



Department for Levelling Up,  
Housing & Communities

**REDACTED**

*Levelling Up Parks Fund Manager*

**Department for Levelling Up,  
Housing and Communities**

4th Floor, Fry Building  
2 Marsham Street  
London SW1P 4DF

**[www.gov.uk/dluhc](http://www.gov.uk/dluhc)**

Email: **REDACTED**

Our ref: CPD4122269

Your ref: GFALU22

25 July 2022

**Keep Britain Tidy**

Elizabeth House  
The Pier  
Wigan, WN3 4EX

Attn: **REDACTED**

By email to: **REDACTED**

Dear Sirs,

**Supply of pre-project site assessments for the Levelling Up Parks Fund**

Following your proposal for the supply of pre-project site assessments for the Levelling Up Fund to **the Department for Levelling Up, Housing and Communities (DLUHC)**, we are pleased to confirm our intention to award this contract to you.

The attached contract details ("**Order Form**"), contract conditions and the **Annexes** set out the terms of the contract between **Keep Britain Tidy (KBT) and DLUHC** for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the contract. Please confirm your acceptance of the Conditions by signing and returning the Order Form to **REDACTED** at the above address within **7** days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

We will then arrange for Order Form to be countersigned which will create a binding contract between us.

Yours faithfully,

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**REDACTED**

Levelling Up Parks Fund Manager

# Order Form

<b>1. Contract Reference</b>	CPD4122269	
<b>2. Date</b>	1 August 2022	
<b>3. Buyer</b>	<b>Department for Levelling Up, Housing and Communities</b> 4th Floor, Fry Building 2 Marsham Street London SW1P 4DF	
<b>4. Supplier</b>	<b>Keep Britain Tidy</b> Elizabeth House The Pier Wigan, WN3 4EX  Registered No. 3496361	
<b>5. The Contract</b>	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("<b>Conditions</b>") and any Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
<b>6. Deliverables</b>	<b>Goods</b>	None
	<b>Services</b>	To be performed at project sites chosen by local authorities in England that are eligible, and have opted in to receiving funding for the Levelling Up Parks Fund. Further work, such as writing up of reports, may take place at the Supplier's premises.
<b>7. Specification</b>	The specification of the Deliverables is as set out in Annex 2.	
<b>8. Term</b>	<p>The Term shall commence on <b>1 August 2022</b>.</p> <p>and the Expiry Date shall be <b>30 November 2022</b>, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p>	

	<p>The Buyer may extend the Contract for a period of up to 3 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>
<b>9. Charges</b>	<p>The Charges for the Deliverables shall be as set out in Annex 3.</p>
<b>10. Payment</b>	<p>All invoices must be sent, quoting a valid purchase order number (PO Number), to:</p> <p><a href="mailto:clginvoices@levellingup.gov.uk">clginvoices@levellingup.gov.uk</a></p> <p>Within <b>10 Working Days</b> of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section by email to</p> <p><a href="mailto:clginvoices@levellingup.gov.uk">clginvoices@levellingup.gov.uk</a>.</p>

<b>11. Buyer Authorised Representative(s)</b>	<p>For general liaison your contact will continue to be</p> <p><b>REDACTED</b></p> <p>or, in their absence,</p> <p><b>REDACTED</b></p>	
<b>12. Address for notices</b>	<p><b>Buyer:</b></p> <p><b>REDACTED</b></p> <p>Attention: <b>Greener Communities Policy Advisor</b></p> <p>Email: <b>REDACTED</b></p>	<p><b>Supplier:</b></p> <p><b>REDACTED</b></p> <p>Keep Britain Tidy Elizabeth House Southgate Wigan WN34EX</p> <p>Attention: <b>Chief Operating Officer</b></p> <p>Email: <b>REDACTED</b></p>
<b>13. Key Personnel</b>	<p><b>Buyer:</b></p> <p><b>REDACTED</b></p> <p>Attention: <b>Greener Communities Policy Advisor</b></p> <p>Email: <b>REDACTED</b></p>	<p><b>Supplier:</b></p> <p><b>REDACTED</b></p> <p>Keep Britain Tidy Elizabeth House Southgate Wigan WN34EX</p> <p>Attention: <b>Chief Operating Officer</b></p> <p>Email: <b>REDACTED</b></p>
<b>14. Procedures and Policies</b>	<p>The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (each such conviction a "<b>Relevant Conviction</b>"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>	

Signed for and on behalf of the <b>Supplier</b>	Signed for and on behalf of the <b>Buyer</b>
Name: <b>REDACTED</b>  Chief Operating Officer	Name: <b>REDACTED</b>  Deputy Director Commercial
Date: 04/08/2022	Date:
Signature: <b>REDACTED</b>	Signature:

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## Annex 1 – Authorised Processing Template

<b>Contract:</b>	CPD4122269 – Supply of pre-project site assessments for the Levelling Up Parks Fund
<b>Date:</b>	12 July 2022
<b>Description Of Authorised Processing</b>	<b>Personal data provided by local authorities to be contacted about the pre-site assessments.</b>
Subject matter of the processing	DLUHC will use Citizen Space to collect data from local authorities about the details of plans for using their Levelling Up Parks Fund grant.
Duration of the processing	KBT can process this data for the duration of the contract.
Nature and purposes of the processing	<p>Personal data: Name and email address of contacts in eligible local authorities that have opted into receiving the grants. The intended use for these is for Keep Britain Tidy to be able to contact the relevant official to coordinate the visits to conduct the pre-project site assessments.</p> <p>Other data: eligible local authority responses to the opt-in and project plan forms will be shared with Keep Britain Tidy to aid with the scoping of the site assessments.</p>
Type of Personal Data	Professional contact details - Names and email addresses
Categories of Data Subject	Local authorities

## Annex 2 – Specification

At Spending Review, Treasury announced a £9m Levelling Up Parks Fund for ‘over 100’ ‘new parks’ around the UK on ‘land which has become unused, undeveloped or derelict’.

The Green Flag Awards (GFA) is the national marker of quality. They have a pool of volunteer judges who are experienced at assessing urban green spaces and making recommendations for improvement. GFA operates in England, Scotland, Wales and

Northern Ireland. As the devolved nations have full discretion over the design of the Levelling Up Parks Fund in Scotland Wales and Northern Ireland, this Order Form pertains only to the England element of the Fund.

In England, 85 local authorities in areas with the least access to green space which rate highly on the Index of Multiple Deprivation will receive funding. Places will be published in our prospectus, and invited to complete an opt-in form. If a council opts out, the next eligible place ranked using the methodology will be offered a grant. We will provide KBT with at least weekly updates on the local authorities that are confirmed to be receiving funding.

KBT will complete a pre-project assessment for each eligible local authority that has opted in based on the Green Flag Award criteria to establish a baseline. In cases where local authorities or their third parties have a project which is ready to go, KBT will confirm suitability of project. Where the local authority or third party has no project in mind or need support to develop one, KBT will provide advice and ideas for potential project/site improvements based on the assessment. DLUHC will provide KBT with the documents submitted by local authorities to determine the level of support needed: this includes local authorities' responses to the opt-in form, and in some cases, the project proposal. Personal data of third parties provided by local authorities will not be shared with Keep Britain Tidy.

KBT will liaise directly with the eligible local authorities that have opted in to arrange site visits for the assessments.

These assessments will take place anytime between 19 August and 30 October 2022. While KBT will initiate engagement, it is the duty of local authorities to meet this deadline.

KBT will provide DLUHC with a report for each site. KBT will provide local authorities with the report for their corresponding site.

The report will include an overall score, criteria score and a short narrative report highlighting appropriateness of project, the areas for improvement and any suggested changes to the project.

KBT will also provide DLUHC with a spreadsheet of comparison scores for all projects.

## Annex 3 – Charges

Activity	£
36 days of KBT green space specialist officer support	<b>REDACTED</b>
85 assessments - travel and subsistence, accommodation etc.	<b>REDACTED</b>
Judges pre assessment briefing sessions	<b>REDACTED</b>
Administrative support	<b>REDACTED</b>

Contingency	<b>REDACTED</b>
<b>Total</b>	<b>REDACTED</b>

KBT will invoice DLUHC at two payment points: one at 15 September 2022 for the work completed to that date, and another at 30 November 2022 or when all assessments and the report have been completed, whichever is earliest.

In the event that fewer than 85 assessments are carried out because not enough councils have opted in to receive the grant, variable costs (85 assessments – travel and subsistence, accommodation etc.) will be invoiced pro rata to the number of assessments carried out to that date.

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