



Highways England Company Limited

Scope

Defined Terms

Annex 01

Ref.	Defined Term	Definition	Comments
1	Collaborative Planning	Collaborative Planning is a technique that involves all Parties working together to improve productivity, and reduce time and cost.	
2	Commitments Register	Commitments Register is the statement of that name set out in Annex A to the Form of Agreement detailing the commitments made by the <i>Contractor</i> as part of its tender in respect of how it is to Provide the Service.	
3	Conflict of Interest	A Conflict of Interest may arise when your professional or personal interests or loyalties to a person or organisation outside Highways England affect or appear to affect the impartiality, judgement or effectiveness expected from you in interactions with Highways England.	
4	Construction Compliance Certificate	As per the meaning in BD2/12 Technical Approval of Highways Structure (Volume 1, Section 1 of the Design Manual for Roads and Bridges).	
5	Continual Improvement Lean Innovation Leaders	Has the meaning given to it in Annex 11 - Continual Improvement and Innovation.	
6	Contractor Background IPR	IPR owned by the <i>Contractor</i> or a third party before the Contract Date or created by the <i>Contractor</i> or a third party independently of the contract, which in each case is or will be used to <ul style="list-style-type: none"> • before the end of the <i>service period</i> to Provide the Service and • for the maintenance, operation and modification of the <i>service</i>. 	
7	Contracts Finder	Contracts Finder is the government website for information about contracts	

		worth over £25,000 with the government and its agencies.	
8	Disclosure Request	A Disclosure Request is a request for information relating to the contract a received by the Client pursuant to the Freedom of Information Act 2000 and Environmental Information Regulations 2004 or otherwise.	
9	Discrimination Acts	The Discrimination Acts are the Equality Act 2010 and any predecessor statutes.	
10	EEA	Is the European Economic Area.	
11	Employment and Skills Plan	The Employment and Skills Plan is the document described in Section S334 and Annex 06 of the Scope.	
12	Environmental Management Plan	A document (or set of documents) that sets out the mitigation needed to manage environmental effects associated with a development during the construction and operational phases	
13	Health and Safety File	As per the meaning given to it in the Construction (Design and Management) Regulations 2015.	
14	Inclusion Action Plan	The Inclusion Action Plan is the document described in Annex 06 of the Scope.	
15	Information Systems	Can be a combination of hardware, software, infrastructure and trained personnel organised to facilitate planning, control, coordination and decision making in an organisation.	
16	Intellectual Property Rights or IPRs	are copyright and related rights, database rights, design rights, patents, inventions, trade marks (and goodwill attaching to those trade marks), domain names, applications for and the right to apply for any of the foregoing, moral rights, confidential information and any other intellectual or industrial property rights, whether or not registered or	

		capable of registration, whether subsisting now or in future in any part of the world.	
17	Lean	Has the meaning given to it in Annex 11 -Continual Improvement and Innovation.	
18	List X (Annex 04)	List X contractors are companies operating in the UK who are working on UK government contracts which require them to hold classified information. This information is at 'Secret' level or above or international partners information classified 'Confidential' or above, and is held in their own premises at a specific site. Classified information levels can be reviewed in the Gov website here (https://www.gov.uk/government/publications/security-requirements-for-list-x-contractors).	
19	Nonconformity	Nonconformity has the meaning give in BS EN ISO 9000:2015.	
20	Performance Level	Performance Level is the performance level of the Collaborative Performance Framework stated in the Scope.	
21	Quality Plan	Has the meaning given in ISO 9001:2015.	
22	Quality Submission	Is the document submitted by the <i>Contractor</i> at time of tender.	
23	Service Provider System	Are the <i>Contractor's</i> (service provider) IT systems/applications which they use to provide services to Highways England.	
24	SME	SME means an enterprise within the category of Small, Medium or Micro Enterprises defined by the European Commission Recommendation of 6 May 2003 concerning the definition of Small, Medium or Micro Enterprises. A SME is a Subcontractor or a subcontractor to a Subcontractor and is autonomous and is a European Union enterprise not owned	

		or controlled by a non-European Union parent company.	
25	Specification	Has the meaning given to it as per section S 200 of the Scope.	
26	Staff	Staff are employees employed by the <i>Contractor</i> or an Associated Company or any Subcontractor to Provide the Service at any time.	
27	Structured Innovation	Has the meaning given to it in Annex 11 Continual Improvement and Innovation.	
28	The Official Secrets Act 1989	The Official Secrets Act is the Official Secrets Act 1989 and any predecessor statutes.	
29	The Public Interest Test	The Public Interest Test requires a public authority, or oversight body, weigh the harm that disclosure would cause to the protected interest against the public interest saved by disclosure of the information.	