

CONTRACT FOR THE ROLE OF STRATEGIC REFORM PARTNER FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITY TO THE DEPARTMENT FOR EDUCATION

THIS CONTRACT IS DATED 01 April 2020

Parties

- 1) **The Secretary of State for Education whose Head Office is at Sanctuary Buildings, Great Smith Street, London, SW1P 3BT acting as part of the Crown (“the Department”); and**
- 2) **The Council for Disabled Children (CDC), whose registered office is at 8 Wakley Street, London, EC1V 7QE (“the Contractor”).**

Recitals

The Contractor has agreed to act as Strategic Reform Partner for Special Educational Needs and Disability to the Department for Education on the terms and conditions set out in this Contract.

The Department's reference number for this Contract is **CSEC (SEND) 17-18/04.**

1 Interpretation

1.1 **1.1** In this Contract the following words shall mean: - “the Services” the services to be performed by the Contractor as described in

Schedule 1;

"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;

“Central Government Body”

means a body listed in one of the following subcategories 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);	
	(c) Non-Ministerial Department; or
"the Contract Manager"	(d) Executive Agency;
	[REDACTED]
"Contract Period"	The start and end date of the contract as set out in Clause 2 subject to any extensions.
"Contractor Personnel"	all employees, agents, Contractors and contractors of the Contractor and/or of any Sub-contractor;
"the Contractors Contract Manager"	[REDACTED]
"Confidential Information"	[REDACTED]
"Contracting Department"	the Department's Confidential Information and/or the Contractor's Confidential Information;
"Contractor Personnel"	any contracting Department as defined in Regulation 5(2) of the Public Contracts (Works, Services and Supply) (Amendment) Regulations 2000 other than the Department;
"Contractor Personnel"	all employees, agents, consultants and contractors of the Contractor and/or of any Subcontractor; the Government's publishing portal for public sector procurement opportunities.
"Contracts Finder"	
"Control"	means that a person possesses, directly or indirectly, 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", "Processor," "Data Subject", "Personal Data",	take the meaning given in the GDPR

“Personal Data Breach”, “Data Protection Officer”	
“Crown”	means Queen Elizabeth II and any successor
"Crown Body"	any department, office or agency of the Crown;
“Data Loss Event”	any event that results, or may result, in unauthorised access to Personal Data held by the Contractor 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.
“DPA 2018”	Data Protection Act 2018
“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”	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
“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 access their Personal Data.
"Department's Confidential Information"	all Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, knowhow, personnel, and suppliers of the Department, including all IPRs, together with all information derived from any of the above, and any other information clearly designated as being confidential (whether or not it is marked "confidential") or which ought reasonably be considered to be confidential;
"Department's Intellectual Property Rights"	means all Intellectual Property Rights comprised in or necessary for or arising from the performance of the Consultancy Services

"Environmental Information Regulations"	the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government Department in relation to such regulations;
"FOIA"	the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government Department in relation to such legislation;
"GDPR"	the General Data Protection Regulation (Regulation (EU) 2016/679)
"Her Majesty's Government"	means the duly elected Government for the time being during the reign of Her Majesty and/or any department, committee, office, servant or officer of such Government
"Information"	has the meaning given under section 84 of the Freedom of Information Act 2000;
"Intellectual Property Rights"	means any copyright, rights in designs, database rights, domain names, trademarks, service marks, patents or any applications for any of the foregoing, know-how or similar rights or obligations (whether registerable or not) including Moral Rights as defined in Chapter IV of the Copyright, Designs and Patents Act 1988
"Joint Controllers"	Where two or more Controllers jointly determine the purposes and means of processing
"Law"	means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Processor is bound to comply;

“LED”	Law Enforcement Directive (Directive (EU) 2016/680)
"Personal Data"	shall have the same meaning as set out in the Data Protection Act 1998;
“Processor Personnel”	employees, agents, consultants and contractors of the Processor and/or of any SubProcessor engaged in the performance of its obligations under this Contract.
“Property”	means the property, other than real property, issued or made available to the Contractor by the Client in connection with the Contract.
“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 evaluating the effectiveness of the such measures adopted by it including those set out in the Contract.
“Regulatory Bodies”	those government departments and regulatory, statutory and other entities, committees and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in this Contract or any other affairs of the Department and " Regulatory Body " shall be construed accordingly.
"Request for Information"	a request for information or an apparent request under the Code of Practice on Access to Government Information, FOIA or the Environmental Information Regulations;
"SME"	means a micro, small or medium-sized enterprise defined in accordance with the European Commission Recommendation 2003/361/EC and any subsequent revisions.

"Sub-contractor"	the third party with whom the Contractor enters into a Sub-contract or its servants or agents and any third party with whom that third party enters into a Sub-contract or its servants or agents;
"Sub-processor"	any third Party appointed to process Personal Data on behalf of the Contractor related to this Contract
"VCSE"	means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.
"Working Day"	any day other than a Saturday, Sunday or public holiday in England and Wales.

- 1.2** References to "Contract" mean this contract (and include the Schedules).
References to "Clauses" and "Schedules" mean clauses of and schedules to this Contract. The provisions of the Schedules shall be binding on the parties as if set out in full in this Contract.
- 1.3** Reference to the singular include the plural and vice versa and references to any gender include both genders. References to a person include any individual, firm, unincorporated association or body corporate.

2 Commencement and Continuation

The Contractor shall commence the Services on 1 April 2020 and, subject to Clause 10.1 shall complete the Services on or before 31 March 2021.

3 Contractor's Obligations

- 3.1** The Contractor shall promptly and efficiently complete the Services in accordance with the provisions set out in Schedule 1.
- 3.2** The Contractor shall comply with the accounting and information provisions of Schedule 2.
- 3.3** The Contractor shall comply with all statutory provisions including all prior and subsequent enactments, amendments and substitutions relating to that provision and to any regulations made under it.

4 Departments Obligations

The Department will comply with the payment provisions of Schedule 2 provided that the Department has received full and accurate information and documentation as required by Schedule 2 to be submitted by the Contractor for work completed to the satisfaction of the Department.

5 Changes to the Department's Requirements

- 5.1 The Department shall notify the Contractor of any material change to the Department's requirement under this Contract.
- 5.2 The Contractor shall use its best endeavours to accommodate any changes to the needs and requirements of the Department provided that it shall be entitled to payment for any additional costs it incurs as a result of any such changes. The amount of such additional costs to be agreed between the parties in writing.

6 Management

- 6.1 The Contractor shall promptly comply with all reasonable requests or directions of the Contract Manager in respect of the Services.
- 6.2 The Contractor shall address any enquiries about procedural or contractual matters in writing to the Contract Manager. Any correspondence relating to this Contract shall quote the reference number set out in the Recitals to this Contract.

7 Contractor's Employees and Sub-Contractors

- 7.1 Where the Contractor enters into a contract with a supplier or contractor for the purpose of performing its obligations under the Contract (the "**Sub-contractor**") it shall ensure prompt payment in accordance with this clause 7.1. Unless otherwise agreed by the Department in writing, the Contractor shall ensure that any contract requiring payment to a Sub-contractor shall provide for undisputed sums due to the Sub-contractor to be made within a specified period from the receipt of a valid invoice not exceeding:

7.1.1 10 days, where the Sub-contractor is an SME; or

7.1.2 30 days either, where the sub-contractor is not an SME, or both the Contractor and the Sub-contractor are SMEs,

The Contractor shall comply with such terms and shall provide, at the Department's request, sufficient evidence to demonstrate compliance.

- 7.2 The Department shall be entitled to withhold payment due under clause 7.1 for so long as the Contractor, in the Department's reasonable opinion, has failed to comply with its obligations to pay any Sub-contractors promptly in accordance with clause 7.1. For the avoidance of doubt the Department shall not be liable to pay any interest or penalty in withholding such payment.

- 7.3** The Contractor shall take all reasonable steps to satisfy itself that its employees or sub-contractors (or their employees) are suitable in all respects to perform the Services.
- 7.4** The Contractor shall give to the Department if so requested a list of all persons who are or may be at any time directly concerned with the performance of this Contract specifying the capacity in which they are concerned with the provision of the Services and giving such other particulars as the Department may reasonably require.
- 7.5** If the Department notifies the Contractor that it considers that an employee or sub-contractor is not appropriately qualified or trained to provide the Services or otherwise is not providing the Services in accordance with this Contract, then the Contractor shall, as soon as is reasonably practicable, take all such steps as the Department considers necessary to remedy the situation or, if so required by the Department, shall remove the said employee or sub-contractor from providing the Services and shall provide a suitable replacement (at no cost to the Department).
- 7.6** The Contractor shall take all reasonable steps to avoid changes of employees or subcontractors assigned to and accepted to provide the Services under the Contract except whenever changes are unavoidable or of a temporary nature. The Contractor shall give at least one month's written notice to the Contract Manager of proposals to change key employees or sub-contractors.
- 7.7** The Contractor shall immediately notify the Department if they have any concerns regarding the propriety of any of its sub-contractors in respect of work/services rendered in connection with this Contract.
- 7.8** The Contractor, its employees and sub-contractors (or their employees), whilst on Departmental premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time.
- 7.9** The Contractor shall ensure the security of all the Property whilst in its possession, during the supply of the Services, in accordance with the Department's reasonable security requirements as required from time to time.

8 Intellectual Property Rights

- 8.1** It is acknowledged and agreed between the parties that all existing or future Department's Intellectual Property Rights shall vest in the Crown absolutely.
- 8.2** Any Intellectual Property Rights of the Contractor which are in existence at the date of this Contract and which are comprised in or necessary for or arising from the performance of the Consultancy Services owned by the Contractor ("**Background Intellectual Property**") shall remain in the ownership of the Contractor but in consideration of the fees payable pursuant to this Contract, the Contractor hereby grants to the Department in respect of such Background

Intellectual Property an irrevocable, non-exclusive, royalty-free, perpetual licence with rights to grant sub-licences.

8.3 The Contractor agrees that at the request and cost of the Department it will and procure that its officers, employees and agents will at all times do all such reasonable acts and execute all such documents as may be reasonably necessary or desirable to ensure that the Department receives the full benefit of all of its rights under this Contract in respect of the Department's Intellectual Property Rights or to assist in the resolution of any question concerning the Intellectual Property Rights.

8.4 The Contractor hereby waives any Moral Rights as defined at Chapter IV of the Copyright, Designs and Patents Act 1988.

8.5 The Contractor warrants:

8.5.1 that the Department's Intellectual Property Rights comprise the original work of and were created by or on behalf of the Contractor;

8.5.2 that the Department's Intellectual Property Rights have not and will not be copied wholly or in part from any other work or material;

8.5.3 That the use of or exercise by the Department of the Department's Intellectual Property Rights and the Background Intellectual Property will not infringe the rights of any third party;

8.5.4 that the Contractor has not granted or assigned any rights of any nature in the Department's Intellectual Property Rights to any third party.

8.6 The Contractor shall ensure that any copyright materials produced by or on behalf of the Contractor shall be marked with the following copyright notice " © Crown Copyright ***year of publication*** .

9 Warranty and Indemnity

9.1 The Contractor warrants to the Department that the obligations of the Contractor under this Contract will be performed by appropriately qualified and trained personnel with reasonable skill, care and diligence and to such high standards of quality as it is reasonable for the Department to expect in all the circumstances. The Department will be relying upon the Contractor's skill, expertise and experience in the performance of the Services and also upon the accuracy of all representations or statements made and the advice given by the Contractor in connection with the performance of the Services and the accuracy of any documents conceived, originated, made or developed by the Contractor as part of this Contract. The Contractor warrants that any goods supplied by the Contractor forming a part of the Services will be of satisfactory quality and fit for their purpose and will be free from defects in design, material and workmanship.

- 9.2** Without prejudice to any other remedy, if any part of the Services is not performed in accordance with this Contract then the Department shall be entitled, where appropriate to:
- 9.2.1** require the Contractor promptly to re-perform or replace the relevant part of the Services without additional charge to the Department; or
- 9.2.2** assess the cost of remedying the failure (“the assessed cost”) and to deduct from any sums due to the Contractor the Assessed Cost for the period that such failure continues.
- 9.3** The Contractor shall be liable for and shall indemnify the Department in full against any expense, liability, loss, claim or proceedings arising under statute or at common law in respect of personal injury to or death of any person whomsoever or loss of or damage to property whether belonging to the Department or otherwise arising out of or in the course of or caused by the provision of the Services.
- 9.4** The Contractor shall be liable for and shall indemnify the Department against any expense, liability, loss, claim or proceedings arising as a result of or in connection with any breach of the terms of this Contract or otherwise through the default of the Contractor
- 9.5** All property of the Contractor whilst on the Department's premises shall be there at the risk of the Contractor and the Department shall accept no liability for any loss or damage howsoever occurring to it.
- 9.6** The Contractor shall ensure that it has adequate insurance cover with an insurer of good repute to cover claims under this Contract or any other claims or demands which may be brought or made against it by any person suffering any injury damage or loss in connection with this Contract. The Contractor shall upon request produce to the Department, its policy or policies of insurance, together with the receipt for the payment of the last premium in respect of each policy or produce documentary evidence that the policy or policies are properly maintained.

10 Termination

- 10.1** This Contract may be terminated by either party giving to the other party at least 3 months' notice in writing.
- 10.2** In the event of any breach of this Contract by either party, the other party may serve a notice on the party in breach requiring the breach to be remedied within a period specified in the notice which shall be reasonable in all the circumstances. If the breach has not been remedied by the expiry of the specified period, the party not in breach may terminate this Contract with immediate effect by notice in writing.

- 10.3** In the event of a material breach of this Contract by either party, the other party may terminate this Contract with immediate effect by notice in writing.
- 10.4** This Contract may be terminated by the Department with immediate effect by notice in writing if at any time:-
- 10.4.1** the Contractor passes a resolution that it be wound-up or that an application be made for an administration order or the Contractor applies to enter into a voluntary arrangement with its creditors; or
- 10.4.2** a receiver, liquidator, administrator, supervisor or administrative receiver be appointed in respect of the Contractor's property, assets or any part thereof; or
- 10.4.3** the court orders that the Contractor be wound-up or a receiver of all or any part of the Contractor's assets be appointed; or
- 10.4.4** the Contractor is unable to pay its debts in accordance with Section 123 of the Insolvency Act 1986.
- 10.4.5** there is a change in the legal or beneficial ownership of 50% or more of the Contractor's share capital issued at the date of this Contract or there is a change in the control of the Contractor, unless the Contractor has previously notified the Department in writing. For the purpose of this Sub-Clause 10.4.5 "control" means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person by means of the holding of shares or the possession of voting power.
- 10.4.6** the Contractor is convicted (or being a company, any officers or representatives of the Contractor are convicted) of a criminal offence related to the business or professional conduct
- 10.4.7** the Contractor commits (or being a company, any officers or representatives of the Contractor commit) an act of grave misconduct in the course of the business;
- 10.4.8** the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to fulfil his/their obligations relating to the payment of Social Security contributions;
- 10.4.9** the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to fulfil his/their obligations relating to payment of taxes;
- 10.4.10** the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to disclose any serious misrepresentation in supplying information required by the Department in or pursuant to this Contract.
- 10.5** Nothing in this Clause 10 shall affect the coming into, or continuance in force of any provision of this Contract which is expressly or by implication intended to come into force or continue in force upon termination of this Contract.

11 Status of Contractor

11.1 In carrying out its obligations under this Contract the Contractor agrees that it will be acting as principal and not as the agent of the Department.

11.2 The Contractor shall not say or do anything that may lead any other person to believe that the Contractor is acting as the agent of the Department.

12 Confidentiality

12.1 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Contract, each party shall:

12.1.1 treat the other party's Confidential Information as confidential and safeguard it accordingly; and

12.1.2 not disclose the other party's Confidential Information to any other person without the owner's prior written consent.

12.2 Clause 13 shall not apply to the extent that:

12.2.1 such disclosure is a requirement of Law placed upon the party making the disclosure, including any requirements for disclosure under the FOIA, Code of Practice on Access to Government Information or the Environmental Information Regulations pursuant to Clause 13 (Freedom of Information);

12.2.2 such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;

12.2.3 such information was obtained from a third party without obligation of confidentiality;

12.2.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or

12.2.5 it is independently developed without access to the other party's Confidential Information.

12.3 The Contractor may only disclose the Department's Confidential Information to the Contractor Personnel who are directly involved in the provision of the Project and who need to know the information, and shall ensure that such Contractor Personnel are aware of and shall comply with these obligations as to confidentiality.

- 12.4** The Contractor shall not, and shall procure that the Contractor Personnel do not, use any of the Department's Confidential Information received otherwise than for the purposes of this Contract.
- 12.5** The Contractor shall ensure that their employees, servants or such professional advisors or consultants are aware of the Contractor's obligations under this Contract.
- 12.6** Nothing in this Contract shall prevent the Department from disclosing the Contractor's Confidential Information:
- 12.6.1** on a confidential basis to any Central Government Body for any proper purpose of the Department or of the relevant Central Government Body;
- 12.6.2** to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
- 12.6.3** to the extent that the Department (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
- 12.6.4** on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause 13.6.1 (including any benchmarking organisation) for any purpose relating to or connected with this Contract;
- 12.6.5** on a confidential basis for the purpose of the exercise of its rights under this Contract, including audit rights, step-in rights and exit management rights; or
- 12.6.6** on a confidential basis to a proposed successor body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under this Contract.
- 12.7** The Department shall use all reasonable endeavours to ensure that any Central Government Body, Contracting Department, employee, third party or Subcontractor to whom the Contractor's Confidential Information is disclosed pursuant to clause 13 is made aware of the Department's obligations of confidentiality.
- 12.8** Nothing in this clause 13 shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.
- 12.9** The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Contract is not Confidential Information. The Department shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA.

12.10 Subject to Clause 13.9, the Contractor hereby gives his consent for the Department to publish the Contract in its entirety, including from time to time agreed changes to the Contract, to the general public.

12.11 The Department may consult with the Contractor to inform its decision regarding any redactions but the Department shall have the final decision in its absolute discretion.

12.12 The Contractor shall assist and cooperate with the Department to enable the Department to publish this Contract.

13 Freedom of Information

13.1 The Contractor acknowledges that the Department is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Department to enable the Department to comply with its information disclosure obligations.

13.2 The Contractor shall and shall procure that its Sub-contractors shall:

13.2.1 transfer to the Department all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information;

13.2.2 provide the Department with a copy of all Information in its possession, or power in the form that the Department requires within five Working Days (or such other period as the Department may specify) of the Department's request; and

13.2.3 provide all necessary assistance as reasonably requested by the Department to enable the Department to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.

13.3 The Department shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Contract or any other agreement whether any Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.

13.4 In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Department.

13.5 The Contractor acknowledges that (notwithstanding the provisions of Clause 13) the Department may, acting in accordance with the Ministry of Justice's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("**the Code**"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Contractor or the Project:

13.5.1 in certain circumstances without consulting the Contractor; or

13.5.2 following consultation with the Contractor and having taken their views into account;

provided always that where 14.5.1 applies the Department shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Contractor advanced notice, or failing that, to draw the disclosure to the Contractor's attention after any such disclosure.

13.6 The Contractor shall ensure that all Information is retained for disclosure and shall permit the Department to inspect such records as requested from time to time.

14 Access and Information

The Contractor shall provide access at all reasonable times to the Department's internal auditors or other duly authorised staff or agents to inspect such documents as the Department considers necessary in connection with this Contract and where appropriate speak to the Contractor's employees.

15 Transfer of Responsibility on Expiry or Termination

15.1 The Contractor shall, at no cost to the Department, promptly provide such assistance and comply with such timetable as the Department may reasonably require for the purpose of ensuring an orderly transfer of responsibility upon the expiry or other termination of this Contract. The Department shall be entitled to require the provision of such assistance both prior to and, for a reasonable period of time after the expiry or other termination of this Contract.

15.2 Such assistance may include (without limitation) the delivery of documents and data in the possession or control of the Contractor which relate to this Contract, including the documents and data, if any, referred to in the Schedule.

15.3 The Contractor undertakes that it shall not knowingly do or omit to do anything which may adversely affect the ability of the Department to ensure an orderly transfer of responsibility.

16 Tax Indemnity

16.1 Where the Contractor is liable to be taxed in the UK in respect of consideration received under this contract, it shall at all times comply with the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) and all other statutes and regulations relating to income tax in respect of that consideration.

16.2 Where the Contractor is liable to National Insurance Contributions (NICs) in respect of consideration received under this contract, it shall at all times comply

with the Social Security Contributions and Benefits Act 1992 (SSCBA) and all other statutes and regulations relating to NICs in respect of that consideration.

- 16.3** The Department may, at any time during the term of this contract, ask the Contractor to provide information which demonstrates how the Contractor complies with Clauses 17.1 and 17.2 above or why those Clauses do not apply to it.
- 16.4** A request under Clause 17.3 above may specify the information which the Contractor must provide and the period within which that information must be provided.
- 16.5** The Department may terminate this contract if-
- (a) in the case of a request mentioned in Clause 17.3 above if the Contractor:
 - (i) fails to provide information in response to the request within a reasonable time, or
 - (ii) provides information which is inadequate to demonstrate either how the Contractor complies with Clauses 17.1 and 17.2 above or why those Clauses do not apply to it;
 - (b) in the case of a request mentioned in Clause 17.4 above, the Contractor fails to provide the specified information within the specified period, or
 - (c) it receives information which demonstrates that, at any time when Clauses 17.1 and 17.2 apply, the Contractor is not complying with those Clauses.
- 16.6** The Department may supply any information which it receives under Clause 17.3 to the Commissioners of Her Majesty's Revenue and Customs for the purpose of the collection and management of revenue for which they are responsible.
- 16.7** The Contractor warrants and represents to the Department that it is an independent contractor and, as such, bears sole responsibility for the payment of tax and national insurance contributions which may be found due from it in relation to any payments or arrangements made under this Contract or in relation to any payments made by the Contractor to its officers or employees in connection with this Contract.
- 16.8** The Contractor will account to the appropriate authorities for any income tax, national insurance, VAT and all other taxes, liabilities, charges and duties relating to any payments made to the Contractor under this Contract or in relation to any payments made by the Contractor to its officers or employees in connection with this Contract.
- 16.9** The Contractor shall indemnify Department against any liability, assessment or claim made by the HM Revenue and Customs or any other relevant authority arising out of the performance by the parties of their obligations under this Contract (other than in respect of employer's secondary national insurance

contributions) and any costs, expenses, penalty fine or interest incurred or payable by Department in connection with any such assessment or claim.

- 16.10 The Contractor authorises the Department to provide the HM Revenue and Customs and all other departments or agencies of the Government with any information which they may request as to fees and/or expenses paid or due to be paid under this Contract whether or not Department is obliged as a matter of law to comply with such
- 16.11 The Contractor shall register for value added tax if and when required by law and shall promptly notify the Department for Work and Pensions of his liability for Class 2 and, where appropriate, Class 4 national insurance contributions.

17 Data Protection

17.1 The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor unless otherwise specified in Schedule 3a. The only processing that the Processor is authorised to do is listed in Schedule 3a by the Controller and may not be determined by the Processor

17.2 The Processor shall notify the Controller immediately if it considers that any of the Controller's instructions infringe the Data Protection Legislation.

17.3 The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Controller, include:

- (a) a systematic description of the envisaged processing operations and the purpose of the processing;
- (b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
- (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
- (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

17.4 The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Contract:

- (a) process that Personal Data only in accordance with Schedule 3a, unless the Processor is required to do otherwise by Law. If it is so required the Processor shall promptly notify the Controller before processing the Personal Data unless prohibited by Law;
- (b) ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller

of the adequacy of the Protective Measures), having taken account of the:

- (i) nature of the data to be protected;
 - (ii) harm that might result from a Data Loss Event;
 - (iii) state of technological development; and
 - (iv) cost of implementing any measures;
- (c) ensure that:
- (i) the Processor Personnel do not process Personal Data except in accordance with this Contract (and in particular Schedule 3a);
 - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
 - (A) are aware of and comply with the Processor's duties under this clause;
 - (B) are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;
 - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Controller or as otherwise permitted by this Contract; and
 - (D) have undergone adequate training in the use, care, protection and handling of Personal Data; and
- (d) not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
- (i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Controller;
 - (ii) the Data Subject has enforceable rights and effective legal remedies; (iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
 - (iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the processing of the Personal Data;
- (e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Contract unless the Processor is required by Law to retain the Personal Data.

17.5 Subject to clause 17.6, the Processor shall notify the Controller immediately if it:

- (a) receives a Data Subject Request (or purported Data Subject Request);
- (b) receives a request to rectify, block or erase any Personal Data;
- (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
- (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
- (e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
- (f) becomes aware of a Data Loss Event.

17.6 The Processor's obligation to notify under clause 17.5 shall include the provision of further information to the Controller in phases, as details become available.

17.7 Taking into account the nature of the processing, the Processor shall provide the Controller with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 17.5 (and insofar as possible within the timescales reasonably required by the Controller) including by promptly providing:

- (a) the Controller with full details and copies of the complaint, communication or request;
- (b) such assistance as is reasonably requested by the Controller to enable the Controller to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;
- (c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
- (d) assistance as requested by the Controller following any Data Loss Event;
- (e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.

17.8 The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Processor employs fewer than 250 staff, unless:

- (a) the Controller determines that the processing is not occasional;
- (b) the Controller determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and
- (c) the Controller determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.

17.9 The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.

- 17.10** Each Party shall designate its own data protection officer if required by the Data Protection Legislation.
- 17.11** Before allowing any Sub-processor to process any Personal Data related to this Contract, the Processor must:
- (a) notify the Controller in writing of the intended Sub-processor and processing;
 - (b) obtain the written consent of the Controller;
 - (c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause 17 such that they apply to the Subprocessor; and
 - (d) provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.
- 17.12** The Processor shall remain fully liable for all acts or omissions of any Subprocessor.
- 17.13** The Controller may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Contract).
- 17.14** The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Controller may on not less than 30 Working Days' notice to the Processor amend this Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

18 Amendment and variation

No amendment or variation to this Contract shall be effective unless it is in writing and signed by or on behalf of each of the parties hereto. The Contractor shall comply with any formal procedures for amending or varying contracts which the Department may have in place from time to time.

19 Assignment and Sub-contracting

The benefit and burden of this Contract may not be assigned or sub-contracted in whole or in part by the Contractor without the prior written consent of the Department. Such consent may be given subject to any conditions which the Department considers necessary. The Department may withdraw its consent to any sub-contractor where it no longer has reasonable grounds to approve of the sub-contractor or the sub-contracting arrangement and where these grounds have been presented in writing to the Contractor.

20 The Contract (Rights of Third Parties) Act 1999

This Contract is not intended to create any benefit, claim or rights of any kind whatsoever enforceable by any person not a party to the Contract.

21 Waiver

No delay by or omission by either Party in exercising any right, power, privilege or remedy under this Contract shall operate to impair such right, power, privilege or remedy or be construed as a waiver thereof. Any single or partial exercise of any such right, power, privilege or remedy shall not preclude any other or further exercise thereof or the exercise of any other right, power, privilege or remedy.

22 Notices

22.1 Any notice, demand or communication in connection with the Contract shall be in writing and may be delivered by hand, pre-paid first class post or (where being sent to an address in a different country to where posted) airmail, or e-mail, addressed to the recipient at its registered office or its address (or such other address, or e-mail address as may be notified in writing from time to time).

22.2 The notice, demand or communication shall be deemed to have been duly served:

22.2.1 if delivered by hand, when left at the proper address for service;

22.2.2 if given or made by prepaid first-class post 48 hours after being posted or in the case of airmail 14 days after being posted;

22.2.3 if made by e-mail, at the time of transmission, dispatched as a pdf attachment to an e-mail to the correct e-mail address without any error message or, in the case of transmission by e-mail where the time of transmission is not between 9.00 am and 5.00 pm, service shall be deemed to occur at 9.00 am on the next following Business Day (such times being local time at the address of the recipient).

23 Dispute resolution

23.1 The Parties shall use all reasonable endeavours to negotiate in good faith and settle amicably any dispute that arises during the continuance of this Contract.

23.2 Any dispute not capable of resolution by the parties in accordance with the terms of Clause 23 shall be settled as far as possible by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure.

23.3 No party may commence any court proceedings/arbitration in relation to any dispute arising out of this Contract until they have attempted to settle it by

mediation, but any such mediation may be terminated by either party at any time of such party wishing to commence court proceedings/arbitration.

24 Discrimination

24.1 The Contractor shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation or otherwise) in employment.

24.2 The Contractor shall take all reasonable steps to secure the observance of Clause 24.1 by all servants, employees or agents of the Contractor and all suppliers and sub-contractors employed in the execution of the Contract.

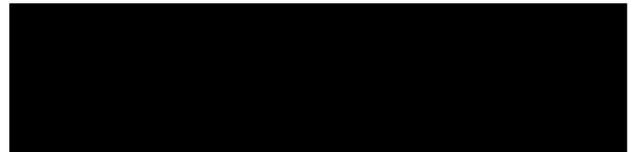
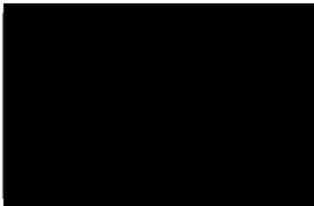
25 Law and Jurisdiction

This Contract shall be governed by and interpreted in accordance with English Law and the parties submit to the jurisdiction of the English courts.

As witness the hands of the parties

Authorised to sign for and on behalf of the Secretary of State for Education

Authorised to sign for and on behalf of the Council for Disabled Children



Signature



Signature



Date 6 April 2020

Date 31 March 2020

Schedule 1 Specification and work schedule

The purpose of this contract is to provide strategic support to the Department for Education in implementing and embedding the special educational needs and disability (SEND) reforms. Specifically, we would like the contractor to support culture change around the SEND reforms, particularly in Voluntary and Community Sector (VCS) organisations, to ensure that they deliver the best possible outcomes for children, young people and their families.

The contractor will do this by:

- Providing expert policy and practice advice and support to the Department for Education and key stakeholders.
- Identifying and promoting positive change and responding to emerging issues.
- Delivering effective, accurate information from emerging evidence and practice to all key audiences.
- Leading on the development of bespoke resources that support and promote best practice to ensure national consistency.
- Ensuring that all partners working on the SEND reform programme across statutory and VCS organisations are clear about their roles and have coordinated access to emerging evidence and policy.
- Bringing together other contract holders appointed to embed the SEND reforms.
- Representing the English perspective on SEND as a member of the European Agency.
- Carrying out a review of residential special schools and colleges which focuses on the outcomes and experiences of children and young people.
- Providing leadership to the sector by valuing the roles of all partners in the process, including parents and young people, and ensuring their voice influences every level of practice.

Strategic Reform Partner Quarterly reporting 2020-2021



<p>1.1 Provide up to 49.5 expert staff days to support consolidation of the SEND reforms and respond to developments in related policy areas. Priorities will be agreed throughout the course of the contract but may include a focus on the implications for SEND policy of: SEN Review</p> <p>□ Updates to SEND Code of Practice</p>	<p>DfE have access to up to 49.5 days of expert staff resource, which enables them to respond to emerging issues identified by DfE.</p> <p>Progress and delivery are reported in quarterly kits</p>	1.1.1	<p>Q1 – Q3: Manage and deliver 12.5 flexible support days per quarter.</p> <p>Q4 Manage and deliver 12 flexible support days.</p> <p>Identify and deliver support in conjunction with DfE.</p>	June 2020			    	 
				Sept 2020				
				Dec 2020				

<ul style="list-style-type: none"> • Outcomes planning • Other priorities as they arise • Further menu of support and expertise in Appendix A 				March 2021				
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<p>1.2 Bring together, manage and provide secretariat services for the Joint Ministerial SEND roundtable programme. Preparing stakeholder group to problem solve sector challenges and share key messages and to support and engage with the biannual ministerial roundtable and National Leadership Board.</p>	<p>Meetings planned and held</p> <p>Feedback provided to the Department on planning and preparation meetings of SEND stakeholder group</p>	1.2.1	<p>Q1 & Q3 Plan and facilitate SEND stakeholder group roundtable preparation meeting in each quarter (2 per year).</p> <p>Follow up on actions and prepare notes for 2 SEND joint ministerial roundtables per year.</p>	Dec 2020			<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
		1.2.2	<p>Q2 & Q4 Provide support to facilitate ministerial roundtables including support to the department with agendas, invites, stakeholder engagement/management as required.</p>	March 2021		<p>[Redacted]</p> <p>[Redacted]</p>		

<p>1.3 Attend regular meetings with Department for Education senior responsible officers to flag emerging issues that require immediate attention and work with the Department to identify solutions.</p>	<p>Meetings held with DfE senior responsible officers to coordinate appropriate response and actions to emerging issue</p>	<p>1.3.1</p>	<p>Regularly weekly meetings planned and take place with DfE senior responsible officer as well as other officials across the department.</p> <p>Discussion and planning in response to emerging issues has taken place.</p>	<p>March 2021</p>			<p>██████████ ██████████</p>	<p>██████████ ██████████</p>
<p>1.4 Provide relevant expert staff to contribute to meetings between Departmental policy leads and key external partners (including the Department of Health) to support development of policy areas.</p>	<p>Relevant CDC policy and practice expert staff contribute up to 20 days for key partnership meetings.</p> <p>5 days per quarter delivered in attending key partnership meetings.</p> <p>Impact report written and shared with DfE.</p>	<p>1.4.1</p>	<p>Meetings take place and are attended by CDC representatives - including:</p> <ul style="list-style-type: none"> • Regular meetings between Philippa Stobbs and Chris Eridani-Ball (Philippa to specify these). DBOT (x6) • SEND Advisor meetings (x4) • Ofsted National Consultative Forum (x4) • National Working Group to Safeguard Disabled Children (x6) • Department of Health and Social Care 	<p>June 2020</p>			<p>██████████ ██████████ ██████████</p>	<p>██████████ ██████████</p>
				<p>Sept 2020</p>				
				<p>Dec 2020</p>				

			<ul style="list-style-type: none"> • Safeguarding Children Stakeholder Group (x4) • DfE Faith Based Abuse meeting (x4) • Other meetings as requested by the DfE 	March 2021				
1.5 Expert input into SEND Leadership Board	<p>Relevant CDC policy and practice expert staff contribute up to 20 days to SEND Leadership Board.</p> <p>5 days per quarter delivered in supporting SEND Leadership Board.</p>			June 2020			██████████	██████████
				Sept 2020			██████████	██████████
				Dec 2020				
				March 2021				

1.1 Strand 2: PROVIDING EXPERT ADVICE TO THE DEPARTMENT FOR EDUCATION ON THE IMPLICATIONS FOR SOCIAL CARE OF THE SEND REFORMS

Statement of intended impact: DfE policy development and implementation is informed by high-quality expertise on SEND related to Social Care.

Objective	Potential KPI's	Activity Ref No.	Activities	By when	BRAG	Progress/Update	Breakdown/ itemised cost (exc. VAT)	Total cost (exc. VAT)
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<p>2.1 Provide up to 25 expert staff days to support consolidation of the SEND reforms in the social care sector. Priorities will be agreed throughout the course of the contract but may include a focus on:</p> <ul style="list-style-type: none"> • Liberty Protection Safeguards (LPS) and young people aged 16-17 • Liberty Protection Safeguards (LPS) and young adults aged 18-25 with EHC plans • Mental Capacity (amendment) Act • Embedding relevant 	<p>DfE have access to up to 25 days of expert staff resource, which enables them to respond to emerging issues identified by DfE.</p> <p>Progress and delivery are reported in quarterly kits</p>	1.1.1	<p>Q1 – Q3: Manage and deliver 6 flexible support days per quarter.</p> <p>Q4 Manage and deliver 7 flexible support days.</p> <p>Identify and deliver support in conjunction with DfE.</p>	June 2020			 	
			Sept 2020					
			Dec 2020					

recommendations emerging from the SEND Review <input type="checkbox"/> System leadership and knowledge sharing through a Designated Social Care Officer Other priorities as they arise <input type="checkbox"/> Further menu of support and expertise in <input type="checkbox"/> Appendix B					March 2021				
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1.2 Strand 3: Stakeholder engagement, management and feedback

Statement of intended impact: To facilitate and support the DfE to participate in a range of meaningful stakeholder engagement and feedback opportunities across the SEND sector including delivery partners; practitioners across education, health and care; the voluntary and community sector; parent carers; and disabled children and young people in order to address gaps in understanding and knowledge; monitor impact of resources; understand and manage implementation risks; and inform future decision making and policy in relation to SEND.

Objective	Potential KPI's	Activity Ref No.	Activities	By when	BRA G	Progress/ Update	Breakdown/ itemised cost (exc.	Total cost for objective (excluding
							VAT)	VAT)

<p>3.1 Address gaps in understanding, knowledge and engagement with the SEND reforms and implications for practice related to embedding the SEND reforms by:</p> <ul style="list-style-type: none"> • Providing a case law service so that stakeholders are made aware of emerging Tribunal judgements; • maintaining resource hub; • promoting guidance, training and events; • sending targeted communications ; • active social media presence. 	<p>Case law service published and accessible (9 per year)</p> <p>Stakeholders are aware of emerging Tribunal judgements</p>	3.1.1	<p>Case law service published and accessible</p> <p>stakeholders are made aware of emerging Tribunal judgements;</p>	<p>June 2020</p>			<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	
				<p>Sept 2020</p>				<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	
					<p>Dec 2020</p>				<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
					<p>March 2021</p>				<p>[Redacted]</p> <p>[Redacted]</p>
	<p>CDC Digests and Newsletter to go out on time as planned on a monthly basis (3 Digests and 8 Newsletters per year)</p> <p>Engagement to be above industry standard including open rates and clickthroughs</p>	3.1.2	<p>CDC Communications Officer to:</p> <ul style="list-style-type: none"> • plan, collate, proof-read and design CDC newsletters and CDC Digest • promote and maintain stakeholder contact list • Disseminate and measure engagement with Newsletter and Digest 				<p>[Redacted]</p> <p>[Redacted]</p>		

	<p>Digital strategy developed and implemented</p> <p>All new CDC/DfE/Delivery partner resources uploaded and hosted on CDC website</p> <p>All CDC social media channels regularly updated with SEND sector news and information</p> <p>Increases in engagement across all media channels and analysis of engagement reported to DfE on a quarterly basis</p>	3.1.3	<p>CDC Communications Officer to:</p> <ul style="list-style-type: none"> • Develop and implement digital communication strategy • Collate and analyse stakeholder mapping, engagement and needs analysis • Write, collate, proof-read, publish and disseminate <ul style="list-style-type: none"> ○ Online forums ○ Webinars ○ News stories ○ Blogs ○ Articles ○ Website resource ○ Social media content 				<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
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3.2 Monitor the impact of the digital communications strategy	Reach and engagement demonstrates resources and information reaching key target audiences	<p>Measure and report on:</p> <ul style="list-style-type: none"> reach and engagement with key resources, tools and webinars shared and promoted via social media engagement with newsletters and CDC digest increase in followers and subscribers across all CDC networks • webpage visits, resource downloads <p>Request, collate and analyse feedback on impact of key resources on practice via short surveys disseminated in quarterly newsletter/digest</p>	June 2020				
	Engagement with resources, tools and webinars increase awareness and/or knowledge and/or skills in relation to SEND policy and practice		Sept 2020				
	Surveys are disseminated quarterly and feedback shared and reported to the DfE		Dec 2020				
			March 2021				

<p>3.3 Understand and manage implementation risks by bringing together key stakeholders across the sector</p>	<p>Up to 3 stakeholder workshops for up to 25 people planned, delivered and facilitated</p> <p>Implementation risks and potential mitigations reported to DfE quarterly</p>	<p>3.3.1</p>	<p>Gather intelligence from across the sector, generate advice and feedback on quality assurance measures and issues emerging through:</p> <ul style="list-style-type: none"> • Up to 3 stakeholder workshops for up to 25 people focussed on key priorities identified and agreed with the DfE • Collate, review, analyse and report to DfE on issues identified via engagement with: VCS; delivery partners; practitioners across education, health and care; parent carers; and disabled children and young people 	<p>March 2021</p>			<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
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	<p>3 CDC member's meetings planned, delivered and facilitated</p> <p>A participation satisfaction is rated in the upper quartile of a 1-5 rating scale covering quality of presentation, relevance of content.</p> <p>DfE receive feedback from the VCS on key implementation risks</p>	3.3.2	<p>Plan, deliver and facilitate 3 CDC member's meetings to provide a route for VCS organisations to share intelligence and feedback regarding embedding and delivery of reforms to the Department:</p> <ul style="list-style-type: none"> • Organise speaking opportunities for Department for Education officials at VCS events • Support Department for Education officials in preparing for events and meetings with the VCS 	March 2021			<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
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	<p>1:1 support provided to VCS organisations on a responsive basis to ensure effective stakeholder management via face to face meetings and/or phone calls and emails</p>	3.3.3	<p>Provide 1:1 support to VCS organisations on a responsive basis to address strategic concerns related to the reforms and to prevent escalation to the Department where it is not necessary.</p> <p>When necessary, support the DfE officials in responding to concerns from the VCS as they arise.</p>	March 2021			<p>[REDACTED]</p>	
<p>3.4 Inform future decision making and policy in relation to SEND by facilitating sector stakeholder engagement. This could include:</p> <ul style="list-style-type: none"> □ Liberty Protection Safeguards (LPS) 	<p>Host and manage online engagement such as forums; webinars and surveys</p> <p>DfE receive</p>	3.4.1	<p>Gather intelligence from across the sector, generate advice/recommendations and share feedback through:</p> <ul style="list-style-type: none"> ○ Online engagement such as forums; webinars and surveys 	March 2021			<p>[REDACTED]</p>	<p>[REDACTED]</p>

<ul style="list-style-type: none"> □ code of practice consultation □ SEND review consultation □ SEND code of practice Other DfE priorities as they arise 	<p>quarterly feedback from targeted audiences on key priorities</p> <p>Plan, deliver and facilitate up to 3 face to face stakeholder events for up to 50 people per event</p> <p>A participation satisfaction is rated in the upper quartile of a 1-5 rating scale covering quality of presentation, relevance of content.</p> <p>Write up 4 (6 page) outputs/briefings for the DfE based on engagement activity above</p>		<ul style="list-style-type: none"> ○ Up to 3 face to face stakeholder events for up to 50 people ○ Up to 4 (6 page) outputs/briefings for the DfE based on engagement activity above 					
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Strand 4: EUROPEAN AGENCY

Statement of intended impact: To ensure the English perspective is represented in Europe and to share learning and evidence from elsewhere in Europe.

Objective	Potential KPI's/Activity	Activity Ref No.	Activities	By when	BRAG	Progress/update	Breakdown/ itemised cost	Total cost for objective (excluding VAT)
4.1 To represent the English perspective in Europe and collect and disseminate evidence of emerging practice in support of SEN and disability elsewhere in Europe.	Advice provided to the DfE regarding participation in EA projects Attendance at international EA meetings Attendance at annual Five Nations meeting Up to 3 short briefings per year on learning from the EA	4.1.1	<ul style="list-style-type: none"> Provide advice to the DfE regarding participation in EA projects 	June 2020			[Redacted] [Redacted]	[Redacted] [Redacted]
			<ul style="list-style-type: none"> Prepare for and attend international EA meetings 	Sept 2020			[Redacted] [Redacted]	[Redacted] [Redacted]
			<ul style="list-style-type: none"> Attend annual Five Nations meeting Minutes of EA meetings shared with DfE 	Dec 2020				

			<ul style="list-style-type: none">□ Learning and resources from EA events and launches shared on CDC website and via newsletters and Digest□ Develop and disseminate up to 3 short briefings per year on learning from the EA	March 2021				
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1.3 Strand 6: CONTRACT MANAGEMENT

Statement of intended impact: The contract will be effectively managed to ensure that all deliverables are on time and to the required level of quality.

Objective	Key Performance Indicator (including targets for success)	Activity Ref no	Activities/Actions	By When	BRA G	Progress/Update	Breakdown/itemised cost	Total cost for objective (excluding VAT)
5.1 Provide effective contract management	Contract reporting provided on a quarterly basis in the agreed format. Input to monthly contract meetings and KiTs. Regular meetings and communication with DfE	5.1.1	Provide effective contract management April-June 2020 through: <ul style="list-style-type: none"> • Agreeing work plan and reviewing regularly • Managing and quality assuring delivery of flexible days • Quarterly contract meetings with DfE accompanied by written reports 	June 2020			██████████	████ ██████ ████████

	contract manager.		<ul style="list-style-type: none"> • Monthly telephone KiTs – including running totals of flexible days (provided in advance) • Measuring impact of contract activity in relation to implementation of the SEND Reforms • With each quarterly invoice, costed record of relevant deliverables achieved • Quarterly revision of payment and deliverables schedules – if required. 					
			<p>Provide effective contract management July-September 2020 through:</p> <ul style="list-style-type: none"> • Agreeing work plan and reviewing regularly • Managing and quality assuring delivery of flexible days 	September 2020				

			<ul style="list-style-type: none"> • Quarterly contract meetings with DfE accompanied by written reports • Monthly telephone KiTs – including running totals of flexible days (provided in advance) • Measuring impact of contract activity in relation to implementation of the SEND Reforms • With each quarterly invoice, costed record of relevant deliverables achieved • Quarterly revision of payment and deliverables schedules – if required. 					
			<p>Provide effective contract management October-December 2020 through:</p> <ul style="list-style-type: none"> □ Agreeing work plan and reviewing regularly 	December 2020				

			<ul style="list-style-type: none"> • Managing and quality assuring delivery of flexible days • Quarterly contract meetings with DfE accompanied by written reports • Monthly telephone KiTs – including running totals of flexible days (provided in advance) • Measuring impact of contract activity in relation to implementation of the SEND Reforms • With each quarterly invoice, costed record of relevant deliverables achieved • Quarterly revision of payment and deliverables schedules – if required. 				
			Provide effective contract management January-March 2021 through:	March 2021			

			<ul style="list-style-type: none"><input type="checkbox"/> Agreeing work plan and reviewing regularly<input type="checkbox"/> Managing and quality assuring delivery of flexible days<input type="checkbox"/> Quarterly contract meetings with DfE accompanied by written reports<input type="checkbox"/> Monthly telephone KiTs – including running totals of flexible days (provided in advance)<input type="checkbox"/> Measuring impact of contract activity in relation to implementation of the SEND Reforms<input type="checkbox"/> With each quarterly invoice, costed record of relevant deliverables achieved<input type="checkbox"/> Quarterly revision of payment and deliverables schedules – if required.					
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1.5 Strand 8: SECURITY OF DATA

Statement of intended impact: Departmental or personal data is protected.

End of Schedule 1

Schedule 2

Payment schedule

Objective	Ref no	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total (ex. VAT)	VAT *	Grand total
1.1	1.1.1															
1.2	1.2.1															
	1.2.2															
1.3	1.3.1															
1.4	1.4.1															
1.5	1.5.1															
2.1	2.1.1															
3.1	3.1.1															
	3.1.2															
	3.1.3															
3.2	3.2.1															
3.3	3.3.1															
	3.3.2															
	3.3.3															
3.4	3.4.1															
4.1	4.1.1															
5.1	5.1.1															
Total		£	£													331095.6

The above prices are inclusive of VAT.

- 2 Funds allocated to a particular expenditure heading in the table at paragraph 1 ("the Table") are available for that expenditure heading only. Funds allocated to a particular accounting year are available for that accounting year only. The allocation of funds in the Table may not be altered except with the prior written consent of the Department.
- 3 The Contractor shall maintain full and accurate accounts for the Service against the expenditure headings in the Table. Such accounts shall be retained for at least 6 years after the end of the financial year in which the last payment was made under this Contract. Input and output VAT shall be included as separate items in such accounts.

- 4** The Contractor shall permit duly authorised staff or agents of the Department or the National Audit Office to examine the accounts at any reasonable time and shall furnish oral or written explanations of the account if required. The Department reserves the right to have such staff or agents carry out examinations into the economy, efficiency and effectiveness with which the Contractor has used the Department's resources in the performance of this Contract.
- 5** Invoices shall be prepared by the Contractor on the invoice dates specified in the Table in arrears and shall be detailed against the expenditure headings set out in the Table. The Contractor or his or her nominated representative or accountant shall certify on the invoice that the amounts claimed were expended wholly and necessarily by the Contractor on the Service in accordance with the Contract and that the invoice does not include any costs being claimed from any other body or individual or from the Department within the terms of another contract.
- 6** Invoices shall be sent, within 30 days of the end of the month to Department for Education, Sanctuary Buildings, Great Smith Street, Westminster, London, SW1P 3BT, quoting the Contract reference number. The Department undertakes to pay correctly submitted invoices within 5 days of receipt. The Department is obliged to pay invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Department. Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998. A correct invoice is one that: is delivered in timing in accordance with the contract; is for the correct sum; in respect of goods/services supplied or delivered to the required quality (or are expected to be at the required quality); includes the date, supplier name, contact details and bank details; quotes the relevant purchase order/contract reference and has been delivered to the nominated address.. If any problems arise, contact the Department's Contract Manager. The Department aims to reply to complaints within 10 working days. The Department shall not be responsible for any delay in payment caused by incomplete or illegible invoices.
- 7** The Contractor shall have regard to the need for economy in all expenditure. Where any expenditure in an invoice, in the Department's reasonable opinion, is excessive having due regard to the purpose for which it was incurred, the Department shall only be liable to reimburse so much (if any) of the expenditure disallowed as, in the Department's reasonable opinion after consultation with the Contractor, would reasonably have been required for that purpose.
- 8** If this Contract is terminated by the Department due to the Contractors insolvency or default at any time before completion of the Service, the Department shall only be liable under paragraph 1 to reimburse eligible payments made by, or due to, the Contractor before the date of termination.
- 9** On completion of the Service or on termination of this Contract, the Contractor shall promptly draw-up a final invoice, which shall cover all outstanding expenditure incurred for the Service. The final invoice shall be submitted not later than 30 days after the date of completion of the Service.

- 10** The Department shall not be obliged to pay the final invoice until the Contractor has carried out all the elements of the Service specified as in Schedule 1.
- 11** It shall be the responsibility of the Contractor to ensure that the final invoice covers all outstanding expenditure for which reimbursement may be claimed. Provided that all previous invoices have been duly paid, on due payment of the final invoice by the Department all amounts due to be reimbursed under this Contract shall be deemed to have been paid and the Department shall have no further liability to make reimbursement of any kind.

End of Schedule 2

Schedule 3

1 TUPE

- 1.1 The Parties recognise that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply in respect of the award of the Contract, and that for the purposes of those Regulations, the undertaking concerned (or any relevant part of the undertaking) shall transfer to the Contractor on the commencement of the Contract.
- 1.2 During the period of six months preceding the expiry of the Contract or after the Department has given notice to terminate the Contract or the Contractor stops trading, and within 20 working days of being so requested by the Department, the Contractor shall fully and accurately disclose to the Department for the purposes of TUPE all information relating to its employees engaged in providing Services under the Contract, in particular, but not necessarily restricted to, the following:
- 1.2.1 the total number of staff whose employment with the Contractor is liable to be terminated at the expiry of this Contract but for any operation of law; and
- 1.2.2 for each person, age and gender, details of their salary, and pay settlements covering that person which relate to future dates but which have already been agreed and their redundancy entitlements (the names of individual members of employed staff do not have to be given); and
- 1.2.3 full information about the other terms and conditions on which the affected staff are employed (including but not limited to their working arrangements), or about where that information can be found; and
- 1.2.4 details of pensions entitlements, if any; and
- 1.2.5 job titles of the members of staff affected and the qualifications required for each position.

- 1.3 The Contractor shall permit the Department to use the information for the purposes of TUPE and of re-tendering. The Contractor will co-operate with the re-tendering of the Contract by allowing the Transferee to communicate with and meet the affected employees and/or their representatives.
- 1.4 The Contractor agrees to indemnify the Department fully and to hold it harmless at all times from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities whatsoever in any way connected with or arising from or relating to the provision of information under Clause 1.2.
- 1.5 The Contractor agrees to indemnify the Department from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities (including legal fees) in connection with or as a result of any claim or demand by any employee or other employee or person claiming to be an employee on any date upon which the Contract is terminated and/or transferred to any third party ("Relevant Transfer Date") arising out of their employment or its termination whether such claim or claims arise before or after the Relevant Transfer Date.
- 1.6 In the event that the information provided by the Contractor in accordance with Clause 1.2 above becomes inaccurate, whether due to changes to the employment and personnel details of the affected employees made subsequent to the original provision of such information or by reason of the Contractor becoming aware that the information originally given was inaccurate, the Contractor shall notify the Department of the inaccuracies and provide the amended information.
- 1.7 The provisions of this Condition shall apply during the continuance of this Contract and indefinitely after its termination.

Schedule 3a

Processing, Personal Data and Data Subjects

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are: [REDACTED]
2. The contact details of the Processor's Data Protection Officer are: [REDACTED]
[REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Department is the Controller and the Contractor is the Processor in accordance with Clause 17.1.
Subject matter of the processing	This processing is required to ensure the Processor can effectively deliver the contract to provide the appropriate service.
Duration of the processing	From Contract for THE ROLE OF STRATEGIC REFORM PARTNER FOR SPECIAL EDUCATIONAL NEEDS AND DISABILITY from 01 April 2020 until end of contract on or before 31 st March 2021.

Nature and purposes of the processing	<p>Processing the data consists of the following: collection, recording, organisation, structuring, storage, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means)</p> <p>The data is processed for the following purposes:</p> <ul style="list-style-type: none"> • To promote the programme to prospective delivery partners and recipients of training and other resources • To evaluate training quality • To identify geographic reach and gaps • To provide DfE with statistics related to the programme
Type of Personal Data	Name, address, telephone number. email address(es), job role, place of employment, local authority area, region, financial records (only where requirement for payment under contractual obligations exists).
Categories of Data Subject	Staff (including volunteers, agents, and temporary workers), Departments/ clients, suppliers, customers, members of the public, users of Council for Disabled Children website etc.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Data will be retained for the duration of the project and shall be returned or deleted on termination of the project.

End of Schedule 3a