

## **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.

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**Annex A: List of Transparency Reports**

| Title                     | Content  | Format            | Frequency |
|---------------------------|--|-------------------|-----------|
| Performance               | A summary of performance against agreed KPI's, including % achievement and any supporting narrative.   | Word Document     | Monthly   |
| Call-Off Contract Charges | A summary of all Statement of Works drawn down from the contract: <ul style="list-style-type: none"><li>- Value of SOWs drawn down from the Call-Off Contract</li><li>- Numbers of staff working on the Call-Off Contract by role and SFIA grades</li><li>- Number of days contracted</li><li>- Burn rates</li><li>- Value of expenses and spend</li></ul>   | Excel Spreadsheet | Monthly   |
| Key Subcontractors        | Details of any Sub-Contractors used in the contract delivery, including identification of any Small & Medium sized Enterprises (SME's).  | Word Document     | Monthly   |
| Annual Report & Accounts  | Subject to Data Protection Legislation, the Supplier shall provide the information set out below to the Buyer within 10 Working Days of the Year End and shall include the information set out below. <ul style="list-style-type: none"><li>- the number of employees, workers, agents or contractors engaged to deliver the outcomes at any point during the financial year who were paid £245 or more per day;</li><li>- the number of Supplier staff engaged to deliver the outcomes on the final Working Day of the Year who were paid £245 or more per day;</li><li>- Of those Supplier staff identified above Is (Are) the Supplier Staff on a payroll and are deductions of PAYE and National Insurance made at source? Answer either Yes/No;</li></ul> | Not Specified     | Annually  |

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|                       |   |               |           |
|-----------------------|---|---------------|-----------|
|                       | <ul style="list-style-type: none"><li>- If “yes”, please provide fee payer details for each of the Supplier staff (eg, Supplier PAYE, Agent PAYE, Umbrella Company);</li><li>- The Supplier must notify the Buyer If the employment status of the Supplier staff for tax purposes changes so that a fresh determination may be made as set out at 1.2 to 1.4 above.</li></ul> |               |           |
| Diversity & Inclusion | <ul style="list-style-type: none"><li>• What % of your workforce identifies as an ethnic minority</li><li>• What % of your workforce identifies as something other than a man</li><li>• What % of your workforce identifies as disabled (including neurodivergent)</li><li>• What % of your workforce identifies as LGBT</li></ul>  | Word Document | Quarterly |
| Social Value          | Progress against social value commitment in Supplier's method statement included in the tender. (reporting metrics according to the Suppliers tender response against the specified Model Award Criteria).  | Word Document | 6 Monthly |

The Contracting Authority may require ad hoc management information which will be provided on request by the Supplier within three (3) Working Days from request unless otherwise agreed with the Contracting Authority.