

***Freelance Co-ordinator for the
Morecambe Bay More to Explore Project***

1. Background

- 1.1. Morecambe Bay Partnership, wishes to appoint a co-ordinator(s) to support delivery and ensure the long-term success of the 'More to Explore' project. More to Explore aims to make the Bay's countryside and key heritage sites more accessible to more people, in particular those that have mobility challenges.
- 1.2. We are seeking a local consultant with
 - a passion to improve access for everyone to the countryside
 - a good understanding of rights of way legislation, access challenges facing those with less mobility, and the practical steps to improve access
 - good local knowledge and networks
 - excellent knowledge of partnership working, and the role of volunteers and
 - a strong business sense, and the drive to work for a sustainable model to ensure long-term success of the programme and it's integration with the broader Morecambe Bay Partnership portfolio and ambition.
- 1.3. The development and implementation of the More to Explore project is being delivered by Morecambe Bay Partnership with funding from the Heritage Lottery Fund, Coastal Communities Fund and South Lakeland District Council. It is a key project that we wish to continue for the long-term, although at present funding is restricted and (in part) time-limited.
- 1.4. The project includes creating provision of all-terrain mobility scooters (Trampers) at locations around the Bay and promoting and enhancing suitable routes at or near these locations.
- 1.5. The consultant(s) will lead in the launch of the routes, preparation of host sites – including provision of suitable housing for the scooter(s), training of hosts and volunteers, monitoring, and sustainable business development.
- 1.6. All-terrain mobility scooters are robust mobility scooters that can cope with rugged terrain and hills, allowing users to get out into the countryside. These will be available on accessible routes to open up parts of Morecambe Bay to a wider range of users allowing the discovery and exploration of the rich cultural and environmental heritage of the area, supporting more access and bringing health benefits from time spent outdoors. They will allow people with mobility challenges to access more areas along the coast and in the countryside and enjoy days out with their families.

- 1.7. Information, interpretation and publicity via printed and web media will be made available for the routes. There is a separate budget of £2K for marketing and publicity.
- 1.8. To date, February 2018, the development of the More to Explore project includes:
- Identification of all-terrain mobility scooter suitable routes
 - Beyond this, a wide number of routes have been assessed that could expand the project for the future.
 - A brand has been developed and professionally designed marketing materials are nearing completion.
 - A website is almost complete.
 - Procurement of mobility scooters and associated equipment is complete and awaiting delivery. There is a separate budget of £30K to purchase equipment.
 - Independent consultants have supported the development work, including preparing a business plan and operating model.
 - The first host site for mobility scooter(s) has been agreed near Roudsea Woods (subject to contract) and plans for a shed to house the scooter(s) are advancing (again, subject to contract).

2. Outputs

- 2.1. Working closely with the Morecambe Bay Partnership team, the co-ordinator's role is to deliver the following funder required outputs by November 2018:
- 4 Trampers available
 - 2 businesses engaged
 - 6 Volunteer staff trained
 - 4 circular route leaflets
 - 3 special routes that combine i) improved access for people with disabilities, ii) information so the routes can be explored with confidence and certainty, iii) multisensory access to the sounds and scent of the sea and coast.
 - 3 route 'leaflets', presented in accessible print and digital format
- 2.2. The following outcomes will be achieved:
- A wide range of new access opportunities for the disabled and the less mobile.
 - New access opportunities to the Bay
 - Supported volunteering opportunities in researching and publishing route information.
- 2.3. To achieve the above outputs and outcomes the co-ordinator will be expected to
- 2.3.1. Finalise the selection of and setting up of at least 2 mobility scooter hosts in 2018 (focussing on Roudsea Woods and Grange initially)
- 2.3.2. Make recommendations on the priorities for future sites taking into account practicalities and drawing on the route assessment work already done.

- 2.3.3. Recruit, train and support volunteers to 'hire out' the scooters
- 2.3.4. Liaise on a regular basis with hosts, volunteers and Morecambe Bay Partnership staff
- 2.3.5. Liaise with scooter provider to take delivery of scooters and associated equipment, ensure hosts and volunteers are fully trained in use and maintenance of kit
- 2.3.6. Ensure the scooter accessible route(s) are fully signed and easy to follow from the host site and promote the programme and its need to be funded in future, including via donations
- 2.3.7. Provide detail for More to Explore leaflets and website
- 2.3.8. Liaise with partners to take forward minor route improvements on three routes (drawing on the route assessment work already done)
- 2.3.9. Work closely with the Morecambe Bay Partnership team and other consultants including on marketing and communications
- 2.3.10. Develop and deliver launch event(s) to ensure the success of the programme and ensure wide awareness and use of the scooters and routes.
- 2.3.11. Develop monitoring plan to meet funders requirements
- 2.3.12. Prepare monitoring report
- 2.3.13. Build the network, support growth and sustainability
- 2.3.14. Explore and exploit opportunities to promote Trampers through events and work with partners
- 2.3.15. Explore the issues and potential for Trampers to be moved between sites by trailer to ensure maximum levels of use
- 2.3.16. Develop sustainability plan and options for future development for the Morecambe Bay Partnership trustees
- 2.3.17. Ensure liaison and communication among the network, with the Morecambe Bay Partnership and with key stakeholders
- 2.3.18. The co-ordinator will be the initial liaison person between Morecambe Bay Partnership and the network.

3. Key Tasks

Ideally the co-ordinator will work flexibly to carry out the following tasks:

- 3.1. Work to set up hire points and volunteers initially at Roudsea Woods and Grange-over-Sands

- 3.2. Co-ordinate stakeholders/hire points and volunteers – keep everyone up to date with progress/develop a ‘network’, promote the project, provide feedback
- 3.3. Manage the monitoring/evaluation programme
- 3.4. Provide detail for the promotion and marketing of the scooters and routes
- 3.5. Work with partners, key contacts to pursue the development of routes e.g. liaison with CCC/LDNPA others re: developments for Hampsfell; liaison with Natural England re: developments for Haweswater / Gait Barrows; Westfield Greenway; Ulverston Canal routes; setting up new hire points.
- 3.6. Undertake evaluation – produce report and recommendations based on ‘pilot’ year learnings/observations
- 3.7. Develop programme so it can continue into 2019 onwards.
- 3.8. Ensure that good quality photos and videos are collected for publicity and promotion
- 3.9. Oversee feedback from website from users, route suggestions
- 3.10. Deal with any issues arising from use of routes / insurance etc.
- 3.11. Identify and investigate possible funding opportunities to support and extend the programme

4. Price and Payment Schedule

- 4.1. The total cost for delivery of this work is to be no more than £9000 (excluding VAT).
- 4.2. This price covers consultant time to deliver the above outputs and key tasks and all travel and other business expenses and overheads. There is a separate budget to support delivery of the outputs – e.g. equipment purchase; signage; leaflet design and print.
- 4.3. The schedule for payment will be agreed at the inception meeting.

5. Deadlines and Timetable

- 5.1. The timetable for tendering is as follows:

Deadline for expressions of interest and clarifications	Tuesday 27 th February
Response to clarifications	Wednesday 28 th February
Deadline for submission	Monday 12 th March 5pm
Interviews (if required)	Wednesday 14 th March
Inception & planning meeting	Friday 16 th March

- 5.2. The contract is to begin in March 2018 and is expected to be completed within 9 months.
- 5.3. The successful consultant/s should initially discuss the scope of the work with the client at the inception meeting to agree detailed timetable for the work.

6. Project Management

- 6.1. The facilitator will report to the client immediately if there are any unforeseen delays or problems which may limit the ability to complete the work to schedule.
- 6.2. As part of the contract, the facilitator is required to attend meetings with the client, in Kendal, as detailed below.
 - (i) Inception meeting with the client for an initial briefing to agree the scope of the project, timetable and communications and identify any operational difficulties that might be encountered.
 - (ii) Regular (monthly) progress meetings during 2018 – dates to be agreed at inception.
 - (iii) Informal meetings (in person or by phone, to be agreed) on a regular basis (minimum every 2 weeks).
- 6.3. The client requires 1 hard copy and a digital copy (in MS Word and PDF format) of any final reports/materials that may be produced, which should be fully proof-read. A copy of any presentation materials used in reports, presentations or in project meetings, workshop sessions or seminars (slides, hand-outs, overhead projection transparencies, etc.) will be required by the client for retention.
- 6.4. The client will hold the copyright on materials developed through this contract. The report or the information from this research cannot be quoted from or used in any other project work without the written permission of the client.

7. Work proposals and submission

- 7.1. Interested consultants should submit proposals to arrive by **Monday 12th March 5pm**. Late submissions will not be accepted. Submissions should be sent by email to Richard Frank, Coastal Communities Team Officer, richard@morecambebay.org.uk and copied to Sophie Cringle sophie@morecambebay.org.uk and will be acknowledged.
- 7.2. Anticipated competencies of the chosen consultant/s are:
 - a passion to improve access for everyone to the countryside
 - a good understanding of rights of way legislation, access challenges facing those with less mobility, and the practical steps to improve access

- good local knowledge and networks
 - excellent knowledge of partnership working, and the role of volunteers
 - a good knowledge of and experience in working with all ability access
 - a strong business sense, and the drive to work for a sustainable model to ensure long-term success of the programme and it's integration with the broader Morecambe Bay Partnership portfolio and ambition.
 - an organised and self-motivated worker who can work to co-ordinate and deliver the project. The Morecambe Bay Partnership office is located in Kendal and the management and co-ordination of the project will be based there.
 - highly effective communicator capable of partnership working with agencies, businesses and volunteers
 - experience of working with volunteers
 - organised and capable with email, document and spreadsheet skills
 - able to travel around all of the Morecambe Bay area
 - proven ability in writing reports and analysis of data to drive a project
- 7.3. The proposal should be as brief as possible while also demonstrating the requirements below. Please submit the following information in your tender for us to evaluate your response. Note that 7.4 – 7.8 are pass/fail criteria that will determine whether we evaluate your proposals.
- 7.4. Please confirm that you have read and agree to the general terms and conditions listed in Appendix 1.
- 7.5. Please provide details of 3 relevant / similar previous or current projects/experiences in the last 3 years. The information should include:
- Description of services
 - Contract period (i.e. 2 months, 3 years etc.)
 - Value
 - Company / individual services provided to
 - Contact details and agreement that we may seek references
- 7.6. Please provide CVs (2 pages max) for the personnel who would be involved in this contract. These should include qualifications and relevant experience.
- 7.7. Copies of your insurance certificates. The client will require consultants to include proof of employer's liability insurance - this is a legal requirement (except for businesses employing only the owner/close family members) and this should be at least £1 million. Please list the insurance that you hold.

- 7.8. Please provide a risk management document for the delivery of this contract including the provision and systems you have in place to ensure that you can meet the deadlines – e.g. who you will collaborate with in case of illness or other delays.
- 7.9. Your understanding and summary of the task including how you propose to work with us and our partners to help us to achieve the requirements of the brief.
- 7.10. Value for money.
- 7.11. Expertise in undertaking similar work.
- 7.12. Team structure – lead and contributors.
- 7.13. Costs including a breakdown of each consultant’s role, day rate, number of days working on the project, purchases, travel costs and other expenses.
- 7.14. Any other information that you consider appropriate to inform us of you/your company’s suitability for this project.

8. Contract manager:

- 8.1. The contract manager is Richard Frank. Contact details are Morecambe Bay Partnership, The Factory, Castle Mills, Aynam Road, Kendal, LA9 7DE.
richard@morecambebay.org.uk 01539 734888
- 8.2. Please refer to the Cumbria County Council Terms and Conditions, Appendix 1 attached, and ensure you are familiar with them. The contractor, by submitting a quote, will agree and adhere to these. Please note these terms and conditions are unable to be changed once the contract has been awarded so any changes proposed, including those determined by any company legal/department should be raised prior to submission of the tender.

9. Award Criteria:

- 9.1. All submission must meet criteria listed at 7.4 - 7.8 above. These are pass/fail criteria that will determine whether we score your proposals.

- 9.2. Tenders will be scored according to the following:

• Your understanding and summary of the task.....	10%
• Your approach to undertaking this work	30%
• Previous relevant experience / evidence of successfully undertaking similar work	30%
• Risk management	15%
• Value for money	15%
• TOTAL	100%

Appendix 1

(Cumbria County Council is the Accountable Body for Morecambe Bay Partnership's Headlands to Headspace Scheme)

TERMS AND CONDITIONS FOR SERVICES

1. DEFINITIONS

"Acceptance Letter" means the letter attached hereto accepting the provision of the Services issued by the Council which includes a description of the Services, the price or rate applicable to the Services and any particular terms applying to the services which are additional to these Terms and Conditions.

"Business Day" is a day (other than a Saturday, Sunday or public holiday) when banks in London are open for business.

"Council" means Cumbria County Council.

"Council's Representative" means any person named on the Acceptance Letter as a key contact or any person who the Council notifies the Provider is to be regarded as a key contact during the course of the Contract.

"Key Contact" means any person named on the Acceptance Letter as a key contact or any person who the Provider notifies to the Council is to be regarded as a key contact during the course of the Services.

"Price" means the price or rate for the Services given in the Acceptance Letter (including all expenses of the Provider save where the Acceptance Letter states otherwise.

"Parties" means the Council and the Provider.

"Premises" means any land or building where the Services are to be performed specified in the Acceptance Letter.

"Provider" means the person, firm or company who is to provide the Services identified in the Acceptance Letter.

"Services" means the services described in the Acceptance Letter.

"Terms and Conditions" means these terms and conditions for the supply of the Services.

2. GENERAL

2.1 These Terms and Conditions together with the Acceptance Letter and any other document, plan or specification referred to in the Acceptance Letter constitute the contract between the Parties for the Services (**"the Contract"**).

2.2 In the event of any conflict between a clause in these Terms and Conditions and a term of the Acceptance Letter, the terms of the Acceptance Letter shall prevail.

2.3 This Contract constitutes the entire agreement between the Parties relating to the Services and replaces all previous negotiations, agreements, understandings and representations whether oral or in writing. Any terms and conditions purported to be imposed by the Provider shall not be binding on the Council under any circumstances. Where the Provider appends its standard terms and conditions to any communication and/or invoice the Provider acknowledges that the terms and conditions in this Contract shall prevail.

2.4 Nothing in this Contract shall have the effect of making the Provider an agent, servant or employee of the Council.

2.5 The headings to these Terms and Conditions are for convenience only and will not affect construction or interpretation and reference to a clause shall be a reference to a clause of these Terms and Conditions unless explicitly stated otherwise.

2.6 Words denoting anyone gender include all genders and vice versa and the singular includes the plural and vice versa.

2.7 References to persons include individuals, partnerships, bodies corporate and unincorporated associations.

2.8 References to statutes or statutory provision shall be construed to include references to those statutes or provisions as amended or re-enacted from time to time.

2.9 The words and phrases "other", "including" and "in particular" shall not limit the generality of any preceding words.

3. THE SERVICES

3.1 The Provider shall provide the Services set out in the Acceptance Letter.

3.2 The Provider shall perform the Services:

- a) with reasonable skill, care and diligence;
- b) in accordance with industry best practice and using the best available techniques and standards;
- c) in accordance with all applicable laws;
- d) using staff who have appropriate skills, qualifications and experience;
- e) using the appropriate number of staff; and
- f) to the reasonable satisfaction of the Council's Representative.

3.3 The Provider shall provide all equipment and materials necessary for the performance of the Services except as otherwise agreed in writing with the Council. All equipment and materials shall be at the Provider's risk.

3.4 All equipment and materials provided by the Provider shall be of a suitable quality and fit for the purpose for which they are provided.

3.5 The Provider shall ensure that it holds and that all its employees hold all relevant licences permits and authorisations to allow the lawful performance of the Services.

3.6 The Provider shall ensure that all approvals, certificates, authorisations, permissions, licences, permits, regulations and consents necessary from time to time for the performance of the Service including without limitation any specific requirements set out in the Acceptance Letter ("Necessary Consents") are in place to provide the Services and the Council shall not (unless otherwise agreed) incur any additional costs associated with obtaining, maintaining or complying with the same.

3.7 Where there is any conflict or inconsistency between the provisions of the Contract and the requirements of a Necessary Cons ent, then the latter shall prevail, provided that the Provider has made all reasonable attempts to obtain a Necessary Consent in line with the requirements of the Services.

4. TIME OF PERFORMANCE

4.1 The Provider shall carry out the Services for the period and/or in accordance with the timescales set out in the Acceptance Letter. In the event that the Acceptance Letter does not specify any timescales, the Provider shall comply with any reasonable timescales notified by the Council.

4.2 The Provider shall submit such programmes of work and progress reports as the Council may from time to time require.

4.3 The Provider shall notify the Council immediately if it becomes aware of any event that it believes is likely to delay or impede the performance of the Services.

4.4 In the event that the Provider fails to meet a date or dates set out in the Acceptance Letter it shall, on the request of the Council, and without prejudice to the Council's other rights and remedies, arrange to provide all such additional resources as are necessary to fulfil its obligations at no additional cost to the Council.

5. REJECTION OF SERVICES

5.1 The Council may at any time reject the Services or anything delivered as part of the Services which in the reasonable view of the Council does not comply with the Contract in any material way.

5.2 If the Council rejects all or part of the Services under clause 5.1 above, it shall serve a notice on the Provider stating the reasons for such rejection.

5.3 Following receipt of a notice of rejection of the Services, the Provider shall have 5 Business Days (or such other period as the Parties may agree in writing) during which the Provider shall address the faults or failings which caused the notice of rejection to be issued.

5.4 If the Provider fails to correct the faults or failings which caused the notice of rejection to be issued to the reasonable satisfaction of the Council within 5 Business Days, the Council shall be entitled to terminate this Contract or any part of the Services.

5.5 The Council may require the immediate removal from its premises of anything delivered by the Provider which, in the reasonable view of the Council, is hazardous, not fit for purpose or noxious. The Provider shall comply with any such request at its own expense.

6. PROVIDER'S PERSONNEL

6.1 The Provider shall make Key Contacts available for the purposes of the Services and shall not make any changes in the Key Contacts without the prior written approval of the Council.

6.2 If and when requested by the Council, the Provider shall provide the Council with a list of the names of any person being used in the Services

specifying, in each case, the capacities in which they are involved and giving such other particulars and evidence of identity and other supporting evidence as the Council may reasonably require.

6.3 The Provider shall comply with any notice reasonably given by the Council stating that a person named in the notice is not to be involved any further in the provision of the Services. The Provider shall replace any such person with someone of equivalent skills and qualifications.

6.4 The Council may terminate the Contract and recover from the Provider the amount of any loss resulting from such termination if under this Contract (or any other contract the Provider has):

- (a) the Provider fails, to ensure provision of equality of treatment for anyone who shares a Protected Characteristic as defined in the Equality Act 2010 (whether it is on such grounds as maternity, gender, transgender, marital status, ethnicity, disability, age, religion and belief and sexual orientation or otherwise) in the provision of services and in the employment of its staff and sub-contractors; and/or
- (b) the Provider unlawfully discriminates either directly or indirectly and does not comply with the obligations of the Equality Act 2010 and or any other relevant or equivalent legislation, or any statutory modification or re-enactment thereof.

7. SECURITY AND USE OF COUNCIL'S PREMISES

7.1 Where the Services are being carried out at Premises that are owned or occupied by the Council the Provider shall:

- a) comply and shall ensure that its staff, sub-contractors and agents comply with any rules or regulations applied by the Council in relation to security at its premises;
- b) comply with any notice given by the Council stating that a person named in the notice is to be removed from the Premises and/or not deployed any further in the provision of the Services. The Provider shall ensure that the person is replaced by someone of at least equivalent skills and qualifications. The decision of the Council on whether someone may be admitted to its Premises is final. The Provider shall bear the cost of complying with such a notice;
- c) keep the Premises reasonably clean and tidy while the Services are being performed and shall leave them clean and tidy on completion;
- d) pay the costs of making good any damage to the Premises (including any fixtures and fittings of the Premises) done by its employees, agents or sub-contractors other than fair wear and tear;
- e) enter and/or occupy such Premises as a licensee; and
- f) co-operate with any other person, firm or company which is providing services to the Council at the same time as the Provider.

8. PAYMENT

8.1 In consideration for the carrying out the Services in compliance with this Contract by the Provider the Council shall pay the Provider the Price.

8.2 The Provider shall submit monthly in arrears an invoice for the Services to the Council's address for invoices given in the Acceptance Letter. The invoice shall contain the Order Number and a description of the Services carried out and the proportion of the Price payable.

8.3 The Council shall pay the Provider within 30 days of receipt and agreement of invoices, for work completed to the satisfaction of the Council.

8.4 In addition to the Price, the Council shall pay the Provider where lawfully due a sum equivalent to any Value Added Tax chargeable in respect of the Services. Value Added Tax shall be shown as a separate item on the Provider's invoice.

9. RECOVERY OF SUMS DUE

If any sum is recoverable from or payable by the Provider under the Contract, that sum may be deducted from any sum then due or which at a later date becomes due to the Provider under the Contract or under any other agreement with the Council.

10. AUDIT

The Provider shall keep and maintain until 6 years after the Contract has been completed records to the satisfaction of the Council of all expenditures that are reimbursable by the Council. These records shall include records of the hours worked and costs incurred by the Provider or any employees of the Provider in connection with the Services. The Provider shall on request afford the Council or any person reasonably specified by the Council such access to those records as may be required by the Council in connection with the Contract.

11. FREEDOM OF INFORMATION/DPA

11.1 The Provider acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) and shall assist and co-operate with the Council (at the Provider's expense) to enable the Council to comply with information disclosure requirements under the FOIA or EIR.

11.2 The Council shall be responsible for determining at its absolute discretion whether any information in connection with this Contract is exempt from disclosure in accordance with the provisions of the FOIA or the EIR and/or is to be disclosed in response to a request for information.

11.3 The Provider shall (and shall procure that any of its personnel involved in the provision of the Contract shall) comply with any notification requirements under the Data Protection Act 1998 (DPA) and shall duly observe all their obligations under the DPA, which arise in connection with the Contract.

12. HEALTH AND SAFETY

12.1 The Provider shall notify the Council of any health and safety hazards which may arise in connection with the performance of this Contract.

12.2 Where the Services are being carried out at land or premises owned or occupied by the Council, the Council shall notify the Provider of any health and safety hazards which may exist or arise at its premises and which may affect the Provider. The Provider shall draw these hazards to the attention of any of its employees, sub-contractors or agents who may be affected by them and instruct such persons in connection with any necessary safety measures.

13. CONFIDENTIALITY

13.1 The Provider undertakes to keep secret and not to disclose and to procure that its employees, sub-contractors and agents keep secret and do not disclose any information of a confidential nature which it has obtained by reason of this Contract. Nothing in this clause applies to information which is already in the public domain or the possession of the Provider other than by reason of breach of this clause.

13.2 The provisions of this clause shall survive the termination of this Contract however that occurs.

14. INDEMNITY AND INSURANCE

14.1 Without prejudice to any rights or remedies of the Council the Provider shall indemnify the Council against all actions, demands, losses, expenses and costs (including legal costs on a solicitor and client basis) which the Council may suffer or incur as a result of or in connection with any damage to property or any injury (whether fatal or otherwise) to any person which may result directly from any defect in the Services or any negligence or breach of this Contract by the Provider

14.2 The Provider warrants that it has in place with a reputable insurance company a policy or policies of insurance covering all the liabilities and indemnities under this Contract.

14.3 The Provider shall at its own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover as is reasonable (including without limitation any specific requirements set out in the Acceptance Letter) for delivery of the Services. The cover shall be in respect of all risks which may be incurred by the Provider, arising out of the Provider's performance of the Contract, including death or personal injury, loss of or damage to property or any other loss.

14.4 The Provider shall give the Council, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the insurances are in place.

14.5 Where professional indemnity insurance is required the Provider shall continue to maintain such insurance with a reputable insurer for a period of 3 years following completion of the Services.

14.6 The terms of any insurance or the amount of cover shall not relieve the Provider of any liabilities under this Contract.

14.7 Notwithstanding any other provision of this Contract neither Party limits or excludes its liability for fraud or fraudulent misrepresentation, death or personal injury caused by its negligence, or any other act or omission, liability for which may not be limited under any applicable law.

15. VARIATION

15.1 This Contract may not be varied or amended unless the variation or amendment is in writing and agreed signed by both the Council and the Provider.

15.2 The price for any variation (if applicable) shall be the fair and reasonable price taking into account the market price available to the Council for similar services. The Provider shall supply the Council with all information necessary to allow the Council to ascertain whether the price is fair and reasonable.

15.3 These terms and conditions shall apply to any variation as if it were included in the original Acceptance Letter.

16. ASSIGNMENT OR SUB-CONTRACTING

16.1 The Provider shall not assign, transfer or novate the Services or any part of the Contract.

16.2 The Provider shall not sub-contract the Services or any part of them without the prior written consent of the Council.

16.3 Sub-contracting of this Contract shall not in any way relieve the Provider of its obligations under the Contract.

16.4 Where consent is given by the Council for sub-contracting the Provider shall ensure that the sub-contractor has and maintains adequate insurance having regard to the obligations the sub-contractor is contracted to fulfil.

17. RIGHTS OF THIRD PARTIES

Unless explicitly stated in a clause of this Contract, this Contract shall not create any rights which are enforceable by anyone other than the Parties.

18. TERMINATION

18.1 The Provider shall notify the Council in writing immediately upon the occurrence of any of the following events:

a) (where the Provider is an individual) if a petition is presented for the Provider's bankruptcy or the Provider makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignment for the benefit of creditors, or if an administrator is appointed to manage his affairs;

b) (where the Provider is a firm; or a number of persons acting together in any capacity) if any event in (a) or (c) of this clause occurs in respect of any partner in the firm or any of those persons or a petition is presented for the Provider to be wound up as an unregistered company; or
c) where the Provider is a company, if the company passes a resolution for winding-up or the court makes an administration order or a winding-up order, or the company makes a composition or arrangement with its creditors, or an administrative receiver, receiver or manager is appointed by a creditor or by the court, or possession is taken of any of its property under the terms of a floating charge.

18.2 The Council shall be entitled to terminate this Contract by notice to the Provider with immediate effect if:

a) any of the events described in clause 18.1 occurs;
b) the Provider has committed a material breach of this Contract and (if such breach is capable of remedy) has failed to remedy such breach within 5 Business Days of being required by the Council in writing to do so;
c) the Provider repeatedly breaches any of the terms of this Contract in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this Contract; or

d) (where the Provider is an individual), if he shall die or be adjudged Incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983.

18.3 Notwithstanding clause 18.2 the Council shall be entitled to terminate this Contract at any time by giving to the Provider not less than 30 days notice to that effect.

18.4 The rights to terminate the Contract set out in this clause 18 are in addition to any other right to terminate set out elsewhere in this Contract.

18.5 Where this Contract provides for termination other than under clause 18 the exercise of such rights shall not be subject to the requirements of clause 18.

19. CONSEQUENCES OF TERMINATION

19.1 On the expiry of the term or if this Contract is terminated in whole or in part for any reason the Provider shall co-operate fully with the Council to ensure an orderly migration of the Services to the Council or, at the Council's request, a replacement provider.

19.2 On expiry or termination of this Contract the Provider shall procure that all data and other material belonging to the Council (and all media of any nature containing information and data belonging to the Council or relating to the Services), shall be delivered to the Council forthwith.

19.3 On expiry or termination of this Contract the Provider shall collect any equipment and or materials on the Council's premises placed there by

the Provider as part of the Services and the title of said equipment and or materials has not transferred to the Council.

19.4 Where the Contract is terminated due to Provider default the Provider shall be liable for any costs incurred by the Council in finding a substitute provider to deliver the Services whether incurred before or after the termination of the Contract.

20. NOTICES

20.1 Any notice or other communication given under or pursuant to this Contract must be given in writing and must be sent by first class post and must be sent to the address for communications given in the Acceptance Letter (which may be altered at any time by the altering Party giving the other Party 15 days notice of a changed address).

20.2 Communications to the Council must be sent to its address given for on the Acceptance Letter not its address for invoice and marked for the Council's Representative's attention.

20.3 A notice or communication shall be deemed to have been received 2Business Days after posting.

21. GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of England and Wales and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

22. BRIBERY AND CORRUPTION

22. The Council may terminate the Contract and recover from the Provider the amount of any loss resulting from such termination:

a) If the Provider shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for so doing or forbearing to do or for having done or forbore to do any action in relation to the obtaining or execution of the contract or any other contract, with the Council or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Council; or
b) If the like acts shall have been done by any person in the employ or on behalf of the Provider (whether with or without the Provider's knowledge); or

c) If in relation to any contract with the Council the Provider or any person in the employ of or acting on the Provider's behalf shall have committed any offence under the Bribery Act 2010, or shall have given any fee or reward the receipt of which is an offence under Section 117 of the Local Government Act 1972.

23. SEVERANCE

23.1 If any provision of this Contract shall be found by any court or body or authority of competent jurisdiction to be invalid or unenforceable, that provision shall be severed from the remainder of the Contract which shall remain in full force and effect to the extent permitted by law.

23.2 If any provision of this Contract is found to be invalid or unenforceable but would be valid or enforceable if some part of the provision was deleted, the provision in question shall apply with any necessary modifications to make it valid.

24. WAIVER

No forbearance or delay by either Party in enforcing its respective rights will prejudice or restrict the rights of that Party, and no waiver of any such rights or of any breach of any contractual terms will be deemed to be a waiver of any other right or of any later breach. In particular, but without limitation to the generality of the foregoing, any prior acceptance or approval communicated by the Council to the Provider in respect of the Services or any omission on the part of the Council to communicate such prior acceptance or approval shall not relieve the Provider of its obligations to deliver the Services in accordance with the provisions of this Contract.

25. RIGHTS & REMEDIES

Subject to the specific limitations set out in this Contract, no remedy conferred by any provision of this Contract is intended to be exclusive of any other remedy except as expressly provided for in this Contract and each and every remedy shall be cumulative and shall be in addition to every other remedy given thereunder or existing at law or in equity by statute or otherwise.

26. SURVIVAL Any provision of this Contract which expressly or by implication is intended to come into or continue in force on or after termination of this Contract including but not limited to clauses 10, 13, 14.1, 14.5, 14.7, and 21 shall remain in full force and effect.

27. TUPE

27.1 Where Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) does apply the Provider agrees that it shall

comply with all of its obligations under TUPE and the Acquired Rights Directive as applicable.

27.2 The Provider agrees to indemnify the Council against any claim howsoever arising from the application of TUPE or the Acquired Rights Directive.

27.3 During the term of this Contract, the Provider shall, on request by the Council, provide the Council within 10 Business Days, accurate and complete information as is necessary to allow bidders to assess the application of TUPE. The Provider shall warrant the accuracy of all the information provided to the Council and authorises the Council to use any and all of the information as it may consider necessary for the purposes of its business or as part of the procurement exercise. The Provider shall indemnify the Council against any financial losses arising from any differential between the information disclosed and the actual position should the Council suffer any extra cost or loss by relying on the information provided.

28. PUBLICITY

The Provider shall not make any press announcements or publicise this Contract or its contents in any way or use the Council's name or brand in any promotion or marketing or announcement of orders, without the prior written consent of the Council.

29. INTELLECTUAL PROPERTY

29.1 The intellectual property rights (including the copyright) in any reports, documentation or materials produced as part of the Services are hereby assigned to and shall vest in the Council. This clause shall survive the termination of this Contract.

29.2 Save where the Services uses documents and materials supplied by the Council, the Provider warrants that none of the documentation and materials used or created as part of the Services shall infringe any patent, trade mark, registered design, copyright or other rights in industrial property of any third party.

29.3 The Provider shall indemnify the Council against all actions, demands, charges, expenses and costs (including legal costs on a solicitor and Council basis) which the Council may incur as a result of or in connection with any breach of clause 29.2.

30. PENSIONS

30.1 The Provider shall ensure that all transferring employees who were originally employed by the Council are offered membership of the pension scheme of which they were, or were eligible to be, members of prior to the relevant transfer date under this Contract, or are afforded pension rights which are certified by the Government actuary department or by a professionally qualified actuary as being broadly comparable to the terms of the pension scheme of which they were, or were eligible to be, members of prior to the relevant transfer under this Contract.

30.2 Transferring employees may in their own right enforce clause 30, even though they are not party to this Contract. This does not extend to any other clause in this Contract.