information Other Bidders would not have;

"Contract" means any pre-existing or previous contract between the Authority and:

- (a) the Counterparty;
- (b) any of the Counterparty's Affiliates;
- (c) any Subcontractor; and
- (d) any other Third Party,

relating to the subject matter of the Purpose at the date of the commencement of the ITT Process;

"Control" means the beneficial ownership of more than 50% of the issued share capital of a company or the legal power to direct or cause the direction of the management of the company and **"Controls"** and **"Controlled"** shall be interpreted accordingly;

"Effective Date" means the date of this Agreement as set out above;

"Invitation to Tender" or **"ITT"** means an invitation to submit tenders issued by the Authority as part of an ITT Process (and shall include an Invitation to Negotiate);

"ITT Process" means, with regard to the Purpose, the relevant procedure provided for in the Procurement Regulations (as amended), which the Authority has elected to use to select a contractor or contractors, together with all relevant information, data, correspondence and/or documents issued and/or made available by or on behalf of the Authority as part of that procurement exercise and all information, correspondence and/or documents issued and/or made available by or on behalf of the bidders in response together with any resulting contracts;

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"ITT Response" means the tender(s) submitted, or to be submitted, by the Counterparty, any of its Affiliates and/or any Subcontractors in response to any invitation(s) to submit bids under the ITT process;

"Other Bidder" means any other bidder or potential bidder that is not the Counterparty or any of its Affiliates that has taken or is taking part in the ITT Process;

"Procurement Process" means the period commencing on the earlier of: (a) the publication of the first notice in relation to the Purpose; and (b) the execution of this Agreement, and ending on the occurrence of: (i) the publication by the Authority of all contract award notices that result from the ITT Process; or (ii) the abandonment or termination of the ITT Process as notified by the Authority;

"Procurement Regulations" means the Public Contracts Regulations 2015, the Public Procurement (Amendment etc.)(EU Exit) Regulations 2020, the Defence and Security Public Contracts Regulations 2011, the Utilities Contracts Regulations 2016, and the Concession Contracts Regulations 2016, each as amended from time to time;

"Professional Advisor" means a supplier, subcontractor, advisor or consultant engaged by the Counterparty and/or any of its Affiliates under the auspices of compiling its ITT response;

"Purpose" has the meaning given to it in recital B to this Agreement;

"Representative" refers to a person's officers, directors, employees, advisers (including the officers, directors, employees, advisers and agents of any Professional Advisors), agents and, where the context admits, providers or potential providers of finance (including their representatives) to the Counterparty, any of its Affiliates and/or any subcontractors engaged in connection with the ITT Process;

"Subcontractor" means an existing or proposed subcontractor of:

- (a) the Counterparty; and/or
- (b) any of the Counterparty's Affiliates,

who is connected to the preparation of an ITT Response (including key subcontractors named in the ITT Response);

"Third Party" means any person who is not a Party, including Other Bidders, their Affiliates and/or their Representatives; and

"Working Day" means any day of the week other than a weekend, when Banks in England and Wales are open for business.

- 1.2 Reference to the disclosure of information includes any communication or making available information and includes both direct and indirect disclosure.
- 1.3 Reference to the disclosure of information, or provision of access, by or to the Authority, the Counterparty, any of the Counterparty's Affiliates and/or any Subcontractors includes disclosure, or provision of access, by or to the Representatives of the Authority, the Counterparty, any of its Affiliates and/or any Subcontractors (as the case may be).

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- 1.4 Reference to persons includes legal and natural persons.
- 1.5 Reference to any enactment is to that enactment as amended, supplemented, re-enacted or replaced from time to time.
- 1.6 Reference to clauses and recitals is to clauses of and recitals to this Agreement.
- 1.7 Reference to any gender includes any other.
- 1.8 Reference to writing includes email.
- 1.9 The terms "**associate**", "**holding company**", "**subsidiary**", "**subsidiary undertaking**" and "**wholly owned subsidiary**" have the meanings attributed to them in the Companies Act 2006, except that for the purposes of section 1159(1)(a) of that Act, the words 'holds a majority of the voting rights' shall be changed to 'holds 30% or more of the voting rights', and other expressions shall be construed accordingly.
- 1.10 The words "**include**" and "**including**" are to be construed without limitation.
- 1.11 The singular includes the plural and vice versa.
- 1.12 The headings contained in this Agreement shall not affect its construction or interpretation.

2 ETHICAL WALLS

- 2.1 In consideration of the sum of £1 payable by the Authority to the Counterparty, receipt of which is hereby acknowledged, the Parties agree to be bound by the terms of this Agreement.

Conflicts of Interest

- 2.2 The Counterparty:
 - 2.2.1 shall take all appropriate steps to ensure that neither the Counterparty, nor its Affiliates, nor any Subcontractors nor any Representatives are in a position where, in the reasonable opinion of the Authority, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Counterparty, any of its Affiliates, any Subcontractors and/or any Representatives and the duties owed to the Authority under any Contract or pursuant to an open and transparent ITT Process; and
 - 2.2.2 acknowledges and agrees that a conflict of interest may arise in situations where the Counterparty, any of its Affiliates, any Subcontractors and/or any Representatives intend to take part in the ITT Process and because of the Counterparty's, any of its Affiliates', any Subcontractors' and/or any Representatives' relationship with the Authority under any Contract, the Counterparty, any of its Affiliates, any Subcontractors and/or any Representatives have or have had access to information which could provide the Counterparty, any of its Affiliates, any

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Subcontractors and/or any Representatives with an advantage and render unfair an otherwise genuine and open competitive ITT Process.

- 2.3 Where there is or is likely to be a conflict of interest, or the perception of a conflict of interest, of any kind in relation to the ITT Process, the Counterparty shall take such steps that are necessary to eliminate the conflict of interest to the Authority's satisfaction, including one or more of the following:
- 2.3.1 not assigning any of the Conflicted Personnel to the Bid Team at any time;
 - 2.3.2 providing to the Authority promptly upon request a complete and up to date list of any Conflicted Personnel and the personnel comprising the Bid Team and reissue such list to the Authority promptly upon any change to it;
 - 2.3.3 ensuring that no act or omission by itself, its Affiliates, any Subcontractors and/or any Representatives results in information of any kind, however conveyed, or in any format and however so stored:
 - (a) about the ITT Process (gleaned from the performance of any Contract or otherwise); and/or
 - (b) which would or could in the opinion of the Authority confer an unfair advantage on the Counterparty in relation to its participation in the ITT Process,becoming available to the Bid Team where the Authority has not made generally available that information to Other Bidders;
 - 2.3.4 ensuring that by no act or omission by itself, its Affiliates, any Subcontractors and/or any Representatives and in particular the Bid Team results in information of any kind, however conveyed, in any format and however so stored about the ITT Process, its operation and all matters connected or ancillary to it becoming available to the Conflicted Personnel;
 - 2.3.5 ensure that agreements that flow down the Counterparty's obligations in this Agreement, are entered into as necessary, between the Counterparty and its Affiliates and any Subcontractors [in a form to be approved by the Authority];
 - 2.3.6 physically separating the Conflicted Personnel and the Bid Team, either in separate buildings or in areas with restricted access;
 - 2.3.7 providing regular training to its Affiliates, any Subcontractors and/or Representatives to ensure it is complying with this Agreement;
 - 2.3.8 monitoring Conflicted Personnel movements within restricted areas (both physical and electronic online areas) to ensure it is complying with this Agreement and to ensure adherence to the ethical wall

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arrangements the Counterparty, its Affiliates, any Subcontractors and/or any Representatives have put in place in order to comply with this Agreement;

2.3.9 ensuring that the Conflicted Personnel and the Bid Team are line managed and report independently of each other; and

2.3.10 complying with any other action as the Authority, acting reasonably, may direct in connection with the ITT Process and/or this Agreement.

Notification of Conflicts of Interest

2.4 The Counterparty shall:

2.4.1 notify the Authority immediately in writing of all perceived, potential and/or actual conflicts of interest that arise or have arisen;

2.4.2 submit in writing to the Authority full details of the nature of the perceived, potential and/or actual conflict of interest including full details of the risk assessments undertaken, the impact or potential impact of the perceived, potential and/or actual conflict, the measures and arrangements that have been established and/or are due to be established, to eliminate the perceived, potential and/or actual conflict, and the Counterparty's plans to prevent potential conflicts of interests from arising ("**Proposed Avoidance Measures**"); and

2.4.3 seek the Authority's approval to the Proposed Avoidance Measures which the Authority shall have the right to grant, grant conditionally or deny (if the Authority rejects the Proposed Avoidance Measures the Counterparty shall repeat the process set out in this Clause 2.4 until such time as the Authority grants approval or the Counterparty withdraws from the ITT Process).

2.5 The Counterparty will provide to the Authority, on demand, any and all information in relation to its adherence with its obligations set out under Clauses 2.2 and 2.3 as reasonably requested by the Authority.

2.6 The Authority reserves the right to require the Counterparty to demonstrate the measures put in place by the Counterparty under Clauses 2.2 and 2.3.

2.7 The Counterparty acknowledges that any provision of information or demonstration of measures, in accordance with Clauses 2.5 and 2.6, does not constitute acceptance by the Authority of the adequacy of such measures and does not discharge the Counterparty of its obligations or liability under this Agreement.

Exclusion from the ITT Process

2.8 Where, in the reasonable opinion of the Authority, there has been any breach by the Counterparty of Clauses 2.2, 2.3, or 2.4 or failure to obtain the Authority's approval of the Proposed Avoidance Measures the Authority shall

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be entitled to exclude the Counterparty, or any of its Affiliates and/or any Representatives, from the ITT Process, and the Authority may, in addition to the right to exclude, take such other steps as it deems necessary.

- 2.9 The actions of the Authority pursuant to Clause 2.8 shall not prejudice or affect any right of action or remedy under this Agreement or at law which shall have accrued or shall thereafter accrue to the Authority.

Bid Costs

- 2.10 In no event shall the Authority be liable for any bid costs incurred by:

2.10.1 the Counterparty or any of its Affiliates, any Representatives and/or any Subcontractors; or

2.10.2 any Third Party,

as a result of any breach of this Agreement by the Counterparty, any of its Affiliates, any Subcontractors and/or Representatives, including where the Counterparty, any of its Affiliates, any Subcontractors or Representatives, or any Third Party is or are excluded from the ITT Process.

Specific Remedies

- 2.11 The Counterparty acknowledges and agrees that:

2.11.1 neither damages nor specific performance are adequate remedies in the event of a breach of the obligations in Clause 2; and

2.11.2 in the event of a breach of any of the obligations in Clause 2 which cannot be effectively remedied the Authority shall have the right to terminate both this Agreement and the Counterparty's participation in the ITT Process in each case with immediate effect on written notice.

3 SOLE RESPONSIBILITY

- 3.1 It is the sole responsibility of the Counterparty to comply with the terms of this Agreement, including ensuring its Affiliates, any Subcontractors, and/or any Representatives comply with the terms of this Agreement. No approval by the Authority of any procedures, agreements or arrangements provided by the Counterparty, any of its Affiliates, any Subcontractors and/or their Representatives to the Authority shall discharge the Counterparty's obligations.

4 WAIVER AND INVALIDITY

- 4.1 No failure or delay by any Party in exercising any right, power or privilege under this Agreement or by law shall constitute a waiver of that or any other right, power or privilege, nor shall it restrict the further exercise of that or any other right, power or privilege. No single or partial exercise of such right, power or privilege shall prevent or restrict the further exercise of that or any other right, power or privilege.

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- 4.2 If any provision of this Agreement is prohibited or unenforceable in any jurisdiction in relation to any Party, such prohibition or unenforceability will not invalidate the remaining provisions of this Agreement, or affect the validity or enforceability of the provisions of this Agreement in relation to any other Party or any other jurisdiction.

5 ASSIGNMENT AND NOVATION

- 5.1 The Counterparty shall not assign, novate or otherwise dispose of or create any trust in relation to any or all of its rights, obligations or liabilities under this Agreement without the prior written consent of the Authority.
- 5.2 The Authority may assign, novate or otherwise dispose of any or all of its rights, obligations and liabilities under this Agreement and/or any associated licences to:
- 5.2.1 any Central Government Body; or
 - 5.2.2 to a body other than a Central Government Body (including any private sector body) which performs any of the functions that previously had been performed by the Authority; and
 - 5.2.3 the Counterparty shall, at the Authority's request, enter into a novation agreement in such form as the Authority may reasonably specify in order to enable the Authority to exercise its rights pursuant to this Clause 5.
- 5.3 A change in the legal status of the Authority such that it ceases to be a Central Government Body shall not affect the validity of this Agreement and this Agreement shall be binding on any successor body to the Authority.

6 CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

- 6.1 A person who is not a Party to this Agreement has no right under the Contract (Rights of Third Parties) Act 1999 (as amended, updated or replaced from time to time) to enforce any term of this Agreement, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

7 TRANSPARENCY

- 7.1 The Parties acknowledge and agree that the Authority is under a legal duty pursuant to the Procurement Regulations to run transparent and fair procurement processes. Accordingly, the Authority may disclose the contents of this Agreement to Other Bidders (and/or potential Other Bidders) for the purposes of transparency and in order to evidence that a fair procurement process has been followed.

8 NOTICES

- 8.1 Any notices sent under this Agreement must be in writing.
- 8.2 The following table sets out the method by which notices may be served under this Agreement and the respective deemed time and proof of service:

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Manner of Delivery	Deemed time of service	Proof of service
Email.	9.00am on the first Working Day after sending	Dispatched as a pdf attachment to an e-mail to the correct e-mail address without any error message.
Personal delivery.	On delivery, provided delivery is between 9.00am and 5.00pm on a Working Day. Otherwise, delivery will occur at 9.00am on the next Working Day.	Properly addressed and delivered as evidenced by signature of a delivery receipt.
Prepaid, Royal Mail Signed For™ 1 st Class or other prepaid, next Working Day service providing proof of delivery.	At the time recorded by the delivery service, provided that delivery is between 9.00am and 5.00pm on a Working Day. Otherwise, delivery will occur at 9.00am on the same Working Day (if delivery before 9.00am) or on the next Working Day (if after 5.00pm).	Properly addressed prepaid and delivered as evidenced by signature of a delivery receipt.

- 8.3 Notices shall be sent to the addresses set out below or at such other address as the relevant Party may give notice to the other Party for the purpose of service of notices under this Agreement:

	Counterparty	Authority
Contact		
Address		
Email		

- 8.4 This Clause 8 does not apply to the service of any proceedings or other documents in any legal action or other method of dispute resolution.

9 WAIVER AND CUMULATIVE REMEDIES

- 9.1 The rights and remedies under this Agreement may be waived only by notice, and in a manner that expressly states that a waiver is intended. A failure or delay by a Party in ascertaining or exercising a right or remedy provided

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under this Agreement or by law shall not constitute a waiver of that right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

9.2 Unless otherwise provided in this Agreement, rights and remedies under this Agreement are cumulative and do not exclude any rights or remedies provided by law, in equity or otherwise.

10 TERM

10.1 Each Party's obligations under this Agreement shall continue in full force and effect for period of [] years from the Effective Date/[or for the period of the duration of the Procurement Process]

11 GOVERNING LAW AND JURISDICTION

11.1 This Agreement and any issues, disputes or claims (whether contractual or non-contractual) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the laws of England and Wales.

11.2 The Parties agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (whether contractual or non-contractual) that arises out of or in connection with this Agreement or its subject matter or formation.

Signed by the Authority

Name:

Signature:

Position in Authority:

Signed by the Counterparty

Name:

Signature:

Position in Counterparty:

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Schedule 26 (*Service Continuity Plan and Corporate Resolution Planning*)

Part A: Service Continuity Plan

1 DEFINITIONS

(ii) In this Schedule, the following definitions shall apply:

“Business Continuity Plan” has the meaning given in Paragraph (c)(ccxcviii)(602229);

“Business Continuity Services” has the meaning given in Paragraph (b)(x)(2);

“Department” a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:

(a) Government Department; or

(b) Non-Ministerial Department.

“Disaster” the occurrence of one or more events which, either separately or cumulatively, mean that the Services, or a material part of the Services will be unavailable for a period **of time as agreed in the Business Continuity Disaster Recovery Plan(s)**, r which is reasonably anticipated will mean that the Services or a material part of the Services will be unavailable for that period;

“Disaster Recovery Plan” has the meaning given in Paragraph (c)(ccxcviii)(603199);

“Disaster Recovery Services” the services embodied in the processes and procedures for restoring the Services following the occurrence of a Disaster;

“Disaster Recovery System” the system identified by the Supplier in the Supplier Solution which shall be used for the purpose of delivering the Disaster Recovery Services;

“Insolvency Continuity Plan” has the meaning given in Paragraph (c)(ccxcviii)(603677).

“Related Service Provider” any person who provides services to the Authority in relation to this Contract from time to time **[insert details]**;

“Review Report” has the meaning given in Paragraphs (b)(xvii)(1) to (b)(xvii)(3);

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“Service Continuity Plan” means the plan prepared pursuant to Paragraph 2 of this Schedule which incorporates the Business Continuity Plan, Disaster Recovery Plan and the Insolvency Continuity Plan;

2 SERVICE CONTINUITY PLAN

- (i) Within 40 Working Days from the Effective Date the Supplier shall prepare and deliver to the Authority for the Authority’s written approval a plan, which shall detail the processes and arrangements that the Supplier shall follow to:
 - (1) ensure continuity of the business processes and operations supported by the Services following any failure or disruption of any element of the Services (including where caused by an Insolvency Event of the Supplier, any Key Sub-contractor and/or any Supplier Group member); and
 - (2) the recovery of the Services in the event of a Disaster.
- (ii) The Service Continuity Plan shall:
 - (1) be divided into four parts:

Part A which shall set out general principles applicable to the Service Continuity Plan;

Part B which shall relate to business continuity (the **“Business Continuity Plan”**);

Part C which shall relate to disaster recovery (the **“Disaster Recovery Plan”**);

Part D which shall relate to an Insolvency Event of the Supplier, any Key Sub-contractors and/or any Supplier Group member (the **“Insolvency Continuity Plan”**); and
 - (2) unless otherwise required by the Authority in writing, be based upon and be consistent with the provisions of Paragraphs 3, 4, 5 and 6.
- (iii) Following receipt of the draft Service Continuity Plan from the Supplier, the Authority shall:
 - (1) review and comment on the draft Service Continuity Plan as soon as reasonably practicable; and
 - (2) notify the Supplier in writing that it approves or rejects the draft Service Continuity Plan no later than 20 Working Days after the date on which the draft Service Continuity Plan is first delivered to the Authority.
- (iv) If the Authority rejects the draft Service Continuity Plan:
 - (1) the Authority shall inform the Supplier in writing of its reasons for its rejection; and

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- (2) the Supplier shall then revise the draft Service Continuity Plan (taking reasonable account of the Authority's comments) and shall re-submit a revised draft Service Continuity Plan to the Authority for the Authority's approval within 20 Working Days of the date of the Authority's notice of rejection. The provisions of Paragraph (iii) and this Paragraph (iv) shall apply again to any resubmitted draft Service Continuity Plan, provided that either Party may refer any disputed matters for resolution by the Dispute Resolution Procedure at any time.

3 SERVICE CONTINUITY PLAN: PART A – GENERAL PRINCIPLES AND REQUIREMENTS

- (v) Part A of the Service Continuity Plan shall:
 - (1) set out how the business continuity, disaster recovery and insolvency continuity elements of the plan link to each other;
 - (2) provide details of how the invocation of any element of the Service Continuity Plan may impact upon the operation of the Services and any services provided to the Authority by a Related Service Provider;
 - (3) contain an obligation upon the Supplier to liaise with the Authority and (at the Authority's request) any Related Service Provider with respect to issues concerning business continuity, disaster recovery and insolvency continuity where applicable;
 - (4) detail how the Service Continuity Plan links and interoperates with any overarching and/or connected disaster recovery, business continuity and/or insolvency continuity plan of the Authority and any of its other Related Service Providers in each case as notified to the Supplier by the Authority from time to time;
 - (5) contain a communication strategy including details of an incident and problem management service and advice and help desk facility which can be accessed via multi-channels (including but without limitation a web-site (with FAQs), e-mail, phone and fax) for both portable and desk top configurations, where required by the Authority;
 - (6) contain a risk analysis, including:
 - failure or disruption scenarios and assessments and estimates of frequency of occurrence;
 - identification of any single points of failure within the Services and processes for managing the risks arising therefrom;
 - identification of risks arising from the interaction of the Services with the services provided by a Related Service Provider;
 - identification of risks arising from an Insolvency Event of the Supplier, any Key Sub-contractors and/or Supplier Group member; and

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- a business impact analysis (detailing the impact on business processes and operations) of different anticipated failures or disruptions;
 - (7) provide for documentation of processes, including business processes, and procedures;
 - (8) set out key contact details (including roles and responsibilities) for the Supplier (and any Sub-contractors) and for the Authority;
 - (9) identify the procedures for reverting to “normal service”;
 - (10) set out method(s) of recovering or updating data collected (or which ought to have been collected) during a failure or disruption to ensure that there is no more than the accepted amount of data loss and to preserve data integrity;
 - (11) identify the responsibilities (if any) that the Authority has agreed it will assume in the event of the invocation of the Service Continuity Plan; and
 - (12) provide for the provision of technical advice and assistance to key contacts at the Authority as notified by the Authority from time to time to inform decisions in support of the Authority’s business continuity plans.
- (vi) The Service Continuity Plan shall be designed so as to ensure that:
- (1) the Services are provided in accordance with this Contract at all times during and after the invocation of the Service Continuity Plan;
 - (2) the adverse impact of any Disaster; service failure; an Insolvency Event of the Supplier, any Key Sub-contractor and/or any Supplier Group member; or disruption on the operations of the Authority, is minimal as far as reasonably possible;
 - (3) it complies with the relevant provisions of ISO/IEC 22301 and all other industry standards from time to time in force; and
 - (4) there is a process for the management of disaster recovery testing detailed in the Service Continuity Plan.
- (vii) The Service Continuity Plan shall be upgradeable and sufficiently flexible to support any changes to the Services, to the business processes facilitated by and the business operations supported by the Services, and/or changes to the Supplier Group structure.
- (viii) The Supplier shall not be entitled to any relief from its obligations under the Performance Indicators or to any increase in the Charges to the extent that a Disaster occurs as a consequence of any breach by the Supplier of this Contract.

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4 SERVICE CONTINUITY PLAN: PART B – BUSINESS CONTINUITY

Principles and Contents

- (ix) The Business Continuity Plan shall set out the arrangements that are to be invoked to ensure that the business processes and operations facilitated by the Services remain supported and to ensure continuity of the business operations supported by the Services including, unless the Authority expressly states otherwise in writing:
 - (1) the alternative processes (including business processes), options and responsibilities that may be adopted in the event of a failure in or disruption to the Services; and
 - (2) the steps to be taken by the Supplier upon resumption of the Services in order to address any prevailing effect of the failure or disruption including a root cause analysis of the failure or disruption.
- (x) The Business Continuity Plan shall:
 - (1) address the various possible levels of failures of or disruptions to the Services;
 - (2) set out the services to be provided and the steps to be taken to remedy the different levels of failures of and disruption to the Services (such services and steps, the “**Business Continuity Services**”);
 - (3) specify any applicable Performance Indicators with respect to the provision of the Business Continuity Services and details of any agreed relaxation to the Performance Indicators in respect of other Services during any period of invocation of the Business Continuity Plan; and
 - (4) clearly set out the conditions and/or circumstances under which the Business Continuity Plan is invoked.

5 SERVICE CONTINUITY PLAN: PART C – DISASTER RECOVERY

Principles and Contents

- (xi) The Disaster Recovery Plan shall be designed so as to ensure that upon the occurrence of a Disaster the Supplier ensures continuity of the business operations of the Authority supported by the Services following any Disaster or during any period of service failure or disruption with, as far as reasonably possible, minimal adverse impact.
- (xii) The Disaster Recovery Plan shall be invoked only upon the occurrence of a Disaster.
- (xiii) The Disaster Recovery Plan shall include the following:
 - (1) the technical design and build specification of the Disaster Recovery System;

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- (2) details of the procedures and processes to be put in place by the Supplier in relation to the Disaster Recovery System and the provision of the Disaster Recovery Services and any testing of the same including but not limited to the following:

data centre and disaster recovery site audits;

backup methodology and details of the Supplier's approach to data back-up and data verification;

identification of all potential disaster scenarios;

risk analysis;

documentation of processes and procedures;

hardware configuration details;

network planning including details of all relevant data networks and communication links;

invocation rules;

Service recovery procedures; and

steps to be taken upon resumption of the Services to address any prevailing effect of the failure or disruption of the Services;

- (3) any applicable Performance Indicators with respect to the provision of the Disaster Recovery Services and details of any agreed relaxation to the Performance Indicators in respect of other Services during any period of invocation of the Disaster Recovery Plan;

- (4) details of how the Supplier shall ensure compliance with security standards ensuring that compliance is maintained for any period during which the Disaster Recovery Plan is invoked;

- (5) access controls to any disaster recovery sites used by the Supplier in relation to its obligations pursuant to this Schedule; and

- (6) testing and management arrangements.

6 SERVICE CONTINUITY PLAN: PART D – INSOLVENCY CONTINUITY PLAN

Principles and Contents

- (xiv) The Insolvency Continuity Plan shall be designed by the Supplier to permit continuity of the business operations of the Authority supported by the Services through continued provision of the Services following an Insolvency Event of the Supplier, any Key Sub-contractor and/or any Supplier Group member with, as far as reasonably possible, minimal adverse impact.

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- (xv) The Insolvency Continuity Plan shall include the following:
- (1) communication strategies which are designed to minimise the potential disruption to the provision of the Services, including key contact details in respect of the supply chain and key contact details for operational and contract Supplier Personnel, Key Sub-contractor personnel and Supplier Group member personnel;
 - (2) identification, explanation, assessment and an impact analysis of risks in respect of dependencies between the Supplier, Key Sub-contractors and Supplier Group members where failure of those dependencies could reasonably have an adverse impact on the Services;
 - (3) plans to manage and mitigate identified risks;
 - (4) details of the roles and responsibilities of the Supplier, Key Sub-contractors and/or Supplier Group members to minimise and mitigate the effects of an Insolvency Event of such persons on the Services;
 - (5) details of the recovery team to be put in place by the Supplier (which may include representatives of the Supplier, Key Sub-contractors and Supplier Group members); and
 - (6) sufficient detail to enable an appointed insolvency practitioner to invoke the plan in the event of an Insolvency Event of the Supplier.

7 REVIEW AND AMENDMENT OF THE SERVICE CONTINUITY PLAN

- (xvi) The Supplier shall review and update the Service Continuity Plan (and the risk analysis on which it is based):
- (1) on a regular basis and as a minimum once every **6 months**;
 - (2) within three calendar months of the Service Continuity Plan (or any part) having been invoked pursuant to Paragraph 9;
 - (3) within 14 days of a Financial Distress Event;
 - (4) within 30 days of a Corporate Change Event (unless the Relevant Authority (acting reasonably) agrees to a Corporate Change Event Grace Period, as set out in Paragraph (cccxcviii)(617030), in which case that Corporate Change Event Grace Period will apply); and
 - (5) where the Authority requests any additional reviews (over and above those provided for in Paragraphs (b)(xvi)(1) to (b)(xvi)(4)) by notifying the Supplier to such effect in writing, whereupon the Supplier shall conduct such reviews in accordance with the Authority's written requirements. Prior to starting its review, the Supplier shall provide an accurate written estimate of the total costs payable by the Authority for the Authority's approval. The costs of both Parties of any such additional reviews shall be met by the Authority except that the Supplier shall not be entitled to charge the Authority for any costs that it

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may incur above any estimate without the Authority's prior written approval.

- (xvii) Each review of the Service Continuity Plan pursuant to Paragraph (xvi) shall be a review of the procedures and methodologies set out in the Service Continuity Plan and shall assess their suitability having regard to any change to the Services or any underlying business processes and operations facilitated by or supported by the Services which have taken place since the later of the original approval of the Service Continuity Plan or the last review of the Service Continuity Plan and shall also have regard to any occurrence of any event since that date (or the likelihood of any such event taking place in the foreseeable future) which may increase the likelihood of the need to invoke the Service Continuity Plan. The review shall be completed by the Supplier within the period required by the Service Continuity Plan or, if no such period is required, within such period as the Authority shall reasonably require. The Supplier shall, within 20 Working Days of the conclusion of each such review of the Service Continuity Plan, provide to the Authority a report (a "**Review Report**") setting out:
- (1) the findings of the review;
 - (2) any changes in the risk profile associated with the Services; and
 - (3) the Supplier's proposals (the "**Supplier's Proposals**") for addressing any changes in the risk profile and its proposals for amendments to the Service Continuity Plan following the review detailing the impact (if any and to the extent that the Supplier can reasonably be expected to be aware of the same) that the implementation of such proposals may have on any services or systems provided by a third party.
- (xviii) Following receipt of the Review Report and the Supplier's Proposals, the Authority shall:
- (1) review and comment on the Review Report and the Supplier's Proposals as soon as reasonably practicable; and
 - (2) notify the Supplier in writing that it approves or rejects the Review Report and the Supplier's Proposals no later than 20 Working Days after the date on which they are first delivered to the Authority.
- (xix) If the Authority rejects the Review Report and/or the Supplier's Proposals:
- (1) the Authority shall inform the Supplier in writing of its reasons for its rejection; and
 - (2) the Supplier shall then revise the Review Report and/or the Supplier's Proposals as the case may be (taking reasonable account of the Authority's comments and carrying out any necessary actions in connection with the revision) and shall re-submit a revised Review Report and/or revised Supplier's Proposals to the Authority for the

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Authority's approval within 20 Working Days of the date of the Authority's notice of rejection. The provisions of Paragraph (xviii) and this Paragraph (xix) shall apply again to any resubmitted Review Report and Supplier's Proposals, provided that either Party may refer any disputed matters for resolution by the Dispute Resolution Procedure at any time.

- (xx) The Supplier shall as soon as is reasonably practicable after receiving the Authority's approval of the Supplier's Proposals (having regard to the significance of any risks highlighted in the Review Report) effect any change in its practices or procedures necessary so as to give effect to the Supplier's Proposals. Any such change shall be at the Supplier's expense unless it can be reasonably shown that the changes are required because of a material change to the risk profile of the Services.

8 TESTING OF THE SERVICE CONTINUITY PLAN

- (xxi) The Supplier shall test the Service Continuity Plan on a regular basis (and in any event not less than once in every Contract Year). Subject to Paragraph (xxii), the Authority may require the Supplier to conduct additional tests of some or all aspects of the Service Continuity Plan at any time where the Authority considers it necessary, including where there has been any change to the Services or any underlying business processes, or on the occurrence of any event which may increase the likelihood of the need to implement the Service Continuity Plan.
- (xxii) If the Authority requires an additional test of the Service Continuity Plan, it shall give the Supplier written notice and the Supplier shall conduct the test in accordance with the Authority's requirements and the relevant provisions of the Service Continuity Plan. The Supplier's costs of the additional test shall be borne by the Authority unless the Service Continuity Plan fails the additional test in which case the Supplier's costs of that failed test shall be borne by the Supplier.
- (xxiii) The Supplier shall undertake and manage testing of the Service Continuity Plan in full consultation with the Authority and shall liaise with the Authority in respect of the planning, performance, and review, of each test, and shall comply with the reasonable requirements of the Authority in this regard. Each test shall be carried out under the supervision of the Authority or its nominee.
- (xxiv) The Supplier shall ensure that any use by it or any Sub-contractor of "live" data in such testing is first approved with the Authority. Copies of live test data used in any such testing shall be (if so required by the Authority) destroyed or returned to the Authority on completion of the test.
- (xxv) The Supplier shall, within 20 Working Days of the conclusion of each test, provide to the Authority a report setting out:

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- (1) the outcome of the test;
 - (2) any failures in the Service Continuity Plan (including the Service Continuity Plan's procedures) revealed by the test; and
 - (3) the Supplier's proposals for remedying any such failures.
- (xxvi) Following each test, the Supplier shall take all measures requested by the Authority, (including requests for the re-testing of the Service Continuity Plan) to remedy any failures in the Service Continuity Plan and such remedial activity and re-testing shall be completed by the Supplier, at no additional cost to the Authority, by the date reasonably required by the Authority and set out in such notice.
- (xxvii) For the avoidance of doubt, the carrying out of a test of the Service Continuity Plan (including a test of the Service Continuity Plan's procedures) shall not relieve the Supplier of any of its obligations under this Contract.
- (xxviii) The Supplier shall also perform a test of the Service Continuity Plan in the event of any major reconfiguration of the Services or as otherwise reasonably requested by the Authority.

9 INVOCATION OF THE SERVICE CONTINUITY PLAN

- (xxix) In the event of a loss of any critical part of the Service or a Disaster, the Supplier shall immediately invoke the business continuity and disaster recovery provisions in the Service Continuity Plan, including any linked elements in other parts of the Service Continuity Plan, and shall inform the Authority promptly of such invocation. In all other instances the Supplier shall invoke the business continuity and disaster recovery plan elements only with the prior consent of the Authority.
- (xxx) The Insolvency Continuity Plan element of the Service Continuity Plans, including any linked elements in other parts of the Service Continuity Plan, shall be invoked by the Supplier:
- (1) where an Insolvency Event of a Key Sub-contractor and/or Supplier Group member (other than the Supplier) could reasonably be expected to adversely affect delivery of the Services; and/or
 - (2) where there is an Insolvency Event of the Supplier and the insolvency arrangements enable the Supplier to invoke the plan;

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Part B: Corporate Resolution Planning

1 Service Status and Supplier Status

- 1.1 This Contract is a Critical Service Contract.
- 1.2 The Supplier shall notify the Authority and the Cabinet Office Markets and Suppliers Team (Resolution.planning@cabinetoffice.gov.uk) in writing within 5 Working Days of the Effective Date and throughout the Term within 120 days after each Accounting Reference Date as to whether or not it is a Public Sector Dependent Supplier.

2 Provision of Corporate Resolution Planning Information (CRP Information)

- 2.1 Paragraphs 2 to 4 of this Part B shall apply if this Contract has been specified as a Critical Service Contract under Paragraph 1.1 of this Part B or the Supplier is or becomes a Public Sector Dependent Supplier.

- 2.2 Subject to Paragraphs 2.6, 2.10 and 2.11 of this Part B:

- (3) where this Contract is a Critical Service Contract, the Supplier shall provide the Relevant Authority or Relevant Authorities with CRP Information within 60 days of the Effective Date; and
- (4) except where it has already been provided in accordance with Paragraph (b)(xxx)(3) of this Part B, where the Supplier is a Public Sector Dependent Supplier, it shall provide the Relevant Authority or Relevant Authorities with the CRP Information within 60 days of the date of the Relevant Authority's or Relevant Authorities' request.

- 2.3 The Supplier shall ensure that the CRP Information provided pursuant to Paragraphs 2.2, 2.8 and 2.9 of this Part B:

- (5) is full, comprehensive, accurate and up to date;
- (6) is split into three parts:

Exposure Information (Contracts List);

Corporate Resolvability Assessment (Structural Review);

Financial Information and Commentary

and is structured and presented in accordance with the requirements and explanatory notes set out at the relevant Annex of the latest published versions of the Resolution Planning Guidance Notes published by the Cabinet Office Government Commercial Function and available at <https://www.gov.uk/government/publications/the-sourcing-and-consultancy-playbooks> and contains the level of detail required (adapted as necessary to the Supplier's circumstances);

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- (7) incorporates any additional commentary, supporting documents and evidence which would reasonably be required by the Relevant Authority or Relevant Authorities to understand and consider the information for approval;
 - (8) provides a clear description and explanation of the Supplier Group members that have agreements for goods, services or works provision in respect of UK Public Sector Business and/or CNI and the nature of those agreements; and
 - (9) complies with the requirements set out at Annex 1 (*Exposure Information (Contracts List)*), Annex 2 (*Corporate Resolvability Assessment (Structural Review)*) and Annex 3 (*Financial Information And Commentary*) respectively.
- 2.4 Following receipt by the Relevant Authority or Relevant Authorities of the CRP Information pursuant to Paragraphs 2.2, 2.8 and 2.9 of this Part B, the Authority shall procure that the Relevant Authority or Relevant Authorities discuss in good faith the contents of the CRP Information with the Supplier and no later than 60 days after the date on which the CRP Information was delivered by the Supplier either provide an Assurance to the Supplier that Relevant Authority or Relevant Authorities approve the CRP Information or that Relevant Authority or Relevant Authorities reject the CRP Information.
- 2.5 If the Relevant Authority or Relevant Authorities reject the CRP Information:
- (10) the Authority shall (and shall procure that the Cabinet Office Markets and Suppliers Team shall) inform the Supplier in writing of its reasons for its rejection; and
 - (11) the Supplier shall revise the CRP Information, taking reasonable account of the Relevant Authority's or Relevant Authorities' comments, and shall re-submit the CRP Information to the Relevant Authority or Relevant Authorities for approval within 30 days of the date of the Relevant Authority's or Relevant Authorities' rejection. The provisions of Paragraph 2.3 to 2.5 of this Part B shall apply again to any resubmitted CRP Information provided that either Party may refer any disputed matters for resolution by the Dispute Resolution Procedure at any time.
- 2.6 Where the Supplier or a member of the Supplier Group has already provided CRP Information to a Department or the Cabinet Office Markets and Suppliers Team (or, in the case of a Strategic Supplier, solely to the Cabinet Office Markets and Suppliers Team) and has received an Assurance of its CRP Information from that Department and the Cabinet Office Markets and Suppliers Team (or, in the case of a Strategic Supplier, solely from the Cabinet Office Markets and Suppliers Team), then provided that the Assurance remains Valid on the date by which the CRP Information would otherwise be required, the Supplier shall not be required to provide the CRP Information under Paragraph 2.2 if it provides a copy of the Valid Assurance to the

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Relevant Authority or Relevant Authorities on or before the date on which the CRP Information would otherwise have been required.

2.7 An Assurance shall be deemed Valid for the purposes of Paragraph 2.6 of this Part B if:

(12) the Assurance is within the validity period stated in the Assurance (or, if no validity period is stated, no more than 12 months has elapsed since it was issued and no more than 18 months has elapsed since the Accounting Reference Date on which the CRP Information was based); and

(13) no Corporate Change Events or Financial Distress Events (or events which would be deemed to be Corporate Change Events or Financial Distress Events if this Contract had then been in force) have occurred since the date of issue of the Assurance.

2.8 If this Contract is a Critical Service Contract, the Supplier shall provide an updated version of the CRP Information (or, in the case of Paragraph (b)(xxx)(16) of this Part B its initial CRP Information) to the Relevant Authority or Relevant Authorities:

(14) within 14 days of the occurrence of a Financial Distress Event (along with any additional highly confidential information no longer exempted from disclosure under Paragraph 2.11 of this Part B) unless the Supplier is relieved of the consequences of the Financial Distress Event under Paragraph 7.1 of Schedule 18 (*Financial Distress*).

(15) within 30 days of a Corporate Change Event unless:

the Supplier requests and the Relevant Authority (acting reasonably) agrees to a Corporate Change Event Grace Period, in the event of which the time period for the Supplier to comply with this Paragraph shall be extended as determined by the Relevant Authority (acting reasonably) but shall in any case be no longer than six months after the Corporate Change Event. During a Corporate Change Event Grace Period the Supplier shall regularly and fully engage with the Relevant Authority to enable it to understand the nature of the Corporate Change Event and the Relevant Authority shall reserve the right to terminate a Corporate Change Event Grace Period at any time if the Supplier fails to comply with this Paragraph; or

not required pursuant to Paragraph 2.10;

(16) within 30 days of the date that:

the credit rating(s) of each of the Supplier and its Parent Undertakings fail to meet any of the criteria specified in Paragraph 2.10; or

none of the credit rating agencies specified at Paragraph 2.10 hold a public credit rating for the Supplier or any of its Parent Undertakings; and

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(17) in any event, within 6 months after each Accounting Reference Date or within 15 months of the date of the previous Assurance received from the Relevant Authority (whichever is the earlier), unless:

updated CRP Information has been provided under any of Paragraphs (b)(xxx)(14) (b)(xxx)(15) or (b)(xxx)(16) since the most recent Accounting Reference Date (being no more than 12 months previously) within the timescales that would ordinarily be required for the provision of that information under this Paragraph (b)(xxx)(17); or

unless not required pursuant to Paragraph 2.10.

2.9 Where the Supplier is a Public Sector Dependent Supplier and this Contract is not a Critical Service Contract, then on the occurrence of any of the events specified in Paragraphs (b)(xxx)(14) to (17) of this Part B, the Supplier shall provide at the request of the Relevant Authority or Relevant Authorities and within the applicable timescales for each event as set out in Paragraph 2.8 (or such longer timescales as may be notified to the Supplier by the Authority), the CRP Information to the Relevant Authority or Relevant Authorities.

2.10 Where the Supplier or a Parent Undertaking of the Supplier has a credit rating of either:

(18) Aa3 or better from Moody's; or

(19) AA- or better from Standard and Poor's; or

(20) AA- or better from Fitch;

the Supplier will not be required to provide any CRP Information unless or until either (i) a Financial Distress Event occurs (unless the Supplier is relieved of the consequences of the Financial Distress Event under Paragraph 7.1 of Schedule 18 (*Financial Distress*)) or (ii) the Supplier and its Parent Undertakings cease to fulfil the criteria set out in this Paragraph 2.10, in which cases the Supplier shall provide the updated version of the CRP Information in accordance with Paragraph 2.8.

2.11 Subject to Paragraph 4, where the Supplier demonstrates to the reasonable satisfaction of the Relevant Authority or Relevant Authorities that a particular item of CRP Information is highly confidential, the Supplier may, having orally disclosed and discussed that information with the Relevant Authority or Relevant Authorities, redact or omit that information from the CRP Information provided that if a Financial Distress Event occurs, this exemption shall no longer apply and the Supplier shall promptly provide the relevant information to the Relevant Authority or Relevant Authorities to the extent required under Paragraph 2.8.

3 Termination Rights

3.1 The Authority shall be entitled to terminate this Contract under Clause 31.1(b) (*Termination by the Authority*) if the Supplier is required to provide CRP Information under Paragraph 2 of this Part B and either:

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- (21) the Supplier fails to provide the CRP Information within 4 months of the Effective Date if this is a Critical Service Contract or otherwise within 4 months of the Relevant Authority's or Relevant Authorities' request; or
- (22) the Supplier fails to obtain an Assurance from the Relevant Authority or Relevant Authorities within 4 months of the date that it was first required to provide the CRP Information under this Contract.

4 Confidentiality and usage of CRP Information

- 4.1 The Authority agrees to keep the CRP Information confidential and use it only to understand the implications of an Insolvency Event of the Supplier and/or Supplier Group members on its UK Public Sector Business and/or services in respect of CNI and to enable contingency planning to maintain service continuity for end users and protect CNI in such eventuality.
- 4.2 Where the Relevant Authority is the Cabinet Office Markets and Suppliers Team, at the Supplier's request, the Authority shall use reasonable endeavours to procure that the Cabinet Office enters into a confidentiality and usage agreement with the Supplier containing terms no less stringent than those placed on the Authority under Paragraph 4.1 of this Part B and Clause 19 (*Confidentiality*).
- 4.3 The Supplier shall use reasonable endeavours to obtain consent from any third party which has restricted the disclosure of the CRP Information to enable disclosure of that information to the Relevant Authority or Relevant Authorities pursuant to Paragraph 2 of this Part B subject, where necessary, to the Relevant Authority or Relevant Authorities entering into an appropriate confidentiality agreement in the form required by the third party.
- 4.4 Where the Supplier is unable to procure consent pursuant to Paragraph 4.3 of this Part B, the Supplier shall use all reasonable endeavours to disclose the CRP Information to the fullest extent possible by limiting the amount of information it withholds including by:
 - (23) redacting only those parts of the information which are subject to such obligations of confidentiality
 - (24) providing the information in a form that does not breach its obligations of confidentiality including (where possible) by:
 - summarising the information;
 - grouping the information;
 - anonymising the information; and
 - presenting the information in general terms
- 4.5 The Supplier shall provide the Relevant Authority or Relevant Authorities with contact details of any third party which has not provided consent to disclose CRP Information where that third party is also a public sector body and where the Supplier is legally permitted to do so.

SCHEDULE 26 (SERVICE CONTINUITY PLAN AND CORPORATE RESOLUTION PLANNING)

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Annex 1: Exposure Information (Contracts List)

- 1 The Supplier shall:
 - 1.1 provide details of all agreements held by members of the Supplier Group where those agreements are for goods, services or works provision and:
 - 1.1.1 are with any UK public sector bodies including: central Government departments and their arms-length bodies and agencies, non-departmental public bodies, NHS bodies, local authorities, health bodies, police fire and rescue, education bodies and the devolved administrations;
 - 1.1.2 are with any private sector entities where the end recipient of the service, goods or works provision is any of the bodies set out in Paragraph 1.1.1 of this Annex 1 and where the member of the Supplier Group is acting as a key sub-contractor under the agreement with the end recipient; or
 - 1.1.3 involve or could reasonably be considered to involve CNI;
 - 1.2 provide the Relevant Authority with a copy of the latest version of each underlying contract worth more than £5m per contract year and their related key sub-contracts, which shall be included as embedded documents within the CRP Information or via a directly accessible link.

SCHEDULE 26 (SERVICE CONTINUITY PLAN AND CORPORATE RESOLUTION PLANNING)

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Annex 2: Corporate Resolvability Assessment (Structural Review)

- 1 The Supplier shall:
 - 1.1.1 provide sufficient information to allow the Relevant Authority to understand the implications on the Supplier Group's UK Public Sector Business and CNI contracts listed pursuant to Annex 1 if the Supplier or another member of the Supplier Group is subject to an Insolvency Event.
 - 1.1.2 ensure that the information is presented so as to provide a simple, effective and easily understood overview of the Supplier Group; and
 - 1.1.3 provide full details of the importance of each member of the Supplier Group to the Supplier Group's UK Public Sector Business and CNI contracts listed pursuant to Annex 1 and the dependencies between each.

SCHEDULE 26 (SERVICE CONTINUITY PLAN AND CORPORATE RESOLUTION PLANNING)

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Annex 3: Financial Information And Commentary

- 1 The Supplier shall:
 - 1.1 provide sufficient financial information for the Supplier Group level, contracting operating entities level, and shared services entities' level to allow the Relevant Authority to understand the current financial interconnectedness of the Supplier Group and the current performance of the Supplier as a standalone entity; and
 - 1.2 ensure that the information is presented in a simple, effective and easily understood manner.
- 2 For the avoidance of doubt the financial information to be provided pursuant to Paragraph 1 of this Annex 3 should be based on the most recent audited accounts for the relevant entities (or interim accounts where available) updated for any material changes since the Accounting Reference Date provided that such accounts are available in a reasonable timeframe to allow the Supplier to comply with its obligations under this Schedule 26 (*Service Continuity Plan and Corporate Resolution Planning*). If such accounts are not available in that timeframe, financial information should be based on unpublished unaudited accounts or management accounts (disclosure of which to the Cabinet Office Markets and Suppliers Team remains protected by confidentiality).

SCHEDULE 27 (CONDUCT OF CLAIMS)

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Schedule 27 (*Conduct of Claims*)

1 INDEMNITIES

- 1.1 This Schedule shall apply to the conduct, by a Party from whom an indemnity is sought under this Contract (the “**Indemnifier**”), of claims made by a third person against a party having (or claiming to have) the benefit of the indemnity (the “**Beneficiary**”).
- 1.2 If the Beneficiary receives any notice of any claim for which it appears that the Beneficiary is, or may become, entitled to indemnification under this Contract (a “**Claim**”), the Beneficiary shall give notice in writing to the Indemnifier as soon as reasonably practicable and in any event within 10 Working Days of receipt of the same.
- 1.3 Subject to Paragraph 2, on the giving of a notice by the Beneficiary, where it appears that the Beneficiary is or may be entitled to indemnification from the Indemnifier in respect of all (but not part only) of the liability arising out of the Claim, the Indemnifier shall (subject to providing the Beneficiary with a secured indemnity to its reasonable satisfaction against all costs and expenses that it may incur by reason of such action) be entitled to dispute the Claim in the name of the Beneficiary at the Indemnifier’s own expense and take conduct of any defence, dispute, compromise or appeal of the Claim and of any incidental negotiations relating to the Claim. If the Indemnifier does elect to conduct the Claim, the Beneficiary shall give the Indemnifier all reasonable cooperation, access and assistance for the purposes of such Claim and, subject to Paragraph 2.2, the Beneficiary shall not make any admission which could be prejudicial to the defence or settlement of the Claim without the prior written consent of the Indemnifier.
- 1.4 With respect to any Claim conducted by the Indemnifier pursuant to Paragraph 1.3:
- (25) the Indemnifier shall keep the Beneficiary fully informed and consult with it about material elements of the conduct of the Claim;
 - (26) the Indemnifier shall not bring the name of the Beneficiary into disrepute;
 - (27) the Indemnifier shall not pay or settle such Claim without the prior written consent of the Beneficiary, such consent not to be unreasonably withheld or delayed; and
 - (28) the Indemnifier shall conduct the Claim with all due diligence.
- 1.5 The Beneficiary shall be entitled to have conduct of the Claim and shall be free to pay or settle any Claim on such terms as it thinks fit and without prejudice to its rights and remedies under this Contract if:
- (29) the Indemnifier is not entitled to take conduct of the Claim in accordance with Paragraph 1.3;

SCHEDULE 27 (CONDUCT OF CLAIMS)

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- (30) the Indemnifier fails to notify the Beneficiary in writing of its intention to take conduct of the relevant Claim within 10 Working Days of the notice from the Beneficiary or if the Indemnifier notifies the Beneficiary in writing that it does not intend to take conduct of the Claim; or
- (31) the Indemnifier fails to comply in any material respect with the provisions of Paragraph 1.4.

2 SENSITIVE CLAIMS

- 2.1 With respect to any Claim which the Beneficiary, acting reasonably, considers is likely to have an adverse impact on the general public's perception of the Beneficiary (a "**Sensitive Claim**"), the Indemnifier shall be entitled to take conduct of any defence, dispute, compromise or appeal of the Sensitive Claim only with the Beneficiary's prior written consent. If the Beneficiary withholds such consent and elects to conduct the defence, dispute, compromise or appeal of the Sensitive Claim itself, it shall conduct the Sensitive Claim with all due diligence and if it fails to do so, the Indemnifier shall only be liable to indemnify the Beneficiary in respect of that amount which would have been recoverable by the Beneficiary had it conducted the Sensitive Claim with all due diligence.
- 2.2 The Beneficiary shall be free at any time to give written notice to the Indemnifier that it is retaining or taking over (as the case may be) the conduct of any Claim, to which Paragraph 1.3 applies if, in the reasonable opinion of the Beneficiary, the Claim is, or has become, a Sensitive Claim.

3 RECOVERY OF SUMS

- 3.1 If the Indemnifier pays to the Beneficiary an amount in respect of an indemnity and the Beneficiary subsequently recovers (whether by payment, discount, credit, saving, relief or other benefit or otherwise) a sum which is directly referable to the fact, matter, event or circumstances giving rise to the Claim, the Beneficiary shall forthwith repay to the Indemnifier whichever is the lesser of:
 - (32) an amount equal to the sum recovered (or the value of the discount, credit, saving, relief, other benefit or amount otherwise obtained) less any out-of-pocket costs and expenses properly incurred by the Beneficiary in recovering or obtaining the same; and
 - (33) the amount paid to the Beneficiary by the Indemnifier in respect of the Claim under the relevant indemnity.

4 MITIGATION

- 4.1 Each of the Authority and the Supplier shall at all times take all reasonable steps to minimise and mitigate any loss for which the relevant Party is entitled to bring a claim against the other Party pursuant to the indemnities in this Schedule.

SCHEDULE 28 (STAFF TRANSFER)

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Schedule 28 (*Staff Transfer*)

1 DEFINITIONS

1.1 In this Schedule, the following definitions shall apply:

“Admission Agreement”	as defined in Part A;
“Fair Deal Employees”	as defined in Part D;
“Former Supplier”	a supplier supplying services to the Authority before the Relevant Transfer Date that are the same as or substantially similar to the Services (or any part of the Services) and shall include any sub-contractor of such supplier (or any sub-contractor of any such sub-contractor);
“New Fair Deal”	the revised Fair Deal position set out in the HM Treasury guidance: <i>“Fair Deal for staff pensions: staff transfer from central government”</i> issued in October 2013 including: (a) any amendments to that document immediately prior to the Relevant Transfer Date; (b) any similar pension protection in accordance with the Annexes D1-D3 inclusive to Part D of this Schedule as notified to the Supplier by the Authority;
“Notified Sub-contractor”	a Sub-contractor identified in the Annex to this Schedule to whom Transferring Authority Employees and/or Transferring Former Supplier Employees will transfer on a Relevant Transfer Date;
“Old Fair Deal”	HM Treasury Guidance “Staff Transfers from Central Government: A Fair Deal for Staff Pensions” issued in June 1999 including the supplementary guidance “Fair Deal for Staff pensions: Procurement of Bulk Transfer Agreements and Related Issues” issued in June 2004;
“Replacement Sub-contractor”	a sub-contractor of the Replacement Supplier to whom Transferring Supplier Employees will transfer on a Service Transfer Date (or any sub-contractor of any such sub-contractor);
“Relevant Transfer”	a transfer of employment to which the Employment Regulations applies;
“Relevant Transfer Date”	in relation to a Relevant Transfer, the date upon which the Relevant Transfer takes place. For the purposes of Part D and its Annexes, where the Supplier or a Sub-contractor was the Former Supplier and there is no Relevant Transfer of the

SCHEDULE 28 (STAFF TRANSFER)

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Fair Deal Employees because they remain continuously employed by the Supplier (or Sub-contractor), references to the Relevant Transfer Date shall become references to the Operational Service Commencement Date;

“Service Transfer”	any transfer of the Services (or any part of the Services), for whatever reason, from the Supplier or any Sub-contractor to a Replacement Supplier or a Replacement Sub-contractor;
“Service Transfer Date”	the date of a Service Transfer or, if more than one, the date of the relevant Service Transfer as the context requires;
“Staffing Information”	in relation to all persons identified on the Supplier's Provisional Supplier Personnel List or Supplier's Final Supplier Personnel List, as the case may be, all information required in Annex E2: Staffing Information in the format specified and with the identities of Data Subjects anonymised where possible. The Authority may acting reasonably make changes to the format or information requested in Annex E2: Staffing Information from time to time.
“Statutory Schemes”	means the CSPS, NHSPS or LGPS as defined in the Annexes to Part D of this Schedule;
“Supplier's Final Supplier Personnel List”	a list provided by the Supplier of all Supplier Personnel who will transfer under the Employment Regulations on the Service Transfer Date;
“Supplier's Provisional Supplier Personnel List”	a list prepared and updated by the Supplier of all Supplier Personnel who are at the date of the list wholly or mainly engaged in or assigned to the provision of the Services or any relevant part of the Services which it is envisaged as at the date of such list will no longer be provided by the Supplier;
“Transferring Authority Employees”	those employees of the Authority to whom the Employment Regulations will apply on the Relevant Transfer Date;
“Transferring Former Supplier Employees”	in relation to a Former Supplier, those employees of the Former Supplier to whom the Employment Regulations will apply on the Relevant Transfer Date; and
“Transferring Supplier Employees”	those employees of the Supplier and/or the Supplier's Sub-contractors to whom the Employment Regulations will apply on the Service Transfer Date.

2 INTERPRETATION

- 2.1 Where a provision in this Schedule imposes an obligation on the Supplier to provide an indemnity, undertaking or warranty, the Supplier shall procure that each of its Sub-contractors shall comply with such obligation and provide such indemnity, undertaking or warranty to the Authority, Former Supplier, Replacement Supplier or Replacement Sub-contractor, as the case may be.

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3 APPLICABLE PARTS OF THIS SCHEDULE

3.1 Only the following parts of this Schedule shall apply to this Contract:

- (1) Part B (*Staff Transfer At Start Date – Transfer From Former Supplier*)
 - (2) Part D (*Pensions*)
 - (3) Part E (*Staff Transfer on Exit*)
- Annex E1 (List Of Notified Sub-Contractors)
- Annex **E2** (Staffing Information)

Part A: Transferring Authority Employees At Commencement Of Services

1 RELEVANT TRANSFERS

1.1 The Authority and the Supplier agree that:

- (4) the commencement of the provision of the Services or of each relevant part of the Services will be a Relevant Transfer in relation to the Transferring Authority Employees; and
- (5) as a result of the operation of the Employment Regulations, the contracts of employment between the Authority and the Transferring Authority Employees (except in relation to any terms disapplied through operation of regulation 10(2) of the Employment Regulations) will have effect on and from the Relevant Transfer Date as if originally made between the Supplier and/or any Notified Sub-contractor and each such Transferring Authority Employee.

1.2 The Authority shall comply with all its obligations under the Employment Regulations and shall perform and discharge all its obligations in respect of the Transferring Authority Employees in respect of the period arising up to (but not including) the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part to the period up to (but not including) the Relevant Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between: (i) the Authority; and (ii) the Supplier and/or any Notified Sub-contractor (as appropriate).

2 AUTHORITY INDEMNITIES

2.1 Subject to Paragraph 2.2, the Authority shall indemnify the Supplier and any Notified Sub-contractor against any Employee Liabilities arising from or as a result of:

- (6) any act or omission by the Authority in respect of any Transferring Authority Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Authority Employee occurring before the Relevant Transfer Date;
- (7) the breach or non-observance by the Authority before the Relevant Transfer Date of:

any collective agreement applicable to the Transferring Authority Employees;
and/or

any custom or practice in respect of any Transferring Authority Employees which the Authority is contractually bound to honour;

- (8) any claim by any trade union or other body or person representing the Transferring Authority Employees arising from or connected with any

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failure by the Authority to comply with any legal obligation to such trade union, body or person arising before the Relevant Transfer Date;

- (9) any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:

in relation to any Transferring Authority Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising before the Relevant Transfer Date; and

in relation to any employee who is not a Transferring Authority Employee and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Authority to the Supplier and/or any Notified Sub-contractor as appropriate, to the extent that the proceeding, claim or demand by the HMRC or other statutory authority relates to financial obligations arising before the Relevant Transfer Date.

- (10) a failure of the Authority to discharge, or procure the discharge of, all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Authority Employees arising before the Relevant Transfer Date;
- (11) any claim made by or in respect of any person employed or formerly employed by the Authority other than a Transferring Authority Employee for whom it is alleged the Supplier and/or any Notified Sub-contractor as appropriate may be liable by virtue of the Employment Regulations; and
- (12) any claim made by or in respect of a Transferring Authority Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Authority Employee relating to any act or omission of the Authority in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Supplier or any Sub-contractor to comply with regulation 13(4) of the Employment Regulations.

2.2 The indemnities in Paragraph 2.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Supplier or any Sub-contractor (whether or not a Notified Sub-contractor) whether occurring or having its origin before, on or after the Relevant Transfer Date including any Employee Liabilities:

- (13) arising out of the resignation of any Transferring Authority Employee before the Relevant Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Supplier and/or any Sub-contractor to occur in the period from (and including) the Relevant Transfer Date; or

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- (14) arising from the failure by the Supplier or any Sub-contractor to comply with its obligations under the Employment Regulations.
- 2.3 If any person who is not identified by the Authority as a Transferring Authority Employee claims, or it is determined in relation to any person who is not identified by the Authority as a Transferring Authority Employee, that his/her contract of employment has been transferred from the Authority to the Supplier and/or any Notified Sub-contractor pursuant to the Employment Regulations then:
- (15) the Supplier shall, or shall procure that the Notified Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Authority; and
- (16) the Authority may offer (or may procure that a third party may offer) employment to such person within 15 Working Days of receipt of the notification by the Supplier and/or any Notified Sub-contractor, or take such other reasonable steps as the Authority considers appropriate to deal with the matter provided always that such steps are in compliance with Law.
- 2.4 If an offer referred to in Paragraph (b)(16) is accepted, or if the situation has otherwise been resolved by the Authority, the Supplier shall, or shall procure that the Notified Sub-contractor shall, immediately release the person from his/her employment or alleged employment.
- 2.5 If by the end of the 15 Working Day period specified in Paragraph (b)(16):
- (17) no such offer of employment has been made;
- (18) such offer has been made but not accepted; or
- (19) the situation has not otherwise been resolved,
- the Supplier and/or any Notified Sub-contractor may within 5 Working Days give notice to terminate the employment or alleged employment of such person.
- 2.6 Subject to the Supplier and/or any Notified Sub-contractor acting in accordance with the provisions of Paragraphs 2.3 to 2.5 and in accordance with all applicable proper employment procedures set out in applicable Law, the Authority shall indemnify the Supplier and/or any Notified Sub-contractor (as appropriate) against all Employee Liabilities arising out of the termination of employment pursuant to the provisions of Paragraph 2.5 provided that the Supplier takes, or procures that the Notified Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.
- 2.7 The indemnity in Paragraph 2.6:
- (20) shall not apply to:
- any claim for:

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discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or

equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,

in any case in relation to any alleged act or omission of the Supplier and/or any Sub-contractor; or

any claim that the termination of employment was unfair because the Supplier and/or Notified Sub-contractor neglected to follow a fair dismissal procedure; and

(21) shall apply only where the notification referred to in Paragraph (b)(15) is made by the Supplier and/or any Notified Sub-contractor (as appropriate) to the Authority within 6 months of the Effective Date.

2.8 If any such person as is referred to in Paragraph 2.3 is neither re-employed by the Authority nor dismissed by the Supplier and/or any Notified Sub-contractor within the time scales set out in Paragraph 2.5 such person shall be treated as having transferred to the Supplier and/or any Notified Sub-contractor and the Supplier shall, or shall procure that the Notified Sub-contractor shall, comply with such obligations as may be imposed upon it under applicable Law.

3 SUPPLIER INDEMNITIES AND OBLIGATIONS

3.1 Subject to Paragraph 3.2, the Supplier shall indemnify the Authority against any Employee Liabilities arising from or as a result of:

(22) any act or omission by the Supplier or any Sub-contractor in respect of any Transferring Authority Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Authority Employee whether occurring before, on or after the Relevant Transfer Date;

(23) the breach or non-observance by the Supplier or any Sub-contractor on or after the Relevant Transfer Date of:

any collective agreement applicable to the Transferring Authority Employees; and/or

any custom or practice in respect of any Transferring Authority Employees which the Supplier or any Sub-contractor is contractually bound to honour;

(24) any claim by any trade union or other body or person representing any Transferring Authority Employees arising from or connected with any failure by the Supplier or any Sub-contractor to comply with any legal obligation to such trade union, body or person arising on or after the Relevant Transfer Date;

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- (25) any proposal by the Supplier or a Sub-contractor made before the Relevant Transfer Date to make changes to the terms and conditions of employment or working conditions of any Transferring Authority Employees to their material detriment on or after their transfer to the Supplier or the relevant Sub-contractor (as the case may be) on the Relevant Transfer Date, or to change the terms and conditions of employment or working conditions of any person who would have been a Transferring Authority Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the Employment Regulations) before the Relevant Transfer Date as a result of or for a reason connected to such proposed changes;
- (26) any statement communicated to or action undertaken by the Supplier or any Sub-contractor to, or in respect of, any Transferring Authority Employee before the Relevant Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Authority in writing;
- (27) any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:

in relation to any Transferring Authority Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date; and

in relation to any employee who is not a Transferring Authority Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Authority to the Supplier or a Sub-contractor, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date;

- (28) a failure of the Supplier or any Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Authority Employees in respect of the period from (and including) the Relevant Transfer Date;
- (29) any claim made by or in respect of a Transferring Authority Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Authority Employee relating to any act or omission of the Supplier or any Sub-contractor in relation to their obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the Authority's failure to comply with its obligations under regulation 13 of the Employment Regulations; and
- (30) a failure by the Supplier or any Sub-Contractor to comply with its obligations under Paragraph 2.8 above.

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- 3.2 The indemnities in Paragraph 3.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Authority whether occurring or having its origin before, on or after the Relevant Transfer Date including, without limitation, any Employee Liabilities arising from the Authority's failure to comply with its obligations under the Employment Regulations.
- 3.3 The Supplier shall comply, and shall procure that each Sub-contractor shall comply, with all its obligations under the Employment Regulations (including its obligation to inform and consult in accordance with regulation 13 of the Employment Regulations) and shall perform and discharge, and shall procure that each Sub-contractor shall perform and discharge, all its obligations in respect of the Transferring Authority Employees, from (and including) the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions and any other sums due under the Admission Agreement which in any case are attributable in whole or in part to the period from and including the Relevant Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between the Authority and the Supplier.

4 INFORMATION

- 4.1 The Supplier shall, and shall procure that each Sub-contractor shall, promptly provide to the Authority in writing such information as is necessary to enable the Authority to carry out its duties under regulation 13 of the Employment Regulations. The Authority shall promptly provide to the Supplier and each Notified Sub-contractor in writing such information as is necessary to enable the Supplier and each Notified Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations.

5 PRINCIPLES OF GOOD EMPLOYMENT PRACTICE

- 5.1 The Parties agree that the Principles of Good Employment Practice issued by the Cabinet Office in December 2010 apply to the treatment by the Supplier of employees whose employment begins after the Relevant Transfer Date, and the Supplier undertakes to treat such employees in accordance with the provisions of the Principles of Good Employment Practice.
- 5.2 The Supplier shall, and shall procure that each Sub-contractor shall, comply with any requirement notified to it by the Authority relating to pensions in respect of any Transferring Authority Employee as set down in:
- (31) the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector of January 2000, revised December 2013;
 - (32) Old Fair Deal; and/or
 - (33) the New Fair Deal.

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5.3 Any changes embodied in any statement of practice, paper or other guidance that replaces any of the documentation referred to in Paragraphs 5.1 or 5.2 shall be agreed in accordance with the Change Control Procedure.

6 PENSIONS

6.1 The Supplier shall, and/or shall procure that each of its Sub-contractors shall, comply with:

(34) the requirements of Part 1 of the Pensions Act 2008, section 258 of the Pensions Act 2004 and the Transfer of Employment (Pension Protection) Regulations 2005 for all transferring staff; and

(35) Part D (and its Annexes) to this Staff Transfer Schedule.

Part B: Transferring Former Supplier Employees At Commencement Of Services

1 RELEVANT TRANSFERS

1.1 The Authority and the Supplier agree that:

(36) the commencement of the provision of the Services or of any relevant part of the Services will be a Relevant Transfer in relation to the Transferring Former Supplier Employees; and

(37) as a result of the operation of the Employment Regulations, the contracts of employment between each Former Supplier and the Transferring Former Supplier Employees (except in relation to any terms disapplied through the operation of regulation 10(2) of the Employment Regulations) shall have effect on and from the Relevant Transfer Date as if originally made between the Supplier and/or Notified Sub-contractor and each such Transferring Former Supplier Employee.

1.2 The Authority shall procure that each Former Supplier shall comply with all its obligations under the Employment Regulations and shall perform and discharge all its obligations in respect of all the Transferring Former Supplier Employees in respect of the period up to (but not including) the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions which in any case are attributable in whole or in part in respect of the period up to (but not including) the Relevant Transfer Date) and the Supplier shall make, and the Authority shall procure that each Former Supplier makes, any necessary apportionments in respect of any periodic payments.

2 FORMER SUPPLIER INDEMNITIES

2.1 Subject to Paragraph 2.2, the Authority shall procure that each Former Supplier shall indemnify the Supplier and any Notified Sub-contractor against any Employee Liabilities arising from or as a result of:

(38) any act or omission by the Former Supplier in respect of any Transferring Former Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Former Supplier Employee arising before the Relevant Transfer Date;

(39) the breach or non-observance by the Former Supplier arising before the Relevant Transfer Date of:

any collective agreement applicable to the Transferring Former Supplier Employees; and/or

any custom or practice in respect of any Transferring Former Supplier Employees which the Former Supplier is contractually bound to honour;

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- (40) any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:

in relation to any Transferring Former Supplier Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising before the Relevant Transfer Date; and

in relation to any employee who is not a Transferring Former Supplier Employee and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Former Supplier to the Supplier and/or any Notified Sub-contractor as appropriate, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations in respect of the period to (but excluding) the Relevant Transfer Date;

- (41) a failure of the Former Supplier to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Former Supplier Employees in respect of the period to (but excluding) the Relevant Transfer Date;

- (42) any claim made by or in respect of any person employed or formerly employed by the Former Supplier other than a Transferring Former Supplier Employee for whom it is alleged the Supplier and/or any Notified Sub-contractor as appropriate may be liable by virtue of this Contract and/or the Employment Regulations; and

- (43) any claim made by or in respect of a Transferring Former Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Former Supplier Employee relating to any act or omission of the Former Supplier in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Supplier or any Sub-contractor to comply with regulation 13(4) of the Employment Regulations.

2.2 The indemnities in Paragraph 2.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Supplier or any Sub-contractor whether occurring or having its origin before, on or after the Relevant Transfer Date including, without limitation, any Employee Liabilities:

- (44) arising out of the resignation of any Transferring Former Supplier Employee before the Relevant Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Supplier or any Sub-contractor to occur in the period from (and including) the Relevant Transfer Date; or

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- (45) arising from the failure by the Supplier and/or any Sub-contractor to comply with its obligations under the Employment Regulations.
- 2.3 If any person who is not identified as a Transferring Former Supplier Employee claims, or it is determined in relation to any person who is not identified as a Transferring Former Supplier Employee, that his/her contract of employment has been transferred from a Former Supplier to the Supplier and/or any Notified Sub-contractor pursuant to the Employment Regulations then:
- (46) the Supplier shall, or shall procure that the Notified Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Authority and, where required by the Authority, to the Former Supplier; and
- (47) the Former Supplier may offer (or may procure that a third party may offer) employment to such person within 15 Working Days of the notification by the Supplier and/or the Notified Sub-contractor or take such other reasonable steps as the Former Supplier considers appropriate to deal with the matter provided always that such steps are in compliance with applicable Law.
- 2.4 If an offer referred to in Paragraph (b)(47) is accepted, or if the situation has otherwise been resolved by the Former Supplier and/or the Authority, the Supplier shall, or shall procure that the Notified Sub-contractor shall, immediately release the person from his/her employment or alleged employment.
- 2.5 If by the end of the 15 Working Day period specified in Paragraph (b)(47):
- (48) no such offer of employment has been made;
- (49) such offer has been made but not accepted; or
- (50) the situation has not otherwise been resolved,
- the Supplier and/or any Notified Sub-contractor may within 5 Working Days give notice to terminate the employment or alleged employment of such person.
- 2.6 Subject to the Supplier and/or any Notified Sub-contractor acting in accordance with the provisions of Paragraphs 2.3 to 2.5 and in accordance with all applicable proper employment procedures set out in Law, the Authority shall procure that the Former Supplier indemnifies the Supplier and/or any Notified Sub-contractor (as appropriate) against all Employee Liabilities arising out of the termination of employment pursuant to the provisions of Paragraph 2.5 provided that the Supplier takes, or shall procure that the Notified Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.
- 2.7 The indemnity in Paragraph 2.6:
- (51) shall not apply to:

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any claim for:

discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or

equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,

in any case in relation to any alleged act or omission of the Supplier and/or any Sub-contractor; or

any claim that the termination of employment was unfair because the Supplier and/or Notified Sub-contractor neglected to follow a fair dismissal procedure; and

(52) shall apply only where the notification referred to in Paragraph (b)(46) is made by the Supplier and/or any Notified Sub-contractor (as appropriate) to the Authority and, if applicable, the Former Supplier, within 6 months of the Effective Date.

2.8 If any such person as is described in Paragraph 2.3 is neither re-employed by the Former Supplier nor dismissed by the Supplier and/or any Notified Sub-contractor within the time scales set out in Paragraph 2.5, such person shall be treated as having transferred to the Supplier or Notified Sub-contractor and the Supplier shall, or shall procure that the Notified Sub-contractor shall, comply with such obligations as may be imposed upon it under the Law.

3 SUPPLIER INDEMNITIES AND OBLIGATIONS

3.1 Subject to Paragraph 3.2, the Supplier shall indemnify the Authority and/or the Former Supplier against any Employee Liabilities arising from or as a result of:

(53) any act or omission by the Supplier or any Sub-contractor in respect of any Transferring Former Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Former Supplier Employee whether occurring before, on or after the Relevant Transfer Date;

(54) the breach or non-observance by the Supplier or any Sub-contractor on or after the Relevant Transfer Date of:

any collective agreement applicable to the Transferring Former Supplier Employee; and/or

any custom or practice in respect of any Transferring Former Supplier Employees which the Supplier or any Sub-contractor is contractually bound to honour;

(55) any claim by any trade union or other body or person representing any Transferring Former Supplier Employees arising from or connected with any failure by the Supplier or a Sub-contractor to comply with any legal

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obligation to such trade union, body or person arising on or after the Relevant Transfer Date;

- (56) any proposal by the Supplier or a Sub-contractor prior to the Relevant Transfer Date to make changes to the terms and conditions of employment or working conditions of any Transferring Former Supplier Employees to their material detriment on or after their transfer to the Supplier or a Sub-contractor (as the case may be) on the Relevant Transfer Date, or to change the terms and conditions of employment or working conditions of any person who would have been a Transferring Former Supplier Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the Employment Regulations) before the Relevant Transfer Date as a result of or for a reason connected to such proposed changes;
- (57) any statement communicated to or action undertaken by the Supplier or a Sub-contractor to, or in respect of, any Transferring Former Supplier Employee before the Relevant Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Authority and/or the Former Supplier in writing;
- (58) any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:

in relation to any Transferring Former Supplier Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date; and

in relation to any employee who is not a Transferring Former Supplier Employee, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Former Supplier to the Supplier or a Sub-contractor, to the extent that the proceeding, claim or demand by the HMRC or other statutory authority relates to financial obligations arising on or after the Relevant Transfer Date;

- (59) a failure of the Supplier or any Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Former Supplier Employees in respect of the period from (and including) the Relevant Transfer Date;
- (60) any claim made by or in respect of a Transferring Former Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Former Supplier Employee relating to any act or omission of the Supplier or any Sub-contractor in relation to obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the Former Supplier's failure to comply with its obligations under regulation 13 of the Employment Regulations; and

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- (61) a failure by the Supplier or any Sub-Contractor to comply with its obligations under Paragraph 2.8 above
- 3.2 The indemnities in Paragraph 3.1 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Former Supplier whether occurring or having its origin before, on or after the Relevant Transfer Date including, without limitation, any Employee Liabilities arising from the Former Supplier's failure to comply with its obligations under the Employment Regulations.
- 3.3 The Supplier shall comply, and shall procure that each Sub-contractor shall comply, with all its obligations under the Employment Regulations (including without limitation its obligation to inform and consult in accordance with regulation 13 of the Employment Regulations) and shall perform and discharge, and shall procure that each Sub-contractor shall perform and discharge, all its obligations in respect of all the Transferring Former Supplier Employees, on and from the Relevant Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions and any other sums due under the Admission Agreement which in any case are attributable in whole or in part to the period from (and including) the Relevant Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between the Supplier and the Former Supplier.

4 INFORMATION

- 4.1 The Supplier shall, and shall procure that each Sub-contractor shall, promptly provide to the Authority and/or at the Authority's direction, the Former Supplier, in writing such information as is necessary to enable the Authority and/or the Former Supplier to carry out their respective duties under regulation 13 of the Employment Regulations. The Authority shall procure that the Former Supplier shall promptly provide to the Supplier and each Notified Sub-contractor in writing such information as is necessary to enable the Supplier and each Notified Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations.

5 PRINCIPLES OF GOOD EMPLOYMENT PRACTICE

- 5.1 The Supplier shall, and shall procure that each Sub-contractor shall, comply with any requirement notified to it by the Authority relating to pensions in respect of any Transferring Former Supplier Employee as set down in:
- (62) the Cabinet Office Statement of Practice on Staff Transfers in the Public Sector of January 2000, revised December 2013;
- (63) Old Fair Deal; and/or
- (64) the New Fair Deal.
- 5.2 Any changes embodied in any statement of practice, paper or other guidance that replaces any of the documentation referred to in Paragraph 5.1 shall be agreed in accordance with the Change Control Procedure.

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6 PROCUREMENT OBLIGATIONS

- 6.1 Notwithstanding any other provisions of this Part B, where in this Part B the Authority accepts an obligation to procure that a Former Supplier does or does not do something, such obligation shall be limited so that it extends only to the extent that the Authority's contract with the Former Supplier contains a contractual right in that regard which the Authority may enforce, or otherwise so that it requires only that the Authority must use reasonable endeavours to procure that the Former Supplier does or does not act accordingly.

7 PENSIONS

- 7.1 The Supplier shall, and shall procure that each Sub-contractor shall, comply with:
- (65) the requirements of Part 1 of the Pensions Act 2008, section 258 of the Pensions Act 2004 and the Transfer of Employment (Pension Protection) Regulations 2005 for all transferring staff; and
 - (66) Part D (and its Annexes) to this Staff Transfer Schedule.

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Part C: No Transfer Of Employees At Commencement Of Services

1 PROCEDURE IN THE EVENT OF TRANSFER

- 1.1 The Authority and the Supplier agree that the commencement of the provision of the Services or of any part of the Services will not be a Relevant Transfer in relation to any employees of the Authority and/or any Former Supplier.
- 1.2 If any employee of the Authority and/or a Former Supplier claims, or it is determined in relation to any employee of the Authority and/or a Former Supplier, that his/her contract of employment has been transferred from the Authority and/or the Former Supplier to the Supplier and/or any Sub-contractor pursuant to the Employment Regulations then:
- (67) the Supplier shall, and shall procure that the relevant Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Authority and, where required by the Authority, give notice to the Former Supplier; and
 - (68) the Authority and/or the Former Supplier may offer (or may procure that a third party may offer) employment to such person within 15 Working Days of the notification by the Supplier or the Sub-contractor (as appropriate) or take such other reasonable steps as the Authority or Former Supplier (as the case may be) considers appropriate to deal with the matter provided always that such steps are in compliance with applicable Law.
- 1.3 If an offer referred to in Paragraph (b)(68) is accepted (or if the situation has otherwise been resolved by the Authority and/or the Former Supplier), the Supplier shall, or shall procure that the Sub-contractor shall, immediately release the person from his/her employment or alleged employment.
- 1.4 If by the end of the 15 Working Day period specified in Paragraph (b)(68):
- (69) no such offer of employment has been made;
 - (70) such offer has been made but not accepted; or
 - (71) the situation has not otherwise been resolved,
- the Supplier and/or the Sub-contractor may within 5 Working Days give notice to terminate the employment or alleged employment of such person.

2 INDEMNITIES

- 2.1 Subject to the Supplier and/or the relevant Sub-contractor acting in accordance with the provisions of Paragraphs 1.2 to 1.4 and in accordance with all applicable employment procedures set out in applicable Law and subject also to Paragraph 2.4, the Authority shall:
- (72) indemnify the Supplier and/or the relevant Sub-contractor against all Employee Liabilities arising out of the termination of the employment of any employees of the Authority referred to in Paragraph 1.2 made

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pursuant to the provisions of Paragraph 1.4 provided that the Supplier takes, or shall procure that the Notified Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities; and

- (73) procure that the Former Supplier indemnifies the Supplier and/or any Notified Sub-contractor against all Employee Liabilities arising out of termination of the employment of the employees of the Former Supplier referred to in Paragraph 1.2 made pursuant to the provisions of Paragraph 1.4 provided that the Supplier takes, or shall procure that the relevant Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.
- 2.2 If any such person as is described in Paragraph 1.2 is neither re employed by the Authority and/or the Former Supplier as appropriate nor dismissed by the Supplier and/or any Sub-contractor within the 15 Working Day period referred to in Paragraph 1.4 such person shall be treated as having transferred to the Supplier and/or the Sub-contractor (as appropriate) and the Supplier shall, or shall procure that the Sub-contractor shall, comply with such obligations as may be imposed upon it under Law.
- 2.3 Where any person remains employed by the Supplier and/or any Sub-contractor pursuant to Paragraph 2.2, all Employee Liabilities in relation to such employee shall remain with the Supplier and/or the Sub-contractor and the Supplier shall indemnify the Authority and any Former Supplier, and shall procure that the Sub-contractor shall indemnify the Authority and any Former Supplier, against any Employee Liabilities that either of them may incur in respect of any such employees of the Supplier and/or employees of the Sub-contractor.
- 2.4 The indemnities in Paragraph 2.1:
- (74) shall not apply to:
- any claim for:
- discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or
- equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,
- in any case in relation to any alleged act or omission of the Supplier and/or any Sub-contractor; or
- any claim that the termination of employment was unfair because the Supplier and/or any Sub-contractor neglected to follow a fair dismissal procedure; and
- (75) shall apply only where the notification referred to in Paragraph (b)(67) is made by the Supplier and/or any Sub-contractor to the Authority and, if applicable, Former Supplier within 6 months of the Effective Date.

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3 PROCUREMENT OBLIGATIONS

- 3.1 Where in this Part C the Authority accepts an obligation to procure that a Former Supplier does or does not do something, such obligation shall be limited so that it extends only to the extent that the Authority's contract with the Former Supplier contains a contractual right in that regard which the Authority may enforce, or otherwise so that it requires only that the Authority must use reasonable endeavours to procure that the Former Supplier does or does not act accordingly.

Part D: Pensions

1 DEFINITIONS

1.1 In this Part D and Part E, the following words have the following meanings and they shall supplement Schedule 1 (Definitions), and shall be deemed to include the definitions set out in the Annexes to this Part D:

"Actuary"	a Fellow of the Institute and Faculty of Actuaries;
"Admission Agreement"	either or both of the CSPS Admission Agreement (as defined in Annex D1: CSPS) or the LGPS Admission Agreement) as defined in Annex D3: LGPS), as the context requires;
"Best Value Direction"	the Best Value Authorities Staff Transfers (Pensions) Direction 2007 or the Welsh Authorities Staff Transfers (Pensions) Direction 2012 (as appropriate);
"Broadly Comparable"	(a) in respect of a pension scheme, a status satisfying the condition that there are no identifiable employees who will suffer material detriment overall in terms of future accrual of pension benefits as assessed in accordance with Annex A of New Fair Deal and demonstrated by the issue by the Government Actuary's Department of a broad comparability certificate; and/or (b) in respect of benefits provided for or in respect of a member under a pension scheme, benefits that are consistent with that pension scheme's certificate of broad comparability issued by the Government Actuary's Department, and "Broad Comparability" shall be construed accordingly;
"CSPS"	the schemes as defined in Annex D1 to this Part D;
"Direction Letter/Determination"	has the meaning in Annex D2 to this Part D;
"Fair Deal Eligible Employees"	means each of the CSPS Eligible Employees (as defined in Annex D1 to this Part D), the NHSPS Eligible Employees (as defined in Annex D2 to this Part D) and/or the LGPS Eligible Employees (as defined in Annex D3 to this Part D) (as applicable)

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(and shall include any such employee who has been admitted to and/or remains eligible to join a Broadly Comparable pension scheme at the relevant time in accordance with Paragraph 10 or 11 of this Part D);

"Fair Deal Employees"

any of:

- (a) Transferring Authority Employees;
- (b) Transferring Former Supplier Employees; and/or
- (c) employees who are not Transferring Authority Employees or Transferring Former Supplier Employees but to whom the Employment Regulations apply on the Relevant Transfer Date to transfer their employment to the Supplier or a Sub-Contractor, and whose employment is not terminated in accordance with the provisions of Paragraphs 2.5 of Parts 0 or 0 or Paragraph 1.4 of Part C;
- (d) where the Supplier or a Sub-contractor was the Former Supplier, the employees of the Supplier (or Sub-contractor)
- (e) who at the Relevant Transfer Date are or become entitled to New Fair Deal or Best Value Direction protection in respect of any of the Statutory Schemes or a Broadly Comparable pension scheme provided in accordance with Paragraph 10 of this Part D as notified by the Authority;

"Fund Actuary"

a Fund Actuary as defined in Annex D3 to this Part D;

"LGPS"

the scheme as defined in Annex D3 to this Part D;

"NHSPS"

the schemes as defined in Annex D2 to this Part D; and

"New Fair Deal"

the revised Fair Deal position set out in the HM Treasury guidance: "*Fair Deal for Staff Pensions: Staff Transfer from Central Government*" issued in October 2013 including:

any amendments to that document immediately prior to the Relevant Transfer Date; and

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any similar pension protection in accordance with the subsequent Annex D1-D3 inclusive as notified to the Supplier by the Authority.

2 PARTICIPATION

- 2.1 In respect of all or any Fair Deal Employees each of Annex D1: CSPS, Annex D2: NHSPS and/or Annex D3: LGPS shall apply, as appropriate.
- 2.2 The Supplier undertakes to do all such things and execute any documents (including any relevant Admission Agreement and/or Direction Letter/Determination, if necessary) as may be required to enable the Supplier to participate in the appropriate Statutory Scheme in respect of the Fair Deal Employees and shall bear its own costs in such regard.
- 2.3 The Supplier undertakes:
- (1) to pay to the Statutory Schemes all such amounts as are due under the relevant Admission Agreement and/or Direction Letter/Determination or otherwise and shall deduct and pay to the Statutory Schemes such employee contributions as are required; and
 - (2) subject to Paragraph 5 of Annex D3: LGPS to be fully responsible for all other costs, contributions, payments and other amounts relating to its participation in the Statutory Schemes, including for the avoidance of doubt any exit payments and the costs of providing any bond, indemnity or guarantee required in relation to such participation.
- 2.4 Where the Supplier is the Former Supplier (or a Sub-contractor is a sub-contractor of the Former Supplier) and there is no Relevant Transfer of the Fair Deal Employees because they remain continuously employed by the Supplier (or Sub-contractor) at the Operational Service Commencement Date, this Part D and its Annexes shall be modified accordingly so that the Supplier (or Sub-contractor) shall comply with its requirements from the Operational Service Commencement Date or, where it previously provided a Broadly Comparable pension scheme, from the date it is able to close accrual of its Broadly Comparable pension scheme (following appropriate consultation and contractual changes as appropriate) if later. The Supplier (or Sub-contractor) shall make arrangements for a bulk transfer from its Broadly Comparable pension scheme to the relevant Statutory Scheme in accordance with the requirements of the previous contract with the Authority.

3 PROVISION OF INFORMATION

- 3.1 The Supplier undertakes to the Authority:
- (3) to provide all information which the Authority may reasonably request concerning matters referred to in this Part D as expeditiously as possible;
 - (4) not to issue any announcements to any Fair Deal Employee prior to the Relevant Transfer Date concerning the matters stated in this Part D

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without the consent in writing of the Authority (such consent not to be unreasonably withheld or delayed); and

- (5) retain such records as would be necessary to manage the pension aspects in relation to any current or former Fair Deal Eligible Employees arising on expiry or termination of this Contract.

4 INDEMNITIES

4.1 The Supplier shall indemnify and keep indemnified the Authority, [NHS Pensions,] any Replacement Supplier and/or any Replacement Sub-contractor on demand from and against all and any Losses whatsoever suffered or incurred by it or them which:

- (6) arise out of or in connection with any liability towards all and any Fair Deal Employees in respect of service on or after the Relevant Transfer Date which arises from any breach by the Supplier of this Part D, and/or the CSPS Admission Agreement and/or the Direction Letter/Determination and/or the LGPS Admission Agreement;
- (7) relate to the payment of benefits under and/or participation in a pension scheme (as defined in section 150(1) Finance Act 2004) provided by the Supplier or a Sub-contractor on and after the Relevant Transfer Date until the date of termination or expiry of this Contract, including the Statutory Schemes or any Broadly Comparable pension scheme provided in accordance with Paragraphs 10 or 11 of this Part D;
- (8) relate to claims by Fair Deal Employees of the Supplier and/or of any Sub-contractor or by any trade unions, elected employee representatives or staff associations in respect of all or any such Fair Deal Employees which Losses:

relate to any rights to benefits under a pension scheme (as defined in section 150(1) Finance Act 2004) in respect of periods of employment on and after the Relevant Transfer Date until the date of termination or expiry of this Contract;

arise out of the failure of the Supplier and/or any relevant Sub-contractor to comply with the provisions of this Part D before the date of termination or expiry of this Contract; and/or

- (9) arise out of or in connection with the Supplier (or its Sub-contractor) allowing anyone who is not an NHSPS Fair Deal Employee to join or claim membership of the NHSPS at any time during the Term.

4.2 The indemnities in this Part D and its Annexes:

- (10) shall survive termination of this Contract; and
- (11) shall not be affected by the caps on liability contained in Clause 23 (*Limitations on Liability*).

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5 DISPUTES

- 5.1 The Dispute Resolution Procedure will not apply to any dispute (i) between the Authority and/or the Supplier or (ii) between their respective actuaries and/or the Fund Actuary about any of the actuarial matters referred to in this Part D and its Annexes which shall in the absence of agreement between the Authority and/or the Supplier be referred to an independent Actuary:
- (12) who will act as an expert and not as an arbitrator;
 - (13) whose decision will be final and binding on the Authority and/or the Supplier; and
 - (14) whose expenses shall be borne equally by the Authority and/or the Supplier unless the independent Actuary shall otherwise direct.
- 5.2 The independent Actuary shall be agreed by the Parties or, failing such agreement the independent Actuary shall be appointed by the President for the time being of the Institute and Faculty of Actuaries on the application by the Parties.

6 THIRD PARTY RIGHTS

- 6.1 The Parties agree Clause 41 (*Third Party Rights*) does not apply and that the CRTPA applies to this Part D to the extent necessary to ensure that any Fair Deal Employee will have the right to enforce any obligation in respect of to him or her by the Supplier under this Part D, in his or her or its own right under section 1(1) of the CRTPA.
- 6.2 Further, the Supplier must ensure that the CRTPA will apply to any Sub-contract to the extent necessary to ensure that any Fair Deal Employee will have the right to enforce any obligation owed to them by the Sub-contractor in his or her own right under section 1(1) of the CRTPA.

7 BREACH

- 7.1 The Supplier agrees to notify the Authority should it breach any obligations it has under this Part D and agrees that the Authority shall be entitled to terminate its Contract for material Default in the event that the Supplier:
- (15) commits an irremediable breach of any provision or obligation it has under this Part D; or
 - (16) commits a breach of any provision or obligation it has under this Part D which, where capable of remedy, it fails to remedy within a reasonable time and in any event within 28 days of the date of a notice from the Authority giving particulars of the breach and requiring the Supplier to remedy it.

8 TRANSFER TO ANOTHER EMPLOYER/SUB-CONTRACTORS

- 8.1 Save on expiry or termination of this Contract, if the employment of any Fair Deal Eligible Employee transfers to another employer (by way of a transfer under the Employment Regulations or other form of compulsory transfer of

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employment), the Supplier shall or shall procure that any relevant Sub-contractor shall:

- (17) notify the Authority as far as reasonably practicable in advance of the transfer to allow the Authority to make the necessary arrangements for participation with the relevant Statutory Scheme(s);
- (18) consult with, and inform those Fair Deal Eligible Employees of, the pension provisions relating to that transfer; and
- (19) procure that the employer to which the Fair Deal Eligible Employees are transferred (the "**New Employer**") complies with the provisions of this Part D and its Annexes provided that references to the "Supplier" will become references to the New Employer, references to "Relevant Transfer Date" will become references to the date of the transfer to the New Employer and references to "Fair Deal Employees" will become references to the Fair Deal Eligible Employees so transferred to the New Employer.

9 PENSION ISSUES ON EXPIRY OR TERMINATION

- 9.1 The provisions of Part E: Staff Transfer On Exit (Mandatory) apply in relation to pension issues on expiry or termination of this Contract.
- 9.2 The Supplier shall (and shall procure that any of its Sub-contractors shall) prior to the termination of this Contract provide all such co-operation and assistance (including co-operation and assistance from the Broadly Comparable pension scheme's Actuary) as the Replacement Supplier and/or NHS Pension and/or CPCS and/or the relevant Administering Authority and/or the Authority may reasonably require, to enable the Replacement Supplier to participate in the appropriate Statutory Scheme in respect of any Fair Deal Eligible Employee that remains eligible for New Fair Deal protection following a Service Transfer.

10 BROADLY COMPARABLE PENSION SCHEME ON RELEVANT TRANSFER DATE

- 10.1 If the terms of any of Paragraphs 4 of Annex D2: NHSPS or 3.1 of Annex D3: LGPS applies, the Supplier must (and must, where relevant, procure that each of its Sub-contractors will) ensure that, with effect from the Relevant Transfer Date the relevant Fair Deal Employees will be eligible for membership of a pension scheme under which the benefits are Broadly Comparable to those provided under the relevant Statutory Scheme, and then on such terms as may be decided by the Authority.
- 10.2 Such Broadly Comparable pension scheme must be:
 - (20) established by the Relevant Transfer Date;
 - (21) a registered pension scheme for the purposes of Part 4 of the Finance Act 2004;

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- (22) capable of receiving a bulk transfer payment from the relevant Statutory Scheme or from a Former Supplier's Broadly Comparable pension scheme (unless otherwise instructed by the Authority);
 - (23) capable of paying a bulk transfer payment to the Replacement Supplier's Broadly Comparable pension scheme (or the relevant Statutory Scheme if applicable) (unless otherwise instructed by the Authority); and
 - (24) maintained until such bulk transfer payments have been received or paid (unless otherwise instructed by the Authority).
- 10.3 Where the Supplier has provided a Broadly Comparable pension scheme pursuant to the provisions of this Paragraph 10, the Supplier shall (and shall procure that any of its Sub-contractors shall):
- (25) supply to the Authority details of its (or its Sub-contractor's) Broadly Comparable pension scheme and provide a full copy of the valid certificate of broad comparability (which remains valid as at the Relevant Transfer Date) covering all relevant Fair Deal Employees, as soon as it is able to do so before the Relevant Transfer Date (where possible) and in any event no later than seven (7) days after receipt of the certificate;
 - (26) be fully responsible for all costs, contributions, payments and other amounts relating to the setting up, certification of, ongoing participation in and/or withdrawal and exit from the Broadly Comparable pension scheme, including for the avoidance of doubt any debts arising under section 75 or 75A of the Pensions Act 1995;
 - (27) instruct any such Broadly Comparable pension scheme's Actuary to provide all such co-operation and assistance may be required to agree the bulk transfer process with the Actuary to the Former Supplier's Broadly Comparable pension scheme or the Actuary to the relevant Statutory Scheme (as appropriate) and to provide all such co-operation and assistance as may be requested by any other Actuary appointed by the Authority (where applicable). This will be with a view to the bulk transfer terms providing day for day and/or pound for pound (as applicable) (or actuarially equivalent where there are benefit differences between the two schemes) credits in the Broadly Comparable pension scheme in respect of any Fair Deal Eligible Employee who consents to such a transfer; and
 - (28) provide a replacement Broadly Comparable pension scheme in accordance with this Paragraph 10 with immediate effect for those Fair Deal Eligible Employees who are still employed by the Supplier and/or relevant Sub-contractor and are still eligible for New Fair Deal protection in the event that the Supplier and/or Sub-contractor's Broadly Comparable pension scheme is closed to future accrual and/or terminated. The relevant Fair Deal Eligible Employees must be given the option to transfer their accrued benefits from the previous Broadly Comparable pension scheme to the new Broadly Comparable pension

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scheme on day for day and/or pound for pound terms (as applicable) (or actuarially equivalent where there are benefit differences between the two schemes).

10.4 Where the Supplier has provided a Broadly Comparable pension scheme pursuant to the provisions of this Paragraph 10, the Supplier shall (and shall procure that any of its Sub-contractors shall) prior to the termination of this Contract:

(29) allow and make all necessary arrangements to effect, in respect of any Fair Deal Eligible Employee that remains eligible for New Fair Deal protection, following a Service Transfer, the bulk transfer of past service from any such Broadly Comparable pension scheme into the Replacement Supplier's Broadly Comparable pension scheme (or the relevant Statutory Scheme if applicable). The bulk transfer terms provided shall be on a past service reserve basis which should be calculated allowing for projected final salary at the assumed date of retirement, leaving service or death (in the case of final salary benefits). The actuarial basis for this past service reserve basis should be aligned to the funding requirements of the Supplier's Broadly Comparable pension scheme in place at the time the bulk transfer terms are offered. The bulk transfer terms shall be subject to an underpin in relation to any service credits awarded in the Supplier's Broadly Comparable pension scheme in accordance with Paragraph (e)(27) such that the element of the past service reserve amount which relates to such service credits shall be no lower than that required by the bulk transfer terms that were agreed in accordance with Paragraph (e)(27) but using the last day of the Fair Deal Eligible Employees' employment with the Supplier or Sub-contractor (as appropriate) as the date used to determine the actuarial assumptions; and

(30) if the transfer payment paid by the trustees of the Supplier's Broadly Comparable pension scheme is less (in the opinion of the Actuary to the Replacement Supplier's Broadly Comparable pension scheme (or to the relevant Statutory Scheme if applicable)) than the transfer payment which would have been paid had Paragraph (e)(29) been complied with, the Supplier shall (or shall procure that the Sub-contractor shall) pay the amount of the difference to the Replacement Supplier's Broadly Comparable pension scheme (or relevant Statutory Scheme if applicable) or as the Authority shall otherwise direct. The Supplier shall indemnify the Authority or the Replacement Supplier's Broadly Comparable pension scheme (or the relevant Statutory Scheme if applicable) (as the Authority directs) for any failure to pay the difference as required under this Paragraph.

11 BROADLY COMPARABLE PENSION SCHEME IN OTHER CIRCUMSTANCES

11.1 If the terms of any of Paragraphs 2.2 of Annex D1: CSPS, 5.2 of Annex D2: NHSPS and/or 3.2 of Annex D3: LGPS apply, the Supplier must (and must, where relevant, procure that each of its Sub-contractors will) ensure that, with

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effect from the cessation of participation in the Statutory Scheme, the relevant Fair Deal Eligible Employees will be eligible for membership of a pension scheme under which the benefits are Broadly Comparable to those provided under the relevant Statutory Scheme at the date of cessation of participation in the relevant Statutory Scheme, and then on such terms as may be decided by the Authority.

11.2 Such Broadly Comparable pension scheme must be:

- (31) established by the date of cessation of participation in the Statutory Scheme;
- (32) a registered pension scheme for the purposes of Part 4 of the Finance Act 2004;
- (33) capable of receiving a bulk transfer payment from the relevant Statutory Scheme (where instructed to do so by the Authority);
- (34) capable of paying a bulk transfer payment to the Replacement Supplier's Broadly Comparable pension scheme (or the relevant Statutory Scheme if applicable) (unless otherwise instructed by the Authority); and
- (35) maintained until such bulk transfer payments have been received or paid (unless otherwise instructed by the Authority).

11.3 Where the Supplier has provided a Broadly Comparable pension scheme pursuant to the provisions of this Paragraph 11, the Supplier shall (and shall procure that any of its Sub-contractors shall):

- (36) supply to the Authority details of its (or its Sub-contractor's) Broadly Comparable pension scheme and provide a full copy of the valid certificate of broad comparability (which remains valid as at the date of cessation of participation in the Statutory Scheme) covering all relevant Fair Deal Eligible Employees, as soon as it is able to do so before the cessation of participation in the Statutory Scheme (where possible) and in any event no later than seven (7) days after receipt of the certificate;
- (37) be fully responsible for all costs, contributions, payments and other amounts relating to the setting up, certification of, ongoing participation in and/or withdrawal and exit from the Broadly Comparable pension scheme, including for the avoidance of doubt any debts arising under section 75 or 75A of the Pensions Act 1995; and
- (38) where required to do so by the Authority, instruct any such Broadly Comparable pension scheme's Actuary to provide all such co-operation and assistance as may be required to in agree a bulk transfer process with the Actuary to the relevant Statutory Scheme and to provide all such co-operation and assistance as may be requested by any other Actuary appointed by the Authority (where applicable). The Supplier must ensure that day for day and/or pound for pound (as applicable) (or actuarially equivalent where there are benefit differences between the two schemes) credits in the Broadly Comparable pension scheme are

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provided in respect of any Fair Deal Employee who consents to such a transfer from the Statutory Scheme and the Supplier shall be fully responsible for any costs of providing those credits in excess of the bulk transfer payment received by the Broadly Comparable pension scheme; and

- (39) provide a replacement Broadly Comparable pension scheme in accordance with this Paragraph 11 with immediate effect for those Fair Deal Eligible Employees who are still employed by the Supplier and/or relevant Sub-contractor and are still eligible for New Fair Deal protection in the event that the Supplier and/or Sub-contractor's Broadly Comparable pension scheme is closed to future accrual and/or terminated. The relevant Fair Deal Eligible Employees must be given the option to transfer their accrued benefits from the previous Broadly Comparable pension scheme to the new Broadly Comparable pension scheme on day for day and/or pound for pound terms (as applicable) (or actuarially equivalent where there are benefit differences between the two schemes).

11.4 Where the Supplier has provided a Broadly Comparable pension scheme pursuant to the provisions of this Paragraph 11, the Supplier shall (and shall procure that any of its Sub-contractors shall) prior to the termination of this Contract allow and make all necessary arrangements to effect, in respect of any Fair Deal Eligible Employee that remains eligible for New Fair Deal protection, following a Service Transfer, the bulk transfer of past service from any such Broadly Comparable pension scheme into the Replacement Supplier's Broadly Comparable pension scheme (or relevant Statutory Scheme if applicable). The bulk transfer terms provided shall be sufficient to secure day for day and/or pound for pound credits (as applicable) (or actuarially equivalent where there are benefit differences between the two schemes) in the Replacement Supplier's Broadly Comparable pension scheme (or relevant Statutory Scheme if applicable). For the avoidance of doubt, should the amount offered by the Supplier's Broadly Comparable pension scheme be less than the amount required by the Replacement Supplier's Broadly Comparable pension scheme (or the relevant Statutory Scheme if applicable) to fund the required credits ("**the Shortfall**"), the Supplier or the Sub-contractor (as agreed between them) must pay the Replacement Supplier's Broadly Comparable pension scheme (or relevant Statutory Scheme if applicable) the Shortfall as required, provided that in the absence of any agreement between the Supplier and any Sub-contractor, the Shortfall shall be paid by the Supplier. The Supplier shall indemnify the Authority or the Replacement Supplier's Broadly Comparable pension scheme (or the relevant Statutory Scheme if applicable) (as the Authority directs) for any failure to pay the Shortfall under this Paragraph.

12 RIGHT OF SET-OFF

12.1 The Authority shall have a right to set off against any payments due to the Supplier under this Contract an amount equal to:

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- (40) any unpaid employer's contributions or employee's contributions or any other financial obligations under the CSPA or any CSPA Admission Agreement in respect of the CSPA Eligible Employees whether due from the Supplier or from any relevant Sub-contractor or due from any third party under any indemnity, bond or guarantee;
- (41) any unpaid employer's contributions or employee's contributions or any other financial obligations under the NHSPA or any Direction Letter/Determination in respect of the NHSPA Eligible Employees whether due from the Supplier or from any relevant Sub-contractor or due from any third party under any indemnity, bond or guarantee; or
- (42) any unpaid employer's contributions or employee's contributions or any other financial obligations under the LGPS or any LGPS Admission Agreement in respect of the LGPS Eligible Employees whether due from the Supplier or from any relevant Sub-contractor or due from any third party under any indemnity, bond or guarantee;

and shall pay such set off amount to the relevant Statutory Scheme.

- 12.2 The Authority shall also have a right to set off against any payments due to the Supplier under this Contract all reasonable costs and expenses incurred by the Authority as result of Paragraphs 12.1 above.

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Annex D1: CSPS

1 Definitions

1.1 In this Annex D1: CSPS to Part D: Pensions, the following words have the following meanings:

"CSPS Admission Agreement" an admission agreement in the form available on the Civil Service Pensions website immediately prior to the Relevant Transfer Date to be entered into for the CSPA in respect of the Services;

"CSPA Eligible Employee" any CSPA Fair Deal Employee who at the relevant time is an active member or eligible to participate in the CSPA under a CSPA Admission Agreement;

"CSPA Fair Deal Employee" a Fair Deal Employee who at the Relevant Transfer Date is or becomes entitled to protection in respect of the CSPA in accordance with the provisions of New Fair Deal;

"CSPA" the Principal Civil Service Pension Scheme available to Civil Servants and employees of bodies under Schedule 1 of the Superannuation Act 1972 (and eligible employees of other bodies admitted to participate under a determination under section 25 of the Public Service Pensions Act 2013), as governed by rules adopted by Parliament; the Partnership Pension Account and its (i) Ill health Benefits Arrangements and (ii) Death Benefits Arrangements; the Civil Service Additional Voluntary Contribution Scheme; and "alpha" introduced under The Public Service (Civil Servants and Others) Pensions Regulations 2014.

2 Future Service Benefits

2.1 In accordance with New Fair Deal, the Supplier and/or any of its Sub-contractors to which the employment of any CSPA Fair Deal Employee compulsorily transfers as a result of either the award of this Contract or a Relevant Transfer, if not an employer which participates automatically in the CSPA, shall each secure a CSPA Admission Agreement to ensure that CSPA Fair Deal Employees or CSPA Eligible Employees as appropriate shall be either admitted into, or offered continued membership of, the relevant section of the CSPA that they currently contribute to, or were eligible to join immediately prior to the Relevant Transfer Date or became eligible to join on the Relevant Transfer Date. The Supplier and/or any of its Sub-contractors shall procure that the CSPA Fair Deal Employees continue to accrue benefits in the CSPA in accordance with the provisions governing the relevant section of the CSPA for service from (and including) the Relevant Transfer Date.

2.2 If the Supplier and/or any of its Sub-contractors enters into a CSPA Admission Agreement in accordance with Paragraph 2.1 but the CSPA Admission Agreement is terminated during the term of this Contract for any reason at a time when the Supplier or Sub-contractor still employs any CSPA Eligible Employees, the Supplier shall (and procure that its Sub-contractors shall) at

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no extra cost to the Authority, offer the remaining CSPS Eligible Employees membership of a pension scheme which is Broadly Comparable to the CSPS on the date those CSPS Eligible Employees ceased to participate in the CSPS in accordance with the provisions of Paragraph 11 of Part D.

Annex D2: NHSPS

1 Definitions

1.1 In this Annex D2: NHSPS to Part D: Pensions, the following words have the following meanings:

"Direction Letter/Determination" an NHS Pensions Direction or Determination (as appropriate) issued by the Secretary of State in exercise of the powers conferred by section 7 of the Superannuation (Miscellaneous Provisions) Act 1967 or by section 25 of the Public Service Pensions Act 2013 (as appropriate) and issued to the Supplier or a Sub-contractor of the Supplier (as appropriate) relating to the terms of participation of the Supplier or Sub-contractor in the NHSPS in respect of the NHSPS Fair Deal Employees;

"NHS Broadly Comparable Employees" means each of the Fair Deal Employees who at a Relevant Transfer Date was a member of, or was entitled to become a member of, or but for their compulsory transfer of employment would have been entitled to be or become a member of, the NHSPS as a result of either:

- (a) their employment with the Authority, an NHS Body or other employer which participates automatically in the NHSPS; or
- (b) their employment with a Former Supplier who provides access to either the NHSPS pursuant to a Direction Letter/Determination or to a Broadly Comparable pension scheme in respect of their employment with that Former Supplier (on the basis that they are entitled to protection under New Fair Deal (or previous guidance), having been formerly in employment with the Authority, an NHS Body or other employer who participated automatically in the NHSPS in connection with the Services, prior to being employed by the Former Supplier),

but who is now ineligible to participate in the NHSPS under the rules of the NHSPS and in respect of whom the Authority has agreed are to be provided with a Broadly Comparable pension scheme to provide Pension Benefits that are Broadly Comparable to those provided under the NHSPS.

"NHSPS Eligible Employees" any NHSPS Fair Deal Employee who at the relevant time is an active member or eligible to participate in the NHSPS under a Direction Letter/Determination Letter.

"NHSPS Fair Deal Employees" means other than the NHS Broadly Comparable Employees, each of the Fair Deal Employees who at a Relevant Transfer Date was a member of, or was entitled to become a member of, or but for their compulsory transfer of employment would

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have been entitled to be or become a member of, the NHSPS as a result of either:

- (a) their employment with the Authority, an NHS Body or other employer which participates automatically in the NHSPS; or
- (b) their employment with a Former Supplier who provides access to either the NHSPS pursuant to a Direction Letter/Determination or to a Broadly Comparable pension scheme in respect of their employment with that Former Supplier (on the basis that they are entitled to protection under New Fair Deal (or previous guidance), having been formerly in employment with the Authority, an NHS Body or other employer who participated automatically in the NHSPS in connection with the Services, prior to being employed by the Former Supplier),

and, in each case, being continuously engaged for more than fifty per cent (50%) of their employed time in the delivery of services (the same as or similar to the Services).

For the avoidance of doubt, an individual who is in or entitled to become a member of the NHSPS as a result of being engaged in the Services and being covered by an "open" Direction Letter/Determination or other NHSPS "access" facility but who has never been employed directly by the Authority, an NHS Body or other body which participates automatically in the NHSPS is not an NHSPS Fair Deal Employee;

"NHS Body"	has the meaning given to it in section 275 of the National Health Service Act 2006 as amended by section 138(2)(c) of Schedule 4 to the Health and Social Care Act 2012;
"NHS Pensions"	NHS Pensions as the administrators of the NHSPS or such other body as may from time to time be responsible for relevant administrative functions of the NHSPS;
"NHSPS"	the National Health Service Pension Scheme for England and Wales, established pursuant to the Superannuation Act 1972 and the Public Service Pensions Act 2013 governed by subsequent regulations under those Acts including the NHS Pension Scheme Regulations;
"NHS Pension Scheme Regulations"	as appropriate, any or all of the National Health Service Pension Scheme Regulations 1995 (SI 1995/300), the National Health Service Pension Scheme Regulations 2008 (SI 2008/653), the National Health Service Pension Scheme Regulations 2015 (2015/94) and any subsequent regulations made in respect of the NHSPS, each as amended from time to time;

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"NHS Premature Retirement Rights"

rights to which any NHSPS Fair Deal Employee (had they remained in the employment of the Authority, an NHS Body or other employer which participates automatically in the NHSPS) would have been or is entitled under the NHS Pension Scheme Regulations, the NHS Compensation for Premature Retirement Regulations 2002 (SI 2002/1311), the NHS (Injury Benefits) Regulations 1995 (SI 1995/866) and section 45 of the General Whitley Council conditions of service, or any other legislative or contractual provision which replaces, amends, extends or consolidates the same from time to time;

"Pension Benefits"

any benefits payable in respect of an individual (including but not limited to pensions related allowances and lump sums) relating to old age, invalidity or survivor's benefits provided under an occupational pension scheme; and

2 Membership of the NHSPS

- 2.1 In accordance with New Fair Deal, the Supplier and/or any of its Sub-contractors to which the employment of any NHSPS Fair Deal Employee compulsorily transfers as a result of either the award of this Contract or a Relevant Transfer, if not an NHS Body or other employer which participates automatically in the NHSPS, shall each secure a Direction Letter/Determination to enable the NHSPS Fair Deal Employees to retain either continuous active membership of or eligibility for the NHSPS for so long as they remain employed in connection with the delivery of the Services under this Contract.
- 2.2 Where it is not possible for the Supplier and/or any of its Sub-contractors to secure a Direction Letter/Determination on or before the Relevant Transfer Date, the Supplier must secure a Direction Letter/Determination as soon as possible after the Relevant Transfer Date, and in the period between the Relevant Transfer Date and the date the Direction Letter/Determination is secure, the Supplier must ensure that:
- 2.2.1 all employer's and NHSPS Fair Deal Employees' contributions intended to go to the NHSPS are kept in a separate bank account; and
- 2.2.2 the Pension Benefits and Premature Retirement Rights of NHSPS Fair Deal Employees are not adversely affected.
- 2.3 The Supplier must supply to the Authority a complete copy of each Direction Letter/Determination within 5 Working Days of receipt of the Direction Letter/Determination.
- 2.4 The Supplier must ensure (and procure that each of its Sub-contractors (if any) ensures) that all of its NHSPS Fair Deal Employees have a contractual right to continuous active membership of or eligibility for the NHSPS for so long as they have a right to membership or eligibility of that scheme under the terms of the Direction Letter/Determination.

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- 2.5 The Supplier will (and will procure that its Sub-contractors (if any) will) comply with the terms of the Direction Letter/Determination, the NHS Pension Scheme Regulations (including any terms which change as a result of changes in Law) and any relevant policy issued by the Department of Health and Social Care in respect of the NHSPS Fair Deal Employees for so long as it remains bound by the terms of any such Direction Letter/Determination.
- 2.6 Where any Supplier employee omitted from the Direction Letter/Determination supplied in accordance with Paragraph 2 of this Annex are subsequently found to be an NHSPS Fair Deal Employee, the Supplier will (and will procure that its Sub-contractors (if any) will) treat that person as if they had been an NHSPS Fair Deal Employee from the Relevant Transfer Date so that their Pension Benefits and NHS Premature Retirement Rights are not adversely affected.
- 2.7 The Supplier will (and will procure that its Sub-contractors (if any) will) provide any indemnity, bond or guarantee required by NHS Pensions in relation to a Direction Letter/Determination.

3 NHS Premature Retirement Rights

- 3.1 From the Relevant Transfer Date until the Service Transfer Date, the Supplier must provide (and/or must ensure that its Sub-contractors (if any) provide) NHS Premature Retirement Rights in respect of the NHSPS Fair Deal Employees that are identical to the benefits they would have received had they remained employees of the Authority, an NHS Body or other employer which participates automatically in the NHSPS.

4 NHS Broadly Comparable Employees

- 4.1 The Supplier shall (and procure that its Sub-contractors shall), with effect from the Relevant Transfer Date, offer the NHSPS Broadly Comparable Employees membership of a pension scheme which is Broadly Comparable to NHSPS on the Relevant Transfer Date in accordance with Paragraph 10 of Part D. For the avoidance of doubt, this requirement is separate from any requirement to offer a Broadly Comparable pension scheme in accordance with Paragraph 5.2 below.

5 Breach and Cancellation of any Direction Letter/Determination(S)

- 5.1 The Supplier agrees that the Authority is entitled to make arrangements with NHS Pensions for the Authority to be notified if the Supplier (or its Sub-contractors) breaches the terms of its Direction Letter/Determination. Notwithstanding the provisions of the foregoing, the Supplier shall notify the Authority in the event that it (or its Sub-contractor) breaches the terms of its Direction Letter/Determination.
- 5.2 If the Supplier (or its Sub-contractors, if relevant) ceases to participate in the NHSPS for whatever reason, the Supplier (or any such Sub-contractor, as appropriate) shall offer the NHSPS Eligible Employees membership of a pension scheme which is Broadly Comparable to the NHSPS on the date the NHSPS Eligible Employees ceased to participate in the NHSPS in accordance with the provisions of Paragraph 11 of Part D.

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6 Compensation

6.1 If the Supplier (or its Sub-contractor, if relevant) is unable to provide the NHSPS Fair Deal Employees with either membership of:

6.1.1 the NHSPS (having used its best endeavours to secure a Direction Letter/Determination); or

6.1.2 a Broadly Comparable pension scheme,

the Authority may in its sole discretion permit the Supplier (or any of its Sub-contractors) to compensate the NHSPS Fair Deal Employees in a manner that is Broadly Comparable or equivalent in cash terms, the Supplier (or Sub-contractor as relevant) having consulted with a view to reaching agreement with any recognised trade union or, in the absence of such body, the NHSPS Fair Deal Employees. The Supplier must meet (or must procure that the relevant Sub-contractor meets) the costs of the Authority determining whether the level of compensation offered is reasonable in the circumstances.

6.2 This flexibility for the Authority to allow compensation in place of Pension Benefits is in addition to and not instead of the Authority's right to terminate the Contract under Paragraph 7 (*Breach*) of Part D of this Schedule.

7 SUPPLIER INDEMNITIES

7.1 The Supplier must indemnify and keep indemnified the Authority and any Replacement Supplier against all Losses arising out of any claim by any NHSPS Fair Deal Employee or any NHS Broadly Comparable Employees that the provision of (or failure to provide) Pension Benefits and NHS Premature Retirement Rights from the Relevant Transfer Date, or the level of such benefit provided, constitutes a breach of his or her employment rights.

Annex D3: LGPS

1 Definitions

1.1 In this Annex D3 LGPS to Part D: Pensions, the following words have the following meanings:

“2013 Regulations”	the Local Government Pension Scheme Regulations 2013 (SI 2013/2356) (as amended from time to time);
"Administering Authority"	in relation to the Fund [insert name] , the relevant administering authority of that Fund for the purposes of the 2013 Regulations;
"Fund Actuary"	the actuary to a Fund appointed by the Administering Authority of the Fund;
"Fund"	[insert name], a pension fund within the LGPS;
["Initial Contribution Rate"]	[XX %] of pensionable pay (as defined in the 2013 Regulations);
"LGPS"	the Local Government Pension Scheme as governed by the LGPS Regulations, and any other regulations (in each case as amended from time to time) which are from time to time applicable to the Local Government Pension Scheme;
"LGPS Admission Agreement"	an admission agreement within the meaning in Schedule 1 of the 2013 Regulations;
"LGPS Admission Body"	an admission body (within the meaning of Part 3 of Schedule 2 of the 2013 Regulations);
"LGPS Eligible Employees"	any LGPS Fair Deal Employee who at the relevant time is an active member or eligible to participate in the LGPS under an LGPS Admission Agreement;
"LGPS Fair Deal Employees"	any Fair Deal Employee who at the Relevant Transfer Date is or becomes entitled to protection in respect of the LGPS or a pension scheme that is Broadly Comparable to the LGPS in accordance with the provisions in accordance with the provisions of New Fair Deal and/or the Best Value Direction; and
"LGPS Regulations"	the 2013 Regulations and The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (SI 2014/525), and any other regulations (in each case as amended from time to time) which are from time to time applicable to the LGPS.

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2 Supplier to Become an LGPS Admission Body

2.1 In accordance with the principles of New Fair Deal and/or the Best Value Direction, the Supplier and/or any of its Sub-contractors to which the employment of any LGPS Fair Deal Employee compulsorily transfers as a result of either the award of this Contract or a Relevant Transfer, if not a scheme employer which participates automatically in the LGPS, shall each become an LGPS Admission Body by entering into an LGPS Admission Agreement on or before the Relevant Transfer Date to enable the LGPS Fair Deal Employees to retain either continuous active membership of or eligibility for the LGPS on and from the Relevant Transfer Date for so long as they remain employed in connection with the delivery of the Services under this Contract.

OPTION 1

2.2 [Any LGPS Fair Deal Employees who:

2.2.1 were active members of the LGPS (or a Broadly Comparable pension scheme) immediately before the Relevant Transfer Date shall be admitted to the LGPS with effect on and from the Relevant Transfer Date; and

2.2.2 were eligible to join the LGPS (or a Broadly Comparable pension scheme) but were not active members of the LGPS (or a Broadly Comparable pension scheme) immediately before the Relevant Transfer Date shall retain the ability to join the LGPS on or after the Relevant Transfer Date if they wish to do so.]

OPTION 2

2.3 [Any LGPS Fair Deal Employees whether:

2.3.1 active members of the LGPS (or a Broadly Comparable pension scheme) immediately before the Relevant Transfer Date; or

2.3.2 eligible to join the LGPS (or a Broadly Comparable pension scheme) but not active members of the LGPS (or a Broadly Comparable pension scheme) immediately before the Relevant Transfer Date

shall be admitted to the LGPS with effect on and from the Relevant Transfer Date. The Supplier shall not automatically enrol or re-enrol for the purposes of the Pensions Act 2008 any LGPS Fair Deal Employees in any pension scheme other than the LGPS unless they cease to be eligible for membership of the LGPS.]

2.4 The Supplier will (and will procure that its Sub-contractors (if any) will) provide at its own cost any indemnity, bond or guarantee required by an Administering Authority in relation to an LGPS Admission Agreement.

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3 Broadly Comparable Scheme

- 3.1 If the Supplier and/or any of its Sub-contractors is unable to obtain an LGPS Admission Agreement in accordance with Paragraph 2.1 because the Administering Authority will not allow it to participate in the Fund, the Supplier shall (and procure that its Sub-contractors shall), with effect from the Relevant Transfer Date, offer the LGPS Fair Deal Employees membership of a pension scheme which is Broadly Comparable to LGPS on the Relevant Transfer Date in accordance with the provisions of Paragraph 10 of Part D.
- 3.2 If the Supplier and/or any of its Sub-contractors becomes an LGPS Admission Body in accordance with Paragraph 2.1 but the LGPS Admission Agreement is terminated during the term of this Contract for any reason at a time when the Supplier or Sub-contractors still employs any LGPS Eligible Employees, the Supplier shall (and procure that its Sub-contractors shall) at no extra cost to the Authority, offer the remaining LGPS Eligible Employees membership of a pension scheme which is Broadly Comparable to the LGPS on the date the LGPS Eligible Employees ceased to participate in the LGPS in accordance with the provisions of Paragraph 11 of Part D.

4 Discretionary Benefits

- 4.1 Where the Supplier and/or any of its Sub-contractors is an LGPS Admission Body, the Supplier shall (and procure that its Sub-contractors shall) comply with its obligations under regulation 60 of the 2013 Regulations in relation to the preparation of a discretionary policy statement.

5 LGPS Risk Sharing

- 5.1 Subject to Paragraphs 5.4 to 5.10, if at any time during the term of this Contract the Administering Authority, pursuant to the LGPS Admission Agreement or the LGPS Regulations, requires the Supplier or any Sub-contractor to pay employer contributions or other payments to the Fund in aggregate in excess of the Initial Contribution Rate, the excess of employer contributions above the Initial Contribution Rate for a Contract Year (the “**Excess Amount**”) shall be paid by the Supplier or the Sub-contractor, as the case may be, and the Supplier shall be reimbursed by the Authority.
- 5.2 Subject to Paragraphs 5.4 to 5.9 and 5.11, if at any time during the term of this Contract, the Administering Authority, pursuant to the LGPS Admission Agreement or the LGPS Regulations, requires the Supplier or any Sub-contractor to pay employer contributions or payments to the Fund in aggregate below the Initial Contribution Rate for a Contract Year, the Supplier shall reimburse the Authority an amount equal to $A - B$ (the “**Refund Amount**”) where:

A = the amount which would have been paid if contributions and payments had been paid equal to the Initial Contribution Rate for that Contract Year; and

B = the amount of contributions or payments actually paid by the Supplier or Sub-contractor for that Contract Year, as the case may be, to the Fund.

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- 5.3 Subject to Paragraphs 5.4 to 5.10, where the Administering Authority obtains an actuarial valuation and a revised rates and adjustment certificate under the LGPS Regulations and/or the terms of the LGPS Admission Agreement when the LGPS Admission Agreement ceases to have effect and the Supplier or any Sub-contractor is required to pay any exit payment under Regulation 64(2) of the 2013 Regulations (the “**Exit Payment**”), such Exit Payment shall be paid by the Supplier or any Sub-contractor (as the case may be) and the Supplier shall be reimbursed by the Authority.
- 5.4 The Supplier and any Sub-contractors shall at all times be responsible for the following costs:
- 5.4.1 any employer contributions relating to the costs of early retirement benefits arising on redundancy or as a result of business efficiency under Regulation 30(7) of the 2013 Regulations or otherwise;
 - 5.4.2 any employer contributions relating to the costs of any payment of Fund benefits to active members on the grounds of ill health or infirmity of mind or body under Regulation 35 of the 2013 Regulations or otherwise;
 - 5.4.3 any employer contributions relating to the costs of any payment of Fund benefits to deferred or deferred pensioner members on the grounds of ill health or infirmity of mind or body under Regulation 38 of the 2013 Regulations or otherwise;
 - 5.4.4 any employer contributions relating to the costs of early or flexible retirement where the actuarial reduction is waived in whole or in part or a cost neutral reduction is not applied with the consent of the Supplier or any relevant Sub-contractor including without limitation any decision made under Regulation 30(8) of the 2013 Regulations or Schedule 2 of The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014;
 - 5.4.5 any employer contributions relating to the costs of enhanced benefits made at the discretion of the Supplier or any relevant Sub-contractors including without limitation additional pension awarded under Regulation 31 of the 2013 Regulations or otherwise;
 - 5.4.6 any increase to the employer contribution rate resulting from the award of pay increases by the Supplier or relevant Sub-contractors in respect of all or any of the LGPS Eligible Employees in excess of the pay increases assumed in the Fund's most recent actuarial valuation (unless the Supplier and/or any Sub-contractor is contractually bound to provide such increases on the Relevant Transfer Date);
 - 5.4.7 to the extent not covered above, any other costs arising out of or in connection with the exercise of any discretion or the grant of any consent under the LGPS Regulations by the Supplier or any

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- relevant Sub-contractors where a member does not have an absolute entitlement to that benefit under the LGPS;
- 5.4.8 any cost of the administration of the Fund that are not met through the Supplier's or Sub-contractor's employer contribution rate, including without limitation an amount specified in a notice given by the Administering Authority under Regulation 70 of the 2013 Regulations;
- 5.4.9 the costs of any reports and advice requested by or arising from an instruction given by the Supplier or a Sub-contractor from the Fund Actuary; and/or
- 5.4.10 any interest payable under the 2013 Regulations or LGPS Administration Agreement.
- 5.5 For the purposes of calculating any Exit Payment, Excess Amount or Refund Amount, any part of such an amount which is attributable to any costs which the Supplier or Sub-contractors are responsible for in accordance with Paragraph 5.4 above shall be disregarded and excluded from the calculation. In the event of any dispute as to level of any cost that should be excluded from the calculation, the opinion of the Fund Actuary shall be final and binding.
- 5.6 Where the Administering Authority obtains an actuarial valuation and a revised rates and adjustments certificate under the LGPS Regulations and/or the terms of the LGPS Admission Agreement when the LGPS Admission Agreement ceases to have effect and the Supplier or any Sub-contractor receives payment of an exit credit payment under Regulation 64(2) of the 2013 Regulations (the "**Exit Credit**"), the Supplier shall (or procure that any Sub-contractor shall) reimburse the Authority an amount equal to the Exit Credit within twenty (20) Working Days of receipt of the Exit Credit.
- 5.7 The Supplier shall (or procure that the Sub-contractor shall) notify the Authority in writing within twenty (20) Working Days:
- (a) of the end of each Contract Year of any Excess Amount or Refund Amount due in respect of the Contract Year that has just ended and provide a reasonable summary of how the Excess Amount or Refund Amount was calculated; and
 - (b) of being informed by the Administering Authority of any Exit Payment or Exit Credit that is determined by as being due from or to the Supplier or a Sub-contractor and provide a copy of any revised rates and adjustments certificate detailing the Exit Payment or Exit Credit and its calculation.
- 5.8 Within twenty (20) Working Days of receiving the notification under Paragraph 5.7 above, the Authority shall either:
- 5.8.1 notify the Supplier in writing of its acceptance of the Excess Amount, Refund Amount or Exit Payment;

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- 5.8.2 request further information or evidence about the Excess Amount, Refund Amount or Exit Payment from the Supplier; and/or
 - 5.8.3 request a meeting with the Supplier to discuss or clarify the information or evidence provided.
- 5.9 Where the Excess Amount, Refund Amount or Exit Payment is agreed following the receipt of further information or evidence or following a meeting in accordance with Paragraph 5.8 above, the Authority shall notify the Supplier in writing. In the event that the Supplier and the Authority are unable to agree the amount of the Excess Amount, Refund Amount or Exit Payment then they shall follow the Dispute Resolution Procedure.
- 5.10 Any Excess Amount or Exit Payment agreed by the Authority or in accordance with the Dispute Resolution Procedure shall be paid by the Authority within timescales as agreed between Authority and Supplier. The amount to be paid by the Authority shall be an amount equal to the Excess Amount or Exit Payment less an amount equal to any corporation tax relief which has been claimed in respect of the Excess Amount or Exit Payment by the Supplier or a Sub-contractor.
- 5.11 Any Refund Amount agreed by the Authority or in accordance with the Dispute Resolution Procedure as payable by the Supplier or any Sub-contractor to the Authority, shall be paid by the Supplier or any Sub-contractor forthwith as the liability has been agreed. In the event the Supplier or any Sub-contractor fails to pay any agreed Refund Amount, the Authority shall demand in writing the immediate payment of the agreed Refund Amount by the Supplier and the Supplier shall make payment within seven (7) Working Days of such demand.
- 5.12 This Paragraph 5 shall survive termination of this Contract.

Annex D4: Other Schemes

[Guidance: Placeholder for Pension Schemes other than LGPS, CSPA & NHSPA]

Part E: Employment Exit Provisions

1 PRE-SERVICE TRANSFER OBLIGATIONS

- 1.1 The Supplier agrees that within 20 Working Days of the earliest of:
- (1) receipt of a notification from the Authority of a Service Transfer or intended Service Transfer;
 - (2) receipt of the giving of notice of early termination or any Partial Termination of this Contract;
 - (3) the date which is 12 months before the end of the Term; and
 - (4) receipt of a written request of the Authority at any time (provided that the Authority shall only be entitled to make one such request in any 6 month period),

it shall provide in a suitably anonymised format so as to comply with the DPA 2018, the Supplier's Provisional Supplier Personnel List, together with the Staffing Information and it shall provide an updated Supplier's Provisional Supplier Personnel List at such intervals as are reasonably requested by the Authority.

- 1.2 At least 28 Working Days prior to the Service Transfer Date, the Supplier shall provide to the Authority or at the direction of the Authority to any Replacement Supplier and/or any Replacement Sub-contractor:
- (5) the Supplier's Final Supplier Personnel List, which shall identify which of the Supplier Personnel are Transferring Supplier Employees; and
 - (6) the Staffing Information in relation to the Supplier's Final Supplier Personnel List (insofar as such information has not previously been provided).
- 1.3 The Authority shall be permitted to use and disclose information provided by the Supplier under Paragraphs 1.1 and 1.2 for the purpose of informing any prospective Replacement Supplier and/or Replacement Sub-contractor.
- 1.4 The Supplier warrants, for the benefit of the Authority, any Replacement Supplier, and any Replacement Sub-contractor that all information provided pursuant to Paragraphs 1.1 and 1.2 shall be true and accurate in all material respects at the time of providing the information.
- 1.5 From the date of the earliest event referred to in Paragraph (b)(1), (b)(2) and (b)(3), the Supplier agrees, that it shall not, and agrees to procure that each Sub-contractor shall not, assign any person to the provision of the Services who is not listed on the Supplier's Provisional Supplier Personnel List and

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shall not without the approval of the Authority (not to be unreasonably withheld or delayed):

- (7) replace or re-deploy any Supplier Personnel listed on the Supplier Provisional Supplier Personnel List other than where any replacement is of equivalent grade, skills, experience and expertise and is employed on the same terms and conditions of employment as the person he/she replaces;
- (8) make, promise, propose, permit or implement any material changes to the terms and conditions of employment of the Supplier Personnel (including pensions and any payments connected with the termination of employment);
- (9) increase the proportion of working time spent on the Services (or the relevant part of the Services) by any of the Supplier Personnel save for fulfilling assignments and projects previously scheduled and agreed;
- (10) introduce any new contractual or customary practice concerning the making of any lump sum payment on the termination of employment of any employees listed on the Supplier's Provisional Supplier Personnel List;
- (11) increase or reduce the total number of employees so engaged, or deploy any other person to perform the Services (or the relevant part of the Services); or
- (12) terminate or give notice to terminate the employment or contracts of any persons on the Supplier's Provisional Supplier Personnel List save by due disciplinary process,

and shall promptly notify, and procure that each Sub-contractor shall promptly notify, the Authority or, at the direction of the Authority, any Replacement Supplier and any Replacement Sub-contractor of any notice to terminate employment given by the Supplier or relevant Sub-contractor or received from any persons listed on the Supplier's Provisional Supplier Personnel List regardless of when such notice takes effect.

1.6 During the Term, the Supplier shall provide, and shall procure that each Sub-contractor shall provide, within 20 Working Days to the Authority any information the Authority may reasonably request relating to the manner in which the Services are organised, which shall include:

- (13) the numbers of Supplier Personnel engaged in providing the Services;
- (14) the percentage of time spent by each Supplier Personnel engaged in providing the Services;
- (15) the extent to which each employee qualifies for membership of any of the Statutory Schemes or any Broadly Comparable scheme set up pursuant to the provisions of any of the Annexes to Part D (*Pensions*) of this Schedule 28 (*Staff Transfer*) (as appropriate); and

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- (16) a description of the nature of the work undertaken by each Supplier Employee by location.
- 1.7 The Supplier shall provide, and shall procure that each Sub-contractor shall provide, all reasonable cooperation and assistance to the Authority, any Replacement Supplier and/or any Replacement Sub-contractor to ensure the smooth transfer of the Transferring Supplier Employees on the Service Transfer Date including providing sufficient information in advance of the Service Transfer Date to ensure that all necessary payroll arrangements can be made to enable the Transferring Supplier Employees to be paid as appropriate. Without prejudice to the generality of the foregoing, within 5 Working Days following the Service Transfer Date, the Supplier shall provide, and shall procure that each Sub-contractor shall provide, to the Authority or, at the direction of the Authority, to any Replacement Supplier and/or any Replacement Sub-contractor (as appropriate), in respect of each person on the Supplier's Final Supplier Personnel List who is a Transferring Supplier Employee:
- (17) the most recent month's copy pay slip data;
 - (18) details of cumulative pay for tax and pension purposes;
 - (19) details of cumulative tax paid;
 - (20) tax code;
 - (21) details of any voluntary deductions from pay; and
 - (22) bank/building society account details for payroll purposes.

2 EMPLOYMENT REGULATIONS EXIT PROVISIONS

- 2.1 The Authority and the Supplier acknowledge that subsequent to the commencement of the provision of the Services, the identity of the provider of the Services (or any part of the Services) may change (whether as a result of termination or Partial Termination of this Contract or otherwise) resulting in the Services being undertaken by a Replacement Supplier and/or a Replacement Sub-contractor. Such change in the identity of the supplier of such services may constitute a Relevant Transfer to which the Employment Regulations will apply. The Authority and the Supplier further agree that, as a result of the operation of the Employment Regulations, where a Relevant Transfer occurs, the contracts of employment between the Supplier and the Transferring Supplier Employees (except in relation to any contract terms disapplied through operation of regulation 10(2) of the Employment Regulations) will have effect on and from the Service Transfer Date as if originally made between the Replacement Supplier and/or a Replacement Sub-contractor (as the case may be) and each such Transferring Supplier Employee.
- 2.2 The Supplier shall, and shall procure that each Sub-contractor shall, comply with all its obligations in respect of the Transferring Supplier Employees arising under the Employment Regulations in respect of the period up to (and including) the Service Transfer Date and shall perform and discharge, and procure that each Sub-contractor shall perform and discharge, all its

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obligations in respect of all the Transferring Supplier Employees arising in respect of the period up to (and including) the Service Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions and all such sums due as a result of any Fair Deal Employees' participation in the Statutory Schemes or any Broadly Comparable scheme which in any case are attributable in whole or in part to the period ending on (and including) the Service Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between: (i) the Supplier and/or the Sub-contractor (as appropriate); and (ii) the Replacement Supplier and/or Replacement Sub-contractor.

2.3 Subject to Paragraph 2.4, the Supplier shall indemnify the Authority and/or the Replacement Supplier and/or any Replacement Sub-contractor against any Employee Liabilities arising from or as a result of:

(23) any act or omission of the Supplier or any Sub-contractor in respect of any Transferring Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Supplier Employee whether occurring before, on or after the Service Transfer Date;

(24) the breach or non-observance by the Supplier or any Sub-contractor occurring on or before the Service Transfer Date of:

any collective agreement applicable to the Transferring Supplier Employees;
and/or

any other custom or practice with a trade union or staff association in respect of any Transferring Supplier Employees which the Supplier or any Sub-contractor is contractually bound to honour;

(25) any claim by any trade union or other body or person representing any Transferring Supplier Employees arising from or connected with any failure by the Supplier or a Sub-contractor to comply with any legal obligation to such trade union, body or person arising on or before the Service Transfer Date;

(26) any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:

in relation to any Transferring Supplier Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on and before the Service Transfer Date; and

in relation to any employee who is not identified in the Supplier's Final Supplier Personnel List, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Supplier to the Authority and/or Replacement

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Supplier and/or any Replacement Sub-contractor, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or before the Service Transfer Date;

- (27) a failure of the Supplier or any Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Supplier Employees in respect of the period up to (and including) the Service Transfer Date);
 - (28) any claim made by or in respect of any person employed or formerly employed by the Supplier or any Sub-contractor other than a Transferring Supplier Employee identified in the Supplier's Final Supplier Personnel List for whom it is alleged the Authority and/or the Replacement Supplier and/or any Replacement Sub-contractor may be liable by virtue of this Contract and/or the Employment Regulations; and
 - (29) any claim made by or in respect of a Transferring Supplier Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Supplier Employee relating to any act or omission of the Supplier or any Sub-contractor in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Authority and/or Replacement Supplier to comply with regulation 13(4) of the Employment Regulations.
- 2.4 The indemnities in Paragraph 2.3 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Replacement Supplier and/or any Replacement Sub-contractor whether occurring or having its origin before, on or after the Service Transfer Date, including any Employee Liabilities:
- (30) arising out of the resignation of any Transferring Supplier Employee before the Service Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Replacement Supplier and/or any Replacement Sub-contractor to occur in the period on or after the Service Transfer Date); or
 - (31) arising from the Replacement Supplier's failure, and/or Replacement Sub-contractor's failure, to comply with its obligations under the Employment Regulations.
- 2.5 If any person who is not identified in the Supplier's Final Supplier Personnel List claims, or it is determined in relation to any person who is not identified in the Supplier's Final Supplier Personnel List, that his/her contract of employment has been transferred from the Supplier or any Sub-contractor to

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the Replacement Supplier and/or Replacement Sub-contractor pursuant to the Employment Regulations, then:

- (32) the Authority shall procure that the Replacement Supplier shall, or any Replacement Sub-contractor shall, within 5 Working Days of becoming aware of that fact, give notice in writing to the Supplier; and
- (33) the Supplier may offer (or may procure that a Sub-contractor may offer) employment to such person within 15 Working Days of the notification by the Replacement Supplier and/or any and/or Replacement Sub-contractor or take such other reasonable steps as it considers appropriate to deal with the matter provided always that such steps are in compliance with Law.

2.6 If such offer is accepted, or if the situation has otherwise been resolved by the Supplier or a Sub-contractor, the Authority shall procure that the Replacement Supplier shall, or procure that the Replacement Sub-contractor shall, immediately release or procure the release of the person from his/her employment or alleged employment.

2.7 If after the 15 Working Day period specified in Paragraph (b)(33) has elapsed:

- (34) no such offer of employment has been made;
- (35) such offer has been made but not accepted; or
- (36) the situation has not otherwise been resolved

the Authority shall advise the Replacement Supplier and/or Replacement Sub-contractor, as appropriate that it may within 5 Working Days give notice to terminate the employment or alleged employment of such person.

2.8 Subject to the Replacement Supplier and/or Replacement Sub-contractor acting in accordance with the provisions of Paragraphs 2.5 to 2.7, and in accordance with all applicable proper employment procedures set out in applicable Law, the Supplier shall indemnify the Replacement Supplier and/or Replacement Sub-contractor against all Employee Liabilities arising out of the termination of employment pursuant to the provisions of Paragraph 2.7 provided that the Replacement Supplier takes, or shall procure that the Replacement Sub-contractor takes, all reasonable steps to minimise any such Employee Liabilities.

2.9 The indemnity in Paragraph 2.8:

- (37) shall not apply to:

any claim for:

discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or

equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,

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in any case in relation to any alleged act or omission of the Replacement Supplier and/or Replacement Sub-contractor;
or

any claim that the termination of employment was unfair because the Replacement Supplier and/or Replacement Sub-contractor neglected to follow a fair dismissal procedure; and

- (38) shall apply only where the notification referred to in Paragraph (b)(32) is made by the Replacement Supplier and/or Replacement Sub-contractor to the Supplier within 6 months of the Service Transfer Date.
- 2.10 If any such person as is described in Paragraph 2.5 is neither re-employed by the Supplier or any Sub-contractor nor dismissed by the Replacement Supplier and/or Replacement Sub-contractor within the time scales set out in Paragraphs 2.5 to 2.7, such person shall be treated as a Transferring Supplier Employee.
- 2.11 The Supplier shall, and shall procure that each Sub-contractor shall, promptly provide to the Authority and any Replacement Supplier and/or Replacement Sub-contractor, in writing such information as is necessary to enable the Authority, the Replacement Supplier and/or Replacement Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations. The Authority shall procure that the Replacement Supplier and/or Replacement Sub-contractor, shall promptly provide to the Supplier and each Sub-contractor in writing such information as is necessary to enable the Supplier and each Sub-contractor to carry out their respective duties under regulation 13 of the Employment Regulations.
- 2.12 Subject to Paragraph 2.13, the Authority shall procure that the Replacement Supplier indemnifies the Supplier on its own behalf and on behalf of any Replacement Sub-contractor and its sub-contractors against any Employee Liabilities arising from or as a result of:
- (39) any act or omission of the Replacement Supplier and/or Replacement Sub-contractor in respect of any Transferring Supplier Employee identified in the Supplier's Final Supplier Personnel List or any appropriate employee representative (as defined in the Employment Regulations) of any such Transferring Supplier Employee;
- (40) the breach or non-observance by the Replacement Supplier and/or Replacement Sub-contractor on or after the Service Transfer Date of:
- any collective agreement applicable to the Transferring Supplier Employees identified in the Supplier's Final Supplier Personnel List; and/or
- any custom or practice in respect of any Transferring Supplier Employees identified in the Supplier's Final Supplier Personnel List which the Replacement Supplier and/or Replacement Sub-contractor is contractually bound to honour;
- (41) any claim by any trade union or other body or person representing any Transferring Supplier Employees identified in the Supplier's Final

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Supplier Personnel List arising from or connected with any failure by the Replacement Supplier and/or Replacement Sub-contractor to comply with any legal obligation to such trade union, body or person arising on or after the Service Transfer Date;

- (42) any proposal by the Replacement Supplier and/or Replacement Sub-contractor to change the terms and conditions of employment or working conditions of any Transferring Supplier Employees identified in the Supplier's Final Supplier Personnel List on or after their transfer to the Replacement Supplier or Replacement Sub-contractor (as the case may be) on the Service Transfer Date, or to change the terms and conditions of employment or working conditions of any person identified in the Supplier's Final Supplier Personnel List who would have been a Transferring Supplier Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the Employment Regulations) before the Service Transfer Date as a result of or for a reason connected to such proposed changes;
- (43) any statement communicated to or action undertaken by the Replacement Supplier or Replacement Sub-contractor to, or in respect of, any Transferring Supplier Employee identified in the Supplier's Final Supplier Personnel List on or before the Service Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Supplier in writing;
- (44) any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:

in relation to any Transferring Supplier Employee identified in the Supplier's Final Supplier Personnel List, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising after the Service Transfer Date; and

in relation to any employee who is not a Transferring Supplier Employee identified in the Supplier's Final Supplier Personnel List, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Supplier or Sub-contractor, to the Replacement Supplier or Replacement Sub-contractor to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising after the Service Transfer Date;

- (45) a failure of the Replacement Supplier or Replacement Sub-contractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Supplier Employees identified in the Supplier's Final Supplier Personnel List in respect of the period from (and including) the Service Transfer Date; and
- (46) any claim made by or in respect of a Transferring Supplier Employee identified in the Supplier's Final Supplier Personnel List or any

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appropriate employee representative (as defined in the Employment Regulations) of any such Transferring Supplier Employee relating to any act or omission of the Replacement Supplier or Replacement Sub-contractor in relation to obligations under regulation 13 of the Employment Regulations.

- 2.13 The indemnities in Paragraph 2.12 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Supplier and/or any Sub-contractor (as applicable) whether occurring or having its origin before, on or after the Service Transfer Date, including any Employee Liabilities arising from the failure by the Supplier and/or any Sub-contractor (as applicable) to comply with its obligations under the Employment Regulations.

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Annex E1: List Of Notified Sub-Contractors

Key Sub-contractor name and address (if not the same as the registered office)	Registered office and company number	Related product/Service description
Concentrix.CX Limited	20 Ashes Lane, Stalybridge, Greater Manchester, United Kingdom, SK15 2RH 09955879	Tier 1 Helpline Support
Coveris Speciality Bags Ltd (Initial)	Holland Place Warden Tree Park, Pinchbeck, Spalding, Lincolnshire, England, PE11 3ZN 02133782	Print
Granby Marketing Solutions Ltd	120 Stanley Street, Blackburn, Lancashire, BB1 3BW 08748184	Collation
Page Bros. (Norwich) Limited	Mile Cross Lane, Norwich NR6 6SA 00170008	Print Stationery and Marker Packs
Parcelforce Limited	185 Farringdon Road, London, United Kingdom, EC1A 1AA 04585181	Logistics
Vispa	NCBI Head Office Whitworth Road Drumcondra Dublin 9	Print (Braille & Tactile production)
W&J Linney Limited	Adamsway, Mansfield, Nottinghamshire, NG18 4FL, UK	Print

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Annex E2: Staffing Information

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EMPLOYEE INFORMATION (ANONYMISED)

Name of Transferor:

Number of Employees in-scope to transfer:

Completion notes

- 1 *If you have any Key Sub-contractors, please complete all the above information for any staff employed by such Key Sub-contractor(s) in a separate spreadsheet.*
- 2 *This spreadsheet is used to collect information from the current employer (transferor) about employees performing the relevant services to help plan for a potential TUPE transfer. Some or all of this information may be disclosed to bidders as part of a procurement process. The information should not reveal the employees' identities.*
- 3 *If the information cannot be included on this form, attach the additional information, such as relevant policies, and cross reference to the item number and employee number where appropriate.*

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EMPLOYEE DETAILS & KEY TERMS							
Details	Job Title	Grade / band	Work Location	Age	Employment status (for example, employee, fixed-term employee, self-employed, agency worker)?	Continuous service date (dd/mm/yy)	Date employment started with existing employer
Emp No 1							
Emp No 2							
Emp No							
Emp No							
Emp No							
Emp No							
Emp No							
Emp No							

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EMPLOYEE DETAILS & KEY TERMS							
Details	Contract end date (if fixed term contract or temporary contract)	Contractual notice period	Contractual weekly hours	Regular overtime hours per week	Mobility or flexibility clause in contract?	Previously TUPE transferred to organisation? If so, please specify (i) date of transfer, (ii) name of transferor, and (iii) whether ex public sector	Any collective agreements?
Emp No 1							
Emp No 2							
Emp No							
Emp No							
Emp No							
Emp No							
Emp No							

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	ASSIGNMENT	CONTRACTUAL PAY AND BENEFITS						
Details	% of working time dedicated to the provision of services under the contract	Salary (or hourly rate of pay)	Payment interval (weekly / fortnightly / monthly)	Bonus payment for previous 12 months (please specify whether contractual or discretionary entitlement)	Pay review method	Frequency of pay reviews	Agreed pay increases	Next pay review date
Emp No 1								
Emp No 2								
Emp No								
Emp No								
Emp No								
Emp No								
Emp No								

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CONTRACTUAL PAY AND BENEFITS								
Details	Any existing or future commitment to training that has a time-off or financial implication	Car allowance (£ per year)	Lease or company car details	Any other allowances paid (e.g. shift allowance, standby allowance, travel allowance)	Private medical insurance (please specify whether single or family cover)	Life assurance (xSalary)	Long Term Disability / PHI (% of Salary)	Any other benefits in kind
Emp No 1								
Emp No 2								
Emp No								
Emp No								
Emp No								
Emp No								
Emp No								

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CONTRACTUAL PAY AND BENEFITS						
Details	Annual leave entitlement (excluding bank holidays)	Bank holiday entitlement	Method of calculating holiday pay (i.e. based on fixed salary only or incl. entitlements to variable remuneration such as bonuses, allowances, commission or overtime pay?)	Maternity or paternity or shared parental leave entitlement and pay	Sick leave entitlement and pay	Redundancy pay entitlement (statutory / enhanced / contractual / discretionary)
Emp No 1						
Emp No 2						
Emp No						
Emp No						
Emp No						
Emp No						
Emp No						

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PENSIONS						
Details	Employee pension contribution rate	Employer pension contribution rate	Please provide the name of the pension scheme and a link to the pension scheme website	Is the scheme an occupational pension scheme as defined in the Pension Schemes Act 1993?	If the scheme is not an occupational pension scheme, what type of scheme is it? E.g. personal pension scheme?	Type of pension provision e.g. defined benefit (CARE or final salary, and whether a public sector scheme e.g. CSPS, NHSPS, LGPS etc. or a broadly comparable scheme) or a defined contribution scheme or an auto enrolment master trust?
Emp No 1						
Emp No 2						
Emp No						
Emp No						
Emp No						
Emp No						
Emp No						

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PENSIONS						
Details	If the Employee is in the Local Government Pension Scheme, please supply details of Fund and Administering Authority.	If the Employee is in the Civil Service Pension Scheme, please provide details of the Admission Agreement.	If the Employee is in the NHSPS, please provide details of the Direction Letter.	If the Employee is in a broadly comparable pension scheme, please supply a copy of the GAD certificate of Broad Comparability.	Did Fair Deal or any other similar pension protection for ex-public sector employees apply to the employee when they TUPE transferred into your employment? If so, what was the nature of that protection (e.g. right to participate in a public sector pension scheme, or a broadly comparable scheme, or to bulk transfer past pension service into their current scheme)?	If Fair Deal, Best Value or other pension protection applied, which public sector employer did they originally transfer out of and when?
Emp No 1						
Emp No 2						
Emp No						
Emp No						
Emp No						
Emp No						
Emp No						

SCHEDULE 28 (STAFF TRANSFER)

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OTHER			
Details	Security Check Level	Security Clearance Expiry date	Additional info or comments
Emp No 1			
Emp No 2			
Emp No			
Emp No			
Emp No			
Emp No			
Emp No			

SCHEDULE 29 (KEY PERSONNEL)

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Schedule 29 (Key Personnel)

1. This Schedule lists the key roles (“**Key Roles**”) and names of the persons who the Supplier shall appoint to fill those Key Roles at the Start Date (“**Key Personnel**”).

KEY ROLE	Name of KEY Personnel	Responsibilities/ Authorities	The dates during which they will be a MEMBER OF Key Personnel
Relationship Manager	REDACTED	The Relationship Manager will act as the primary point of contact in relation to issues arising out of performance of the services required and will work alongside the STA's Relationship Manager to maintain a positive working relationship with STA. Lawrence will also attend the Executive Sponsor Board Meetings. The Relationship Manager will also fulfill the Supplier Change Manager role.	April 2024 – Project Close
Project Director	REDACTED	The role will be responsible for day-to-day delivery and therefore will be a point of contact for any queries STA may have. They will attend the Operational Checkpoint Meetings and will ensure any actions from such meetings are followed through and completed by the team. If there is a requirement to deviate from any plans agreed with STA, the Programme Director will produce an Exception Report and agree any future plans with STA.	April 2024 – Project Close
Director of Programme Security	Sunny Budd	The Director of Programme Security has ultimate responsibility and authority for all aspects of programme security within Pearson and our Suppliers.	April 2024 – Project Close

SCHEDULE 29 (KEY PERSONNEL)

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Project Managers (x3)	To be recruited	Three dedicated Project Managers will oversee both change and workstream management, incorporating the live Test Cycle delivery and operational readiness for future cycles.	April 2024 – Project Close
Project Managers Set-Up (x2)	To be recruited	As above with a dedicated focus on change and workstream management for the Set-Up period only.	April 2024 – August 2025
IT Systems Director	REDACTED	The Systems Director is responsible for the successful delivery of the technical aspects of TOPS 2025 and is a primary point of contact for all team members, especially the Service Manager. With expertise in project management, software development, and business operations, the Systems Director is responsible for directing the systems and data for TOPS 2025 to successful outcomes.	April 2024 – Project Close
Marking Workstream Manager	REDACTED	The Marking Workstream Manager has overall accountability for the standards and quality of Marking in each KS2 subject area, alongside the relevant MPLs for each Test Paper, who together maintain standards across the three KS2 subjects year on year.	April 2024 – Project Close
Service Manager (Technology)	REDACTED	The Service Manager serves as the interface between the Online Systems team and other teams on the project. They understand the end-to-end solution and guide the solution based on business requirements.	April 2025 – Project Close
Service Manager (Customer Services)	REDACTED	Responsibility for the day to day engagement and management of the performance of the Tier 1 function and to act as the	September 2025 – Project Close

SCHEDULE 29 (KEY PERSONNEL)

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		key liason between Pearson and BPO/Concentrix, managing quality, operational performance and headcount.	
Dev Ops Director	REDACTED	The DevOps Director will oversee and manage the development and operations of the technology infrastructure, system administration, and cloud infrastructure. They will be responsible for leading and motivating the DevOps team, collaborating with other teams, and implementing effective DevOps processes and strategies to improve technology delivery.	April 2024 – Project Close
Head of Customer Planning and Logistics	REDACTED	Responsible for the secure print and distribution of exam materials including management of sub-contractors.	January 2025 – Project Close
Head of Digital Processing and Quality	REDACTED	Responsible for warehouse scanning and Pearson's secure Test Archive.	January 2025 – Project Close
Head of Associate Management and Recruitment	REDACTED	Management of TOPS recruitment team, identify/flag risks and issues, implement recruitment plan and processes, identify improvements to process, communicate with stakeholders, report MI and KPIs	November 2024 – Project Close
Head of Customer Operations and Training Events	REDACTED	Responsible for the overall provision of training to markers including ongoing supervision, guidance and support for all marking phases.	January 2025 – Project Close
TOPS Print Manager	To be recruited	Responsible for ensuring receipt of print ready files to supply for print, collation and	January 2025 – Project Close

SCHEDULE 29 (KEY PERSONNEL)

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		distribution securely to Schools.	
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Schedule 30 (Deed of Guarantee)

[Pearson Plc]

- and -

[The Authority]

DEED OF GUARANTEE

THIS DEED is executed as a deed and dated 12 April 2024 (the “**Deed**”)

BETWEEN:

- (1) **Pearson Plc** a company incorporated in England and Wales under registered number 53723 whose registered office is at 80 Strand, London, WC2R 0RL [(the “**Guarantor**”); and
- (2) **I** Standards Testing Agency whose registered office is Cheylesmore House, Coventry, CV1 2WT (the “**Authority**”).

together the “**Parties**” and each a “**Party**”.

BACKGROUND:

- (A) The Authority **has awarded** a contract dated **[15 April 2024]** to Pearson Education Limited (the “**Supplier**”) for the provision of the services required under Schedule 2 (Services Description) (the “**Guaranteed Agreement**”).
- (B) It is a condition of the Authority entering into the Guaranteed Agreement that the Supplier procures the execution and delivery to the Authority of a parent company guarantee substantially in the form of this Deed.
- (C) The Guarantor has agreed to guarantee the due performance of the Guaranteed Agreement.

IT IS AGREED as follows:

1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

The **following** definitions apply in this Deed:

"Business Day"	means a day, other than a Saturday, Sunday or public holiday in England, when banks in London are open for business;
"Control"	means the power of a person to secure that the affairs of a body corporate are conducted in accordance with the wishes of that person: (c) by means of the holding of shares or the possession of voting power in relation to that body or any other body corporate; or (d) as a result of any powers conferred by the constitutional or corporate documents, or any other document regulating that body or any other body corporate;
"Guaranteed Agreement"	has the meaning given to it in Recital (A);
"Guaranteed Obligations"	has the meaning given to it in Clause (d)(8);
"Supplier"	has the meaning given to it in Recital (A);
"VAT"	means value added tax or any equivalent tax chargeable in the UK or elsewhere.

1.2 Interpretation

Unless otherwise stated, any reference in this Deed to:

- (1) the "Guarantor", the "Authority", the "Supplier" or any other person shall be construed so as to include their successors in title, permitted assigns and permitted transferees, whether direct or indirect;
- (2) "assets" includes present and future properties, revenues and rights of every description;

SCHEDULE 30 (DEED OF GUARANTEE)

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- (3) this "Deed", or any other agreement or instrument is a reference to, this deed or other agreement or instrument as amended, novated, supplemented, extended or restated;
- (4) "indebtedness" includes any obligation (whether incurred as principal or as surety) for the payment or repayment of money, whether present or future, actual or contingent;
- (5) a "person" includes any individual, firm, company, corporation, government, state or agency of a state or any association, trust, joint venture, consortium, partnership or other entity (whether or not having separate legal personality);
- (6) the words "including", "includes", "in particular", "for example" or similar shall be construed as illustrative and without limitation to the generality of the related general words; and
- (7) a time of day is a reference to London time.

2 GUARANTEE AND INDEMNITY

2.1 The Guarantor:

- (8) guarantees to the Authority the due and punctual performance of all of the Supplier's present and future obligations under and in connection with the Guaranteed Agreement if and when they become due and performable in accordance with the terms of the Guaranteed Agreement (the "**Guaranteed Obligations**");
- (9) shall pay to the Authority from time to time on demand all monies (together with interest on such sum accrued before and after the date of demand until the date of payment) that have become payable by the Supplier to the Authority under or in connection with the Guaranteed Agreement but which has not been paid at the time the demand is made; and
- (10) shall, if the Supplier fails to perform in full and on time any of the Guaranteed Obligations and upon written notice from the Authority, immediately on demand perform or procure performance of the same at the Guarantor's own expense.

2.2 The Guarantor, as principal obligor and as a separate and independent obligation and liability from its obligations and liabilities under Clause 2.1, shall indemnify and keep indemnified the Authority in full and on demand from

SCHEDULE 30 (DEED OF GUARANTEE)

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and against all and any losses, damages, costs and expenses suffered or incurred by the Authority arising out of, or in connection with:

- (11) any failure by the Supplier to perform or discharge the Guaranteed Obligations; or
- (12) any of the Guaranteed Obligations being or becoming wholly or partially unenforceable for any reason,
- (13) provided that the Guarantor's liability under this Clause 2.2 shall be no greater than the Supplier's liability under the Guaranteed Agreement was (or would have been had the relevant Guaranteed Obligation been fully enforceable).

3 AUTHORITY PROTECTIONS

3.1 Continuing Guarantee

This Deed is, and shall at all times be, a continuing and irrevocable security until the Guaranteed Obligations have been satisfied or performed in full, and is in addition to and not in substitution for and shall not merge with any other right, remedy, guarantee or security which the Authority may at any time hold for the performance of the Guaranteed Obligations and may be enforced without first having recourse to any such security.

3.2 Preservation of the Guarantor's liability

The Guarantor's liability under this Deed shall not be reduced, discharged or otherwise adversely affected by:

- (14) any arrangement made between the Supplier and the Authority;
- (15) any partial performance (except to the extent of such partial performance) by the Supplier of the Guaranteed Obligations;
- (16) any alteration in the obligations undertaken by the Supplier whether by way of any variation referred to in Clause 4 or otherwise;
- (17) any waiver or forbearance by the Authority whether as to payment, time, performance or otherwise;
- (18) the taking, variation, renewal or release of, the enforcement or neglect to perfect or enforce any right, guarantee, remedy or security from or against the Supplier or any other person;
- (19) any unenforceability, illegality or invalidity of any of the provisions of the Guaranteed Agreement or any of the Supplier's obligations under

SCHEDULE 30 (DEED OF GUARANTEE)

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the Guaranteed Agreement, so that this Deed shall be construed as if there were no such unenforceability, illegality or invalidity;

- (20) any dissolution, amalgamation, reconstruction, reorganisation, change in status, function, Control or ownership, insolvency, liquidation, administration, voluntary arrangement, or appointment of a receiver, of the Supplier or any other person.

3.3 Immediate demand

The Guarantor waives any right it may have to require the Authority to proceed against, enforce any other right or claim for payment against, or take any other action against, the Supplier or any other person before claiming from the Guarantor under this Guarantee.

3.4 Deferral of rights

Until all amounts which may be or become payable under the Guaranteed Agreement or this Deed have been irrevocably paid in full, the Guarantor shall not, as a result of this Deed or any payment performance under this Deed:

- (21) be subrogated to any right or security of the Authority;
- (22) claim or prove in competition with the Authority against the Supplier or any other person;
- (23) demand or accept repayment in whole or in part of any indebtedness due from the Supplier;
- (24) take the benefit of, share in or enforce any security or other guarantee or indemnity against the Supplier; or
- (25) claim any right of contribution, set-off or indemnity from the Supplier, without the prior written consent of the Authority (and in such case only in accordance with any written instructions of the Authority).

- 3.5 If the Guarantor receives any payment or other benefit in breach of Clause 0, or as a result of any action taken in accordance with a written instruction of the Authority given pursuant to Clause 0, such payment or other benefit, and any benefit derived directly or indirectly by the Guarantor therefrom, shall be held by the Guarantor on trust for the Authority applied towards the discharge of the Guarantor's obligations to the Authority under this Deed.

4 VARIATION OF THE GUARANTEED AGREEMENT

- 4.1 The Guarantor confirms that it intends that this Deed shall extend and apply from time to time to any variation, increase, extension or addition of the

SCHEDULE 30 (DEED OF GUARANTEE)

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Guaranteed Agreement, however, fundamental, and any associated fees, costs and/or expenses.

5 PAYMENT AND COSTS

5.1 All sums payable by the Guarantor under this Deed shall be paid in full to the Authority in pounds sterling:

(26) without any set-off, condition or counterclaim whatsoever; and

(27) free and clear of any deductions or withholdings whatsoever except as may be required by applicable law which is binding on the Guarantor.

5.2 If any deduction or withholding is required by any applicable law to be made by the Guarantor:

(28) the amount of the payment due from the Guarantor shall be increased to an amount which (after making any deduction or withholding) leaves an amount equal to the payment which would have been due if no deduction or withholding had been required; and

(29) the Guarantor shall promptly deliver to the Authority all receipts issued to it evidencing each deduction or withholding which it has made.

5.3 The Guarantor shall not and may not direct the application by the Authority of any sums received by the Authority from the Guarantor under any of the terms in this Deed.

5.4 The Guarantor shall pay interest on any amount due under this Deed at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis from the due date up to the date of actual payment, whether before or after judgment.

5.5 The Guarantor shall, on a full indemnity basis, pay to the Authority on demand the amount of all costs and expenses (including legal and out-of-pocket expenses and any VAT on those costs and expenses) which the Authority incurs in connection with:

(30) the preservation, or exercise and enforcement, of any rights under or in connection with this Deed or any attempt to do so; and

(31) any discharge or release of this Deed.

6 CONDITIONAL DISCHARGE

6.1 Any release, discharge or settlement between the Guarantor and the Authority in relation to this Deed shall be conditional on no right, security, disposition or payment to the Authority by the Guarantor, the Supplier or any other person

SCHEDULE 30 (DEED OF GUARANTEE)

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being avoided, set aside or ordered to be refunded pursuant to any enactment or law relating to breach of duty by any person, bankruptcy, liquidation, administration, protection from creditors generally or insolvency for any other reason.

- 6.2 If any such right, security, disposition or payment as referred to in Clause 6.1 is avoided, set aside or ordered to be refunded, the Authority shall be entitled subsequently to enforce this Deed against the Guarantor as if such release, discharge or settlement had not occurred and any such security, disposition or payment has not been made.

7 REPRESENTATIONS AND WARRANTIES

- 7.1 The Guarantor represents and warrants to the Authority that:

- (32) it is duly incorporated with limited liability and is a validly existing company under the laws of its place of incorporation, has the capacity to sue or be sued in its own name, and has power to carry on its business as now being conducted and to own its property and other assets;
- (33) it has full power under its constitution or equivalent constitutional documents in the jurisdiction in which it is established to enter into this Deed;
- (34) it has full power to perform the obligations expressed to be assumed by it or contemplated by this Deed;
- (35) it has been duly authorised to enter into this Deed;
- (36) it has taken all necessary corporate action to authorise the execution, delivery and performance of this Deed;
- (37) this Deed when executed and delivered will constitute a legally binding obligation on it enforceable in accordance with its terms;
- (38) all necessary consents and authorisations for the giving and implementation of this Deed have been obtained;
- (39) that its entry into and performance of its obligations under this Deed will not constitute any breach of or default under any contractual, government or public obligation binding on it; and
- (40) that it is not engaged in any litigation or arbitration proceedings that might affect its capacity or ability to perform its obligations under this Deed and to the best of its knowledge no such legal or arbitration proceedings have been threatened or are pending against it.

SCHEDULE 30 (DEED OF GUARANTEE)

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8 ASSIGNMENT

- 8.1 The Authority shall be entitled by notice in writing to the Guarantor to assign the benefit of this Deed at any time to any person without the consent of the Guarantor being required and any such assignment shall not release the Guarantor from liability under this Deed.
- 8.2 The Guarantor may not assign or transfer any of its rights and/or obligations under this Deed without the prior written consent of the Authority.

9 VARIATION

- 9.1 No variation of this Deed shall be effective unless it is in writing and signed by the parties.

10 DEMANDS AND NOTICES

- 10.1 Any demand or notice served by the Authority on the Guarantor under this Deed shall be in writing, addressed to:

(41) [REDACTED] For the Attention of REDACTED

(42) Pearson Plc, 80 Strand, London, WC2R 0RL

or such other address in England and Wales as the Guarantor has from time to time notified to the Authority in writing in accordance with the terms of this Deed as being an address or facsimile number for the receipt of such demands or notices.

- 10.2 Any notice or demand served on the Guarantor or the Authority under this Deed shall be deemed to have been served:

(43) if delivered by hand, at the time of delivery; or

(44) if posted, at 10.00 a.m. on the second Business Day after it was put into the post.

- 10.3 In proving service of a notice or demand on the Guarantor it shall be sufficient to prove that delivery was made, or that the envelope containing the notice or demand was properly addressed and posted as a prepaid first class recorded delivery letter.
- 10.4 Any notice purported to be served on the Authority under this Deed shall only be valid when received in writing by the Authority.

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11 ENTIRE AGREEMENT

- 11.1 This Deed constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 11.2 The Guarantor acknowledges that it has not entered into this Deed in reliance upon, nor has it been induced to enter into this Deed by, any representation, warranty or undertaking made by or on behalf of the Authority (whether express or implied and whether pursuant to statute or otherwise) which is not set out in this Deed.

12 WAIVER

- 12.1 No failure or delay by the Authority to exercise any right or remedy provided under this Deed or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.
- 12.2 Any waiver by the Authority of any terms of this Deed, or of any Guaranteed Obligations, shall only be effective if given in writing and then only for the purpose and upon the terms and conditions, if any, on which it is given.

13 SEVERANCE

- 13.1 If any provision or part-provision of this Deed is or becomes invalid, illegal or unenforceable for any reason, such provision or part-provision shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this Deed.

14 THIRD PARTY RIGHTS

- 14.1 A person who is not a Party to this Deed shall have no right under the Contracts (Rights of Third Parties) Act 1999 (as amended, updated or replaced from time to time) to enforce any of its terms but this does not affect any third party right which exists or is available independently of that Act.

15 GOVERNING LAW AND JURISDICTION

- 15.1 This Deed and any issues, disputes or claims (whether contractual or non-contractual) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the laws of England and Wales.

SCHEDULE 30 (DEED OF GUARANTEE)
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- 15.2 The Guarantor irrevocably agrees for the benefit of the Authority that the courts of England shall have jurisdiction to settle any dispute or claim (whether contractual or non-contractual) that arises out of or in connection with this Deed or its subject matter or formation.
- 15.3 Nothing contained in Clause 15.2 shall limit the rights of the Authority to take proceedings against the Guarantor in any other court of competent jurisdiction, nor shall the taking of any such proceedings in one or more jurisdictions preclude the taking of proceedings in any other jurisdiction, whether concurrently or not (unless precluded by applicable law).
- 15.4 The Guarantor irrevocably waives any objection which it may have now or in the future to the courts of England being nominated for the purpose of this Clause on the ground of venue or otherwise and agrees not to claim that any such court is not a convenient or appropriate forum.

Executed as a deed by [Pearson Plc]
acting by REDACTED a director, in the
presence of a witness:

REDACTED
[Signature of Witness]

REDACTED
[Signature of Director]

Name of Director:
REDACTED.....

Name of Witness:

REDACTED.....

Address of Witness:

...80 Strand, London, WC2R
0RL.....

Occupation of Witness:

Company
Secretary.....

SCHEDULE 31 (PROCESSING PERSONAL DATA)

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Schedule 31 (*Processing Personal Data*)

- 1.1 This Schedule shall be completed by the Controller, who may take account of the view of the Processor, however the final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.
- 1.2 The contact details of the Authority's Data Protection Officer are: Emma Wharram, Department for Education (B2.28, 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW, dataprotection.office@education.gov.uk
- 1.3 The contact details of the Supplier's Data Protection Officer are: REDACTED, c/o Company Secretary's Office, Pearson, 80 Strand, London, WC2R 0RL, REDACTED with a copy to REDACTED]
- 1.4 The Processor shall comply with any further written instructions with respect to processing by the Controller.
- 1.5 Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with Clause 21.2 to 23.15 and for the purposes of the Data Protection Legislation, the Authority is the Controller and the Supplier is the Processor of the following Personal Data relating to the delivery of the Test Operations Services:</p> <ul style="list-style-type: none">• Pupil Personal Data• System User Personal Data (school teachers, Local Authorities, MATs, etc)• Local Authority Moderator Personal Data• Helpline/customer Personal Data• Marker Register Personal Data <p>The Supplier is Controller and the Authority is Processor</p> <p>The Parties acknowledge that in accordance with Clause 21.2 to 21.15 and for the purposes of the Data Protection Legislation, the Supplier is the Controller of the following Personal Data relating to the delivery of the Test Operations Services:</p> <ul style="list-style-type: none">• Marker employee Personal Data <p>This information will not be shared with the Authority and therefore the Authority will not process this data in any way.</p>

SCHEDULE 31 (PROCESSING PERSONAL DATA)

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	<p>The Parties are Independent Controllers of Personal Data</p> <p>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</p> <ul style="list-style-type: none">• Business contact details of Supplier Personnel,• Business contact details of any directors, officers, employees, agents, consultants and contractors of the Authority (excluding the Supplier Personnel) engaged in the performance of the Authority's duties under this Contract).
Subject matter of Processing	The processing is needed in order to ensure that the Processor can effectively deliver the contract to provide the Test Operations Services.
Duration of the processing	From the Effective Date of the Test Operations Contract until the end of the Initial Term or (if the Authority elects to extend the Initial Term) the end of the Extension Period, unless either Party is required to do so otherwise by Law.
Nature and purposes of the processing	<p>The nature of the Processing under the Contract will be the:</p> <ul style="list-style-type: none">• collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, restriction, erasure or destruction. <p>The purpose of the processing is:</p> <ul style="list-style-type: none">• To deliver National Curriculum Assessments on behalf of the Authority, specifically the Phonics Screening Check (PSC), end of KS1 NCAs and teacher assessment, end of KS2 NCAs and teacher assessment in English Writing and Science, as required within Schedule 2 (<i>Services Description</i>) of this Agreement.
Type of Personal Data	<ul style="list-style-type: none">• Pupil Personal Data:• Basic personal identifiers (e.g. name, DOB, gender, etc)• Identification data (e.g. UPN, DFE number)• Personal Performance data (i.e. National Curriculum Assessment outcomes)• Special category data or data deemed sensitive (e.g. sensitive information relating to a pupil's health or care arrangements which may be processed to support Assessment Access Arrangements and Special Considerations, etc)

SCHEDULE 31 (PROCESSING PERSONAL DATA)

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	<ul style="list-style-type: none">• System User Personal Data (Schools, LA's, MATs, etc)• Basic personal identifiers (e.g. name, contact details)• Identification data (e.g. School name, DfE number, LA reference number, etc.)• Local Authority Moderator Personal Data• Basic personal identifiers (e.g. name, contact details, Local Authority, etc)• Identification data (e.g. LA reference number, etc.)• Helpline/customer Personal Data• Basic personal identifiers (e.g. name, contact details)• Identification data (e.g customer enquiry number)• Marker Register Personal Data• Basic personal identifiers (e.g. name, DOB, contact details, employer data, marker performance data, etc)• Identification data (e.g. Marker role, Teacher Reference Number, etc)• Marker performance data (e.g. marker grades from previous roles) <p>Marker Employee Personal Data:</p> <ul style="list-style-type: none">• Basic personal identifiers (e.g. name, DOB, contact details, employer data, etc)• Identification data (e.g. National Insurance number, Marker role, Teacher Reference Number, etc)• Economic and financial data (e.g. Bank details)• Official documents (ID checks, Right to work checks, employment checks, etc) <p>All employee checks are covered in the final bullet above. Hiring Managers complete the DBS ID validation prior to the Criminal Background Check via a third party.</p> <p>Supplier to confirm any additional types of data to be processed. This may include Security Vetting information such as BPSS, Criminal Offence Data, such as DBS checks, and/or special category information, should the Supplier collect such information for equal opportunities employment]</p>
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SCHEDULE 31 (PROCESSING PERSONAL DATA)

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<p>Categories of Data Subject</p>	<p>Children (Pupils of Primary Schools in England)</p> <p>Users (Schools, Local Authorities, MATs, etc)</p> <p>Employees (Authority employees, Supplier employees including Markers)</p> <p>Customers (Helpdesk customers)</p>
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under law to preserve that type of data</p>	<p>Pupil Personal Data:</p> <p>The Pupil Personal Data relating to each Test Cycle will be returned to the Authority after the completion of each Test Cycle and then securely destroyed (subject to Approval by the Authority and in accordance with the Test Cycle close-down activities agreed within the Operational Delivery Plan).</p> <p>At the end of the Initial Term or (if the Authority elects to extend the Initial Term) the end of the Extension Period, and in accordance with the provisions described within the Exit Management Plan, the Supplier will ensure that all relevant Pupil Personal Data has been returned to the Authority. Subject to the Authority's Approval, the Supplier will then be authorised to securely destroy all records they hold.</p> <p>System User Personal Data:</p> <p>The System User Personal Data will be maintained throughout the duration of the Term with the latest user information.</p> <p>At the end of the Initial Term or (if the Authority elects to extend the Initial Term) the end of the Extension Period, and in accordance with the provisions described within the Exit Management Plan, the Supplier will ensure that all relevant System User Personal Data has been returned to the Authority. Subject to Approval from the Authority, the Supplier will then be authorised to securely destroy all records they hold.</p> <p>Local Authority Moderator Personal Data:</p> <p>The Local Authority Moderator Personal Data will be maintained throughout the duration of the Term with the latest information on Moderator roles.</p> <p>At the end of the Initial Term or (if the Authority elects to extend the Initial Term) the end of the Extension Period, and in accordance with the provisions described within the Exit Management Plan, the Supplier will ensure that all relevant Local Authority Moderator Personal Data has been returned to the Authority. Subject to Approval from the Authority, the Supplier will then be authorised to securely destroy all records they hold.</p> <p>Helpline/Customer Personal Data:</p> <p>The Helpline/Customer Personal Data relating to each Test Cycle will be retained for 18 months after the completion of each Test Cycle and then securely destroyed (subject to Approval from the Authority).</p> <p>At the end of the Initial Term or (if the Authority elects to extend the Initial Term) the end of the Extension Period, and in accordance with the provisions described within the Exit Management Plan, the Supplier will ensure that all relevant Helpline/Customer Personal Data has been</p>

SCHEDULE 31 (PROCESSING PERSONAL DATA)

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	<p>returned to the Authority. Subject to Approval from the Authority, the Supplier will then be authorised to securely destroy all records they hold.</p> <p>Marker Register Personal Data:</p> <p>The Marker Register will be maintained by the Supplier and shared periodically (regularity to be agreed between Parties) with the Authority throughout the duration of the Term. Any individual marker that has not actively undertaken any marker services within the last 3 Test Cycles should be removed from the Marker Register.</p> <p>At the end of the Initial Term or (if the Authority elects to extend the Initial Term) the end of the Extension Period, and in accordance with the provisions described within the Exit Management Plan, the Supplier will ensure that all relevant Marker Register Personal Data has been returned to the Authority. Subject to Approval from the Authority, the Supplier will then be authorised to securely destroy all records they hold (save where there is a requirement under Law to preserve that data).</p> <p>Marker Employee Personal Data:</p> <p>This data will not be shared with the Authority. The Supplier will retain this data for as long as is required by Law.</p>
<p>Locations at which the Supplier and/or its Sub-contractors process Personal Data under this Contract and international transfers and legal gateway</p>	<p>[Clearly identify each location, explain where geographically Personal Data may be stored or accessed from- and Explain the legal gateway you are relying on to export the data e.g. adequacy decision, EU SCCs, UK IDTA. Annex any SCCs or IDTA to this Contract]</p> <p>United Kingdom (geographically ringfenced within AWS UK). As all data will be remaining within the UK there will be no data transfer and as such no legal gateway deployed.</p> <p>All data will be accessed from within the UK. If we believe this is likely to change at any point across the contract Pearson will inform the Department and work in consultation, subject to the Authority's approval not to be unreasonably withheld.</p>
<p>Protective Measures that the Supplier and, where applicable, its Sub-contractors have implemented to protect Personal Data processed under this Contract Agreement against a breach of security (insofar as that breach of security relates to data) or a Data Loss Event</p>	<p>[Please be as specific as possible]</p> <p>Data Encryption: All data, both at rest and in transit, is encrypted using industry-standard encryption algorithms.</p> <p>Access Control: Strict role-based access controls are in place to ensure that only authorised personnel have access to personal data.</p> <p>Regular Audits: Internal and external audits are conducted to assess the efficacy of data protection measures.</p> <p>Data Backup: Multiple backups of the personal data are maintained in geographically separated locations.</p> <p>Incident Response Plan: A well-defined incident response plan is in place and tested regularly to ensure prompt action in case of a data breach or data loss event.</p> <p>Compliance with Legal Frameworks: All measures are in accordance with GDPR and other relevant data protection laws.</p>

SCHEDULE 31 (PROCESSING PERSONAL DATA)

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	<p>Sub-contractor Vetting: Any sub-contractors used are subject to rigorous vetting processes and are contractually obligated to adhere to the same data protection standards.</p> <p>Security Training: Employees and sub-contractors undergo regular data security training.</p> <p>Data Minimisation: Only the minimum amount of personal data required is processed, in line with the principle of data minimisation.</p> <p>Monitoring and Logging: Continuous monitoring and logging are in place to identify and act upon irregular activities that could signify a data breach.</p> <p>Two-Factor Authentication: Additional layers of security such as two-factor authentication are in place for accessing sensitive information.</p> <p>Regular Software Updates: All software and hardware used for data processing are kept up-to-date with the latest security patches.</p>
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SCHEDULE 31 (PROCESSING PERSONAL DATA)
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Annex 1: Not Used

SCHEDULE 31 (PROCESSING PERSONAL DATA)
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Annex 2: Not Used

Annex 3: Not Used

SCHEDULE 33 (ESCROW)

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Schedule 32 (Intellectual Property Rights)

1 INTELLECTUAL PROPERTY RIGHTS

- 1.1 Except as expressly set out in this Contract or otherwise agreed on writing by the Parties:
- (45) the Authority shall not acquire any right, title or interest in or to the Intellectual Property Rights of the Supplier or its licensors, namely:
 - the Supplier Software;
 - the Third Party Software;
 - the Third Party IPRs; and
 - the Supplier Background IPRs;
 - (46) the Supplier shall not acquire any right, title or interest in or to the Intellectual Property Rights of the Authority or its licensors, including:
 - the Authority Software;
 - the Authority Data; and
 - the Authority Background IPRs;
 - (47) Specially Written Software and Project Specific IPRs shall be the property of the Supplier.
- 1.2 Where either Party acquires, by operation of law, title to Intellectual Property Rights that is inconsistent with the allocation of title set out in Paragraph 1.1, it shall assign in writing such Intellectual Property Rights as it has acquired to the other Party on the request of the other Party (whenever made).
- 1.3 If the Supplier becomes aware at any time, including after the Term, that, in respect of any Deliverable, the Authority has not received the licences to the Supplier Software, the Third Party Software, the Third Party IPRs and the Supplier Background IPRs required by Paragraphs 2,3 and 5, the Supplier must, within 10 Business Days notify the Authority:
- 1.3.1 the specific Intellectual Property Rights the Authority has not received licences to; and
 - 1.3.2 the Deliverables affected.
- 1.4 Neither Party shall have any right to use any of the other Party's names, logos or trade marks on any of its products or services without the other Party's prior written consent.
- 1.5 Unless otherwise agreed in writing, the Parties shall record in Annex 1 to this Schedule 32 (*Intellectual Property Rights*) and shall keep Annex 1 updated during the Term:

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1.5.1 any Specially Written Software and Project Specific IPR; and

1.5.2 where:

- (a) the Specially Written Software or Project Specific IPR adapts Supplier Software, Third Party Software, Third Party IPRs, or Supplier Background IPRs; or
- (b) Supplier Software, Third Party Software, Third Party IPRs, or Supplier Background IPRs is embedded in, or forms an integral part of, the Specially Written Software or Project Specific IPR;

full details of the Supplier Software, Third Party Software, Third Party IPRs, or Supplier Background IPRs.

1.6 For the avoidance of doubt:

- (48) except as provided for in Paragraph (62), the expiry or termination of this Contract does not of itself terminate the licences granted to the Authority under Paragraph 2;
- (49) the award of this Contract or the ordering of any Deliverables does not constitute an authorisation by the Crown under:

Sections 55 and 56 of the Patents Act 1977;

section 12 of the Registered Designs Act 1949; or

sections 240 to 243 of the Copyright, Designs and Patents Act 1988.

2 TRANSFER AND LICENCES GRANTED BY THE AUTHORITY AND THE SUPPLIER

Specially Written Software and Project Specific IPRs

2.1 Subject to Paragraph 2.18 (*Patents*) the Authority hereby agrees to transfer to the Supplier, or shall procure the transfer to the Supplier of, all rights (subject to Paragraph 1.1 (*Intellectual Property Rights*)) not already resting with the Supplier in the Specially Written Software and the Project Specific IPRs including (without limitation):

- (50) the Documentation, Source Code and the Object Code of the Specially Written Software; and
- (51) all build instructions, test instructions, test scripts, test data, operating instructions and other documents and tools necessary for maintaining and supporting the Specially Written Software (together the “**Software Supporting Materials**”).

2.2 The Authority shall execute all such assignments as are required to ensure that any rights in the Specially Written Software and Project Specific IPRs are properly transferred to the Supplier.

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- 2.3 If within three years of its creation, any Intellectual Property in the Specially Written Software and/or the Project Specific IPRs has not been commercially exploited by the Supplier, and the Supplier is not using its best endeavours to do so, the Supplier shall on written request by the Authority promptly assign the Intellectual Property Rights in the Specially Written Software and/or the Project Specific IPRs to the Authority. Each party shall bear its own costs in such assignment.

Supplier Software, Specially Written Software, Project Specific IPRs, Supplier Background IPRs

- 2.4 The Supplier shall not use any Supplier Non-COTS Software or Supplier Non-COTS Background IPR in the provision of the Services unless agreed by the Parties in or sent to the Technical Board for review and approval granted by the Authority.

- 2.5 The Supplier hereby grants to the Authority:

- (52) subject to the provisions of Paragraph 2.19 (*Patents*) and Clause 35.11(b) (*Consequences of expiry or termination*), perpetual, royalty-free and non-exclusive licences to use (including but not limited to the right to load, execute, store, transmit, display and copy (for the purposes of archiving, backing-up, loading, execution, storage, transmission or display)):

the Supplier Non-COTS Software for which the Supplier delivers a copy to the Authority solely to the extent necessary for receiving the Services in accordance with this Contract; and

the Supplier Non-COTS Background IPRs, the Specially Written Software and the Project Specific IPRs solely to the extent necessary for receiving the Services in accordance with this Contract;

- (53) a licence to use the Supplier COTS Software for which the Supplier delivers a copy to the Authority and Supplier COTS Background IPRs subject to the licence terms identified in a letter in or substantially in the form set out in Annex 1 to Schedule 12 (*Software*) and signed by or on behalf of the Parties on or before the Effective Date provided always that the Authority shall remain entitled to sub-license and to assign and novate the Supplier COTS Software and Supplier COTS Background IPRs on equivalent terms to those set out in Paragraph 2.19 (*Authority's right to sub-licence*) and 2.9 (*Authority's right to assign/novate sub-licences*) in relation to the Supplier Non-COTS Software and Supplier Non-COTS Background IPRs; and

- (54) a perpetual royalty-free non-exclusive licence to use without limitation any Know-How, trade secrets or Confidential Information contained within the Specially Written Software or the Project Specific IPRs.

- 2.6 At any time during the Term or following termination or expiry of this Contract, the Supplier may terminate the licence granted in respect of the Supplier Non-COTS Software under Paragraph (i)(cccxcviii)(829611) or in respect of the

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Supplier Non-COTS Background IPRs under Paragraph (c)(ccxcviii)(829611) by giving thirty (30) days' notice in writing (or such other period as agreed by the Parties) if the Authority or any person to whom the Authority grants a sub-licence pursuant to Paragraph 2.8 (*Authority's right to sub-licence*) commits any material breach of the terms of Paragraph (c)(ccxcviii)(829611) or (c)(ccxcviii)(829611) or (c)(ccxcviii)(829611) the sub-licence authorises the third party to use the rights licensed in Paragraph (d)(52) (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*) only for purposes relating to the Services (or substantially equivalent services); and (as the case may be) which, if the breach is capable of remedy, is not remedied within 20 Business Days after the Supplier gives the Authority written notice specifying the breach and requiring its remedy.

2.7 In the event the licence of the Supplier Non-COTS Software or the Supplier Non-COTS Background IPRs is terminated pursuant to Paragraph 2.6, the Authority shall:

- (55) immediately cease all use of the Supplier Non-COTS Software or the Supplier Non-COTS Background IPRs (as the case may be);
- (56) at the discretion of the Supplier, return or destroy documents and other tangible materials to the extent that they contain any of the Supplier Non-COTS Software and/or the Supplier Non-COTS Background IPRs, provided that if the Supplier has not made an election within 6 months of the termination of the licence, the Authority may destroy the documents and other tangible materials that contain any of the Supplier Non-COTS Software and/or the Supplier Non-COTS Background IPRs (as the case may be); and
- (57) ensure, so far as reasonably practicable, that any Supplier Non-COTS Software and/or Supplier Non-COTS Background IPRs that are held in electronic, digital or other machine-readable form ceases to be readily accessible (other than by the information technology staff of the Authority) from any computer, word processor, voicemail system or any other device containing such Supplier Non-COTS Software and/or Supplier Non-COTS Background IPRs.

Authority's right to sub-licence

2.8 Subject to Paragraph 2.19 (*Patents*) the Authority may sub-licence:

- (58) the rights granted under Paragraph (d)(52) (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*) to a third party (including for the avoidance of doubt, any Replacement Supplier) provided that:

the sub-licence is on terms no broader than those granted to the Authority under this Contract;

the sub-licence authorises the third party to use the rights licensed in Paragraph (d)(52) (*Supplier Software, Specially Written Software,*

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Project Specific IPRs and Supplier Background IPRs) only for purposes relating to the Services (or substantially equivalent services); and

the sub-licensee shall have executed a confidentiality undertaking in favour of the Supplier in or substantially in the form set out in Annex 2 to Schedule 12 (*Software*); and

(59) the rights granted under Paragraph (d)(52) (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*) to any Approved Sub-Licensee to the extent necessary to use and/or obtain the benefit of the Specially Written Software and/or the Project Specific IPRs provided that:

the sub-licence is on terms no broader than those granted to the Authority under this contract; and

the Supplier has received a confidentiality undertaking in its favour in or substantially in the form set out in Annex 2 to Schedule 12 (*Software*) duly executed by the Approved Sub-Licensee.

Authority's right to assign/novate licences

2.9 The Authority may assign, novate or otherwise transfer its rights and obligations under the licences granted pursuant to Paragraph (d)(52) (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*) to:

(60) A Central Government Body; or

(61) to any body (including any private sector body) which performs or carries on any of the functions and/or activities that previously had been performed and/or carried on by the Authority,

2.10 provided that such transfer is for any purpose relating to the Services (or substantially equivalent services)).

2.11 Any change in the legal status of the Authority which means that it ceases to be a Central Government Body shall not affect the validity of any licence granted in Paragraph 2.5 (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*). If the Authority ceases to be a Central Government Body, the successor body to the Authority shall still be entitled to the benefit of the licence granted in Paragraph 2.4 (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*).

2.12 If a licence granted in Paragraph 2.5 (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*) is novated under Paragraph 2.9 (*Authority's right to assign/novate licences*) or there is a change of the Authority's status pursuant to Paragraph 2.11, the rights acquired on that novation or change of status shall not extend beyond those previously enjoyed by the Authority.

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Third Party Software and Third Party IPRs

2.13 The Supplier shall not use in the provision of the Services (including in any Specially Written Software or in the software element of Project Specific IPRs) any Third Party Non-COTS Software or Third Party Non-COTS IPRs unless agreed by the Parties in Schedule 12 (*Software*) or written approval is granted by the Authority following a review by the Technical Board and has in each case either:

(62) first procured that the owner or an authorised licensor of the relevant Third Party Non-COTS IPRs or Third Party Non-COTS Software (as the case may be) has granted a direct licence to the Authority on a royalty-free basis and on terms no less favourable to the Authority than those set out in Paragraph (d)(52) and 2.6 (*Supplier Software, Specially Written Software, Project Specific IPRs and Supplier Background IPRs*) and Paragraph 2.9 (*Authority's right to assign/novate licences*); or

(63) complied with the provisions of Paragraph 2.14.

2.14 If the Supplier cannot obtain for the Authority a licence in respect of any Third Party Non-COTS Software and/or Third Party Non-COTS IPRs in accordance with the licence terms set out in Paragraph (d)(62), the Supplier shall:

(64) notify the Authority in writing giving details of what licence terms can be obtained from the relevant third party and whether there are alternative software providers which the Supplier could seek to use; and

(65) use the relevant Third Party Non-COTS Software and/or Third Party Non-COTS IPRs only if the Authority has first:

approved in writing the terms of the licence from the relevant third party; or

agreed to use the relevant Third Party Non-COTS Software and/or Third Party Non-COTS IPRs without a licence, with reference to the acts authorised and the specific IPR involved. In spite of any other provisions of this Contract and for the avoidance of doubt, award of this Contract by the Authority and the ordering of any Deliverable under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 Section 12 of the Registered Designs Act 1949 or Sections 240 – 243 of the Copyright, Designs and Patents Act 1988.

2.15 The Supplier shall:

(66) within five (5) Business Days from the Effective Date, notify the Authority in writing of all Third Party COTS Software and Third Party COTS IPRs that it uses and the terms on which it uses them; and

(67) unless instructed otherwise in writing by the Authority in any case within 20 Business Days of notification pursuant to Paragraph (d)(66), use all reasonable endeavours to procure in each case that the owner or an authorised licensor of the relevant Third Party COTS Software

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and Third Party COTS IPRs grants a direct licence to the Authority on terms no less favourable (including as to indemnification against IPRs Claims) than those on which such software is usually made commercially available by the relevant third party.

- 2.16 Should the Supplier become aware at any time, including after termination, that the Specially Written Software and/or the Project Specific IPRs contain any Intellectual Property Rights for which the Authority does not have a suitable licence, then the Supplier must notify the Authority within ten (10) days of what those rights are and which parts of the Specially Written Software and the Project Specific IPRs they are found in.

Termination and Replacement Suppliers

- 2.17 For the avoidance of doubt, the termination or expiry of this Contract shall not of itself result in any termination of any of the licences granted by the Supplier or relevant third party pursuant to or as contemplated by this Paragraph 2.

- 2.18 The Supplier shall, if requested by the Authority in accordance with Schedule 25 (*Exit Management*) and at the Supplier's cost:

(68) grant (or procure the grant) to any Replacement Supplier of:

a licence to use any Supplier Non-COTS Software, Supplier Non-COTS Background IPRs, Specially Written Software, Project Specific IPRs, Third Party Non-COTS IPRs and/or Third Party Non-COTS Software on a royalty-free basis to the Replacement Supplier and on terms no less favourable than those granted to the Authority in respect of the relevant Software and/or IPRs pursuant to or as contemplated by this Paragraph 2 subject to receipt by the Supplier of a confidentiality undertaking in its favour in or substantially in the form set out in Annex 2 to Schedule 12 (*Software*) duly executed by the Replacement Supplier;

a licence to use any Supplier COTS Software and/or Supplier COTS Background IPRs, on terms no less favourable (including as to indemnification against IPRs Claims) than those on which such software is usually made commercially available by the Supplier; and/or

use all reasonable endeavours to procure the grant to any Replacement Supplier of a licence to use any Third Party COTS Software and/or Third Party COTS IPRs on terms no less favourable (including as to indemnification against IPRs Claims) than those on which such software is usually made commercially available by the relevant third party.

Patents

- 2.19 Where a patent owned by the Supplier is necessarily infringed by the use of the Specially Written Software or Project Specific IPRs by the Authority or any Replacement Supplier, the Supplier hereby grants to the Authority and the Replacement Supplier a non-exclusive, irrevocable, royalty-free, worldwide

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patent licence to use the infringing methods, materials or software solely for the purpose for which they were delivered under this Contract.

3 LICENCES GRANTED BY THE AUTHORITY

3.1 The Authority hereby grants to the Supplier a royalty-free, non-exclusive, non-transferable licence during the Term to use the Authority Software, the Authority Background IPRs and the Authority Data solely to the extent necessary for performing the Services in accordance with this Contract, including (but not limited to) the right to grant sub-licences to Sub-contractors provided that:

(69) any relevant Sub-contractor has entered into a confidentiality undertaking with the Supplier on the same terms as set out in Clause 1.3.14 (Schedule 15) the banking details for payment to the Supplier via electronic transfer of funds (i.e. name and address of bank, sort code, account name and number); and (*Confidentiality*); and

(70) the Supplier shall not, without the Authority's prior written consent, use the licensed materials for any other purpose or for the benefit of any person other than the Authority.

3.2 In the event of the termination or expiry of this Contract, the licence granted pursuant to Paragraph 3.1 and any sub-licence granted by the Supplier in accordance with Paragraph 3.1 shall terminate automatically on the date of such termination or expiry and the Supplier shall:

(71) and shall procure that its Sub-contracts shall immediately cease all use of the Authority Software, the Authority Background IPRs and the Authority Data (as the case may be);

(72) at the discretion of the Authority, return or destroy documents and other tangible materials that contain any of the Authority Software, the Authority Background IPRs and the Authority Data, provided that if the Authority has not made an election within 6 months of the termination of the licence, the Supplier may destroy the documents and other tangible materials that contain any of the Authority Software, the Authority Background IPRs and the Authority Data (as the case may be); and

(73) ensure, so far as reasonably practicable, that any Authority Software, Authority Background IPRs and Authority Data that are held in electronic, digital or other machine-readable form ceases to be readily accessible from any Supplier computer, word processor, voicemail system or any other Supplier device containing such Authority Software, Authority Background IPRs and/or Authority Data.

3.3 The Supplier may use and exploit the Specially Written Software and/or the Project Specific IPRs provided that:

(74) the Supplier must always offer a price and solution to the Authority which is in accordance with the Charges ;

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- (75) where the Supplier proposes to exploit the Specially Written Software and/or the Project Specific IPRs, that it provides a detailed proposal of its plans for exploitation of the Specially Written Software and/or the Project Specific IPRs and the forecast returns, including (but not limited to) details of the goods and services to be offered by the Supplier which use the Specially Written Software and/or the Project Specific IPRs, the target markets and territory, the estimated level of orders, the marketing strategy; full details of the estimated costs, prices, revenues and profits; impact assessment on services delivered under the Contract; and any other information that would reasonably be required by the Authority to enable it to consider the commercial, legal and financial implications to the Parties of the proposal and any further information which the Authority may reasonably request; and
- (76) where the Supplier proposes to discount the prices offered to the Authority in return for the right to exploit the Specially Written Software and/or the Project Specific IPRs, that it provides clear evidence to demonstrate how the exploitation plans and financial information provided under Paragraph (d)(75) above have been applied to the price for the Deliverables offered to the Authority and other potential users.

- 3.4 The Supplier acknowledges and agrees that the Authority is under an obligation to comply with procurement Laws and state aid rules when considering proposals for alternative IPR arrangements and the Authority will need to consider its position and approach on a case by case basis.

Annex 1: Project Specific Ipr And Specially Written Software

Name of Project Specific IPR	Details
Project Initiation Document suite	A suite of project management documents including essential information that formally defines the start of the TOpS 2025 project.
Set-up Plan	A detailed outline of how the TOpS 2025 project will be initiated including tasks, timelines, resource allocations and responsibilities.
Operational Delivery Plan	A detailed strategy outlining how Pearson will approach the specific tasks and workstreams for the TOpS 2025 project.
RAID Log	A log of TOpS 2025 project specific risks, assumptions, issues and dependencies, regularly reviewed and updated.
Product Flow Diagrams	A document outlining the sequence of creation for TOpS 2025 project products in the Set-up and Operational Delivery phases.
Product Descriptions	High-level descriptions of all products to be delivered across the TOpS 2025 project detailing upstream and downstream dependencies.

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Name of Project Specific IPR	Details
Resourcing Plan	A plan detailing the approach, personnel, recruitment and ongoing review of resource allocated to the TOpS 2025 project.
Marking Capacity Model	A model that calculates marking capacity for the TOpS 2025 project and provides detail of activities used to inform calculations and forecasts, as well as showcasing contingency for all marking phases.
Flow Diagram	A diagram mapping out the flow of information for all TOpS 2025 project data from registration to publication of results and review.
Data Quality Assurance Strategy	A document detailing Pearson’s approach to data quality assurance for the TOpS 2025 project.
Security Management Plan	A security management plan for the TOpS 2025 project that specifies the security approach and policy to be
Business Continuity and Disaster Recovery Plan	A document that details the plan to ensure the continuity of services for the TOpS 2025 project.
Systems Architecture Diagram	A detailed visual illustration of the TOpS 2025 project systems and how they interact with each other
Conceptual and Logical data models	Visual illustrations of the high level conceptual data and detailed logical data models for the TOpS 2025 project.
Lessons Log	A populated log of lessons learned for the TOpS 2025 project with detail on date, occurrence and recommendations.

Name of Specially Written Software	[Details]
Not applicable	

Name of adapted or embedded Supplier Software, Third Party Software, Third Party IPRs, or Supplier Background IPRs

Supplier Software:

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Software	Supplier (if an Affiliate of the Supplier)	Purpose
Modulus Manager	Pearson	Entrypoint for all STA and organisation interaction
Mod Mark	Pearson	Entrypoint for all marking activity
Mod Reports	Pearson	Integrated reports generation software
Mod PMA	Pearson	Integrated project management software
MMS	Pearson	Exam stock management system to manage exam materials
DWS	Pearson	Document scanning (examination papers, attendance registers etc) and data capture
Hobit	Pearson	Receipt, Sort, Validate and Prioritize documents prior to them been received at the scanners

Third Party Software	Supplier	Purpose
Laravel Nova	Laravel	Flexible admin panel software
Oracle ERP	Oracle	Resource planning and finance management
Oracle Apex	Oracle	App functionality and reporting capabilities

Schedule 33 (Escrow)

For the avoidance of doubt, all software used by the Supplier to deliver the Services and the novation agreements of the Supplier Agreements described in this Agreement which are to be placed in escrow by Supplier must be identified here such that where any of the events in Clause 45 (Escrow) occur (which will trigger the release of the Deposited Materials) the Authority may build a fully working system in order to be able to continue to carry out the Services.

1 Supplier Software:

Software	Supplier (if an Affiliate of the Supplier)	Purpose
Modulus Manager	Pearson	Entrypoint for all STA and organisation interaction
Mod Mark	Pearson	Entrypoint for all marking activity
Mod Reports	Pearson	Integrated reports generation software
Mod PMA	Pearson	Integrated project management software

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MMS	Pearson	Exam stock management system to manage exam materials
DWS	Pearson	Document scanning (examination papers, attendance registers etc) and data capture
Hobit	Pearson	Receipt, Sort, Validate and Prioritize documents prior to them been received at the scanners

2 Specially-Written Software:

N/A

3 Third Party Software:

Third Party Software	Supplier	Purpose
Laravel Nova	Laravel	Flexible admin panel software
Oracle ERP	Oracle	Resource planning and finance management
Oracle Apex	Oracle	App functionality and reporting capabilities

4 Supplier Agreements together with novation agreements of the same:

5 Key Subcontractor Supplier Agreements together with novation agreements of the same: