

SCHEDULE 6 (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 Contract, within one (1) month 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 A: LIST OF TRANSPARENCY REPORTS

Title	Content	Format	Frequency
Performance	% Achievement against the Key Performance Indicators (KPIs) as described in Schedule 10 (Service Levels) (including the Social Value KPIs contained in that Schedule).	Dashboard – Supplier to suggest format for Buyer to approve at first Contract Management meeting	Monthly (and quarterly summary of the three months in the quarter)
Progress	Progress against Deliverables as described in Schedule 02 (Specification) of the Contract	Dashboard	Every 2 weeks
Charges	The People Costs and Throughput Costs incurred against the agreed Charges for the Deliverables as per Schedule 03 (Charges) of the Contract	Spread Sheet	Monthly (and then a summary following completion of each Deliverable)
Subcontractors	Value and timeliness of payments to all subcontractors named in Schedule 27 (Key	Dashboard	Monthly

Schedule 6 (Transparency Reports)

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	Subcontractors) of the Contract		
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