# Call-Off Schedule 1 (Transparency Reports)

1. The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
2. Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
3. If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
4. The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

## Annex A: List of Transparency Reports

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| Title | Content | Format | Frequency |
| Performance against top three (3) publishable KPIs and the top Social Value KPI | A summary of performance against the top three (3) KPIs and the top Social Value KPI | As agreed during implementation | Quarterly |
| Call-Off Contract Charges | A summary of the total charges for each contract year | As agreed during implementation | Annually |
| Employee Discounts Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme  2. The total value of discounts and cashback involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |
| Reward and Recognition Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme  2. The total value of reward options involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |
| Cycle to Work Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme  2. The total value of equipment and salary sacrifice involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |
| Discounted Gym Membership Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme  2. The total value of discounts involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |
| Childcare Voucher Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme  2. The total value of vouchers and savings involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |
| Technology and Smartphone Discount Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme  2. The total value of discounts involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |
| Payroll Giving Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme  2. The total value of donations involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |
| Dental Insurance Scheme Statistics | 1. The number of transactions involving DVSA employees using the Scheme | Excel spreadsheet Each one broken down by month for the year and including a YTD total | Quarterly |