**Call-Off Schedule 1 (Transparency Reports)**

1.1 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.

1.2 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.

1.3 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.

1.4 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: List of Transparency Reports –**

The Supplier shall respond to requests for the provision of information in response to the Buyer’s disclosure obligations under Government Transparency Standards, the Freedom of Information Act, Environmental Information Regulations and Parliamentary Questions.

| **Title**  | **Content**  | **Format**  | **Frequency**  |
| --- | --- | --- | --- |
| Performance  | Accurate management information on Supplier Service Level Performance, including delivery of Social Value priorities. | To be agreed in the mobilisation period |  Quarterly |
| Call-Off Contract Charges  | Contract pricing, savings and total spend by scope area  | To be agreed in the mobilisation period | Quarterly |
| Key Subcontractors | Accurate management information on any Subcontractors who deliver services for the Supplier to the Buyer. | To be agreed in the mobilisation period  |  Quarterly  |
| Technical | Will include (not exclusively):Performance measurement and statistical reporting; | To be agreed in the mobilisation period  | Quarterly |
| Performance management | Accurate management information on response to queries and complaints | To be agreed in the mobilisation period  | Quarterly |