

**FOL15/876: Hyde Park Borehole Pipe Distribution Works Project**

**Schedule 2 – *Employer*’s Contract Data, including Additional Conditions of Contract**

**Table of Contents**

[1 Definitions 5](#_Toc433979260)

[2 Interpretation 8](#_Toc433979261)

[3 Conflicts of Interest 9](#_Toc433979262)

[4 *Contractor*’s Staff 9](#_Toc433979263)

[5 Recovery of Sums Due 10](#_Toc433979264)

[6 Prevention of Corruption 10](#_Toc433979265)

[7 Interpretation 11](#_Toc433979266)

[8 Prevention of Fraud 11](#_Toc433979267)

[9 Discrimination 12](#_Toc433979268)

[10 The Contracts (Rights of Third Parties) Act 1999 12](#_Toc433979269)

[11 Data Protection Act 12](#_Toc433979270)

[12 Official Secrets Acts 1911 to 1989, S182 of the Finance Act 1989 13](#_Toc433979271)

[13 Confidential Information 13](#_Toc433979272)

[14 Freedom of Information 15](#_Toc433979273)

[15 Publicity, Media and Official Enquiries 16](#_Toc433979274)

[16 Security 16](#_Toc433979275)

[17 Intellectual Property Rights 17](#_Toc433979276)

[18 Signage 18](#_Toc433979277)

[19 Definitions 19](#_Toc433979278)

[20 Requirements for Timber 20](#_Toc433979279)

[21 Requirements for Proof of Timber Origin 20](#_Toc433979280)

[22 Independent Verification 21](#_Toc433979281)

[ROYAL PARKS FILM AND PHOTOGRAPHY GUIDELINES SCHEDULE 22](#_Toc433979282)

***Employer*’s Contract Data,** including amended and additional conditions of contract**.**

|  |  |
| --- | --- |
|  | The *Employer* is |
| Name : | Secretary of State for Culture, Media and Sport  |
| Address : | The Royal Parks, The Old Police House, Hyde Park, London. W2 2UH |
| Telephone : | 0300 061 2000 | Fax : | 020 7402 3298 |
| Initial e-mail address : | marcus@irriplan.net |
| The *works* are | The works are for Phase 1 of a borehole project as follows:The works are for the distribution of untreated Chalk water, from a borehole sunk in 2012, across Kensington Gardens and Hyde Park. The works include:1. Installation of a 40m3 underground tank
2. Civils preparation for pump house including base construction and fencing works
3. Pump set installations comprising sub-pumps and booster sets
4. Distribution pipe work throughout this historic and arboriculturally sensitive landscape
5. Connections to existing structures
6. Complex control and monitoring systems including connections with existing control and monitoring systems
 |
| The contract reference is | FOL15/876 |
| The *site* is | The area identified on Dwg. entitled DIANA BH No.2 DISTRIBUTION FINAL DRAWINGSand any other areas in the near vicinity that may need to be used for work included in this contract. |
| The *starting date* is | January, 2016 |
| The *Completion Date* is | May, 2016 |
| The *period for reply* is | 4 | weeks |
| The *defects date* is | 52 | Weeks |
| The *defects correction period* is | 4 | weeks |
| The *delay damages* are | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | per day |
| The *assessment day* is | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | of each month. |
| The *retention* is | 2.5 | % |
| The law of the contract is the law of England and Wales, subject to the jurisdiction of the courts of England and Wales (UK). |

The Works Information is in the documents titled:

* Schedule 4 – Works Information itemising quantity of work required.
* the documents and drawings referenced in Schedule 4 - the contract-specific Works Information

The minimum amount of cover for the third insurance stated in the NEC3 ECSC Insurance Table is £5,000,000 in respect of each claim, without limit to the number of claims for a period of 6 months following Completion of the whole of the works or earlier termination.

The minimum amount of cover for the fourth insurance stated in the NEC3 ECSC Insurance Table is £5,000,000 in respect of each claim, without limit to the number of claims for a period of 6 months following Completion of the whole of the works or earlier termination.

The minimum amount of cover for failure of the *Contractor* to use the skill and care normally used by professionals providing a service similar to one described in the Works Information is £2,000,000 in respect of each claim, without limit to the number of claims for a period of 6 months following Completion of the whole of the works or earlier termination.

The *Contractor*'s total liability to the *Employer* for all matters arising under or in connection with this contract is limited to £10,000,000.

The *Employer* shall not be held responsible in any form for losses or damages that may occur to property or persons as a result of the *Contractor*'s or sub-contractor operations to carry out the contract. It is the *Contractor*'s responsibility to indemnify the *Employer* against all damages received or sustained by any person or persons by or from the *Contractor* or sub-contractor in the construction of the works or any consequence or negligence in performing same, or by improper or defective materials used, or on account of any negligent act or omission, or satisfy other liabilities for which the *Contractor* or sub-contractor and their agents are responsible.

The *Contractor* shall be liable for all costs involved arising out of claims or actions which may be brought about against the *Employer*, Irriplan Limited or their employees by reason of any of the above.

The security of all materials, plant & fuel shall be the responsibility of the *Contractor*. Insurance against theft, damage or fire shall be the *Contractor*’s responsibility.

The United Kingdom Housing Grants, Construction and Regeneration Act (1996) as amended by the Local Democracy, Economic Development and Construction Act (2009) does apply.

The name of the *Adjudicator* is to be agreed between the Parties based on the nature of the dispute and his or her availability to decide the dispute.

The *Adjudicator* nominating body, in case of a failure by the Parties to agree an adjudicator is The Institution of Civil Engineers.

The *tribunal* is arbitration.

The arbitration procedure is the Institution of Civil Engineers Arbitration Procedure 1997.

The place where an arbitration would be held is London.

The person or organisation who will choose an arbitrator if the Parties cannot agree a choice or if the arbitration procedure does not state who selects an arbitrator is Institution of Civil Engineers.

The conditions of contract are the NEC3 Engineering and Construction Short Contract (June 2005).

The additional conditions of contract are:

## Definitions

* 1. In this contract, unless the context otherwise requires, the following provisions shall have the meanings given to them below:
	2. “*Employer*” means the Secretary of State for Culture, Media and Sport. The Royal Parks (TRP) is an executive agency of the Department for Culture, Media and Sport, so for the purposes of operating this contract shall act as if the *Employer*. References to the *Employer* include the TRP and TRP’s nominated representative (if a member of TRPs staff) and/or his appointed agent (if an external organisation or individual). TRP’s appointed agent is Irriplan Ltd.
	3. “Commercially Sensitive Information” means the information (i) listed in the Commercially Sensitive InformationSchedule**;** or (ii) notified to the *Employer*’s delegated representative in writing (prior to the contract date) which has been clearly marked as Commercially Sensitive Information comprised of information:

(a) which is provided by the *Contractor* to the Authority in confidence for the period set out in that Scheduleor notification; and/or

(b) which constitutes a trade secret.

* 1. “Confidential Information” means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party and all personal data and sensitive personal data within the meaning of the DPA. Confidential Information shall not include information which:

(i) was public knowledge at the time of disclosure (otherwise than by breach of clause 13 (Confidential Information));

(ii) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;

(iii) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or

(iv) is independently developed without access to the Confidential Information.

* 1. “Consulting Engineer, Engineer” or “Consultant” shall mean the *Employer*’s appointed agent, Irriplan Ltd, and any employee or representative thereof.
	2. “Contracting Authority” means any contracting authority as defined in Regulation 3 of the Public Contracts Regulations 2006.
	3. “Crown” means the Government of the United Kingdom (including the Northern Ireland Executive Committee and Northern Ireland Departments, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers, government departments, government and particular bodies and government agencies.
	4. “Default” means any breach of the obligations of the relevant Party (including but not limited to fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or negligent statement of the relevant Party or the Staff in connection with or in relation to the subject-matter of this contract and in respect of which such Party is liable to the other.
	5. “DPA” means the Data Protection Act 1998 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.
	6. “Environmental Information Regulations” means the Environmental Information Regulations 2004 and any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.
	7. “Fees Regulations” means the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.
	8. “FOIA” means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation.
	9. “Fraud” means any offence under Laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to this contract or defrauding or attempting to defraud or conspiring to defraud the Crown.
	10. “Good Industry Practice” means standards, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances.
	11. “Information” has the meaning given under section 84 of the FOIA.
	12. “Intellectual Property Rights” means patents, inventions, trademarks, service marks, logos, design rights (whether registerable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off.
	13. “Law” means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements or any Regulatory Body of which the *Contractor* is bound to comply.
	14. “Logo” means the logo as applied and developed for use by The Royal Parks in the Brand User Guidelines.
	15. “Month” means calendar month.
	16. “Quality Standards” means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardization or other reputable or equivalent body, (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the *Contractor* would reasonably and ordinarily be expected to comply with, and as may be further detailed in the Works Information.
	17. “Receipt” means the physical or electronic arrival of the invoice at the address of the *Employer* or at any other address given by the *Employer* to the *Contractor* for the submission of invoices.
	18. “Regulatory Bodies” means those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in this contract or any other affairs of the *Employer* and “Regulatory Body” shall be construed accordingly.
	19. “Replacement *Contractor*” means any third party provider appointed by the *Employer* to supply any services or works which are substantially similar to services or works included in this contract and which the *Employer* receives in substitution to Provide any of the Works following the expiry, termination or partial termination of this contract.
	20. “Request for Information” shall have the meaning set out in FOIA or the Environmental Information Regulations as relevant (where the meaning set out for the term “request” shall apply).
	21. "Relevant Convictions" means a conviction that is relevant to the nature of the *works* or to the work of the *Employer*.
	22. “Schedule” means a schedule attached to, and forming part of, this contract.
	23. “Services” means the services and works to be supplied as specified in the Works Information.
	24. “Staff” means all persons employed by the *Contractor* to perform its obligations under this contract together with the *Contractor*’s servants, agents, suppliers and sub-contractors used in the performance of its obligations under this contract.
	25. “Staff Vetting Procedure” means the *Employer*’s procedures for the vetting of personnel and as advised to the *Contractor* by the *Employer*.
	26. “Tender” means the document(s) submitted by the *Contractor* to the *Employer* in response to the *Employer*’s Invitation to Tender.
	27. “VAT” means value added tax in accordance with the provisions of the Value Added Tax Act 1994 and any subsequent amendments to this Act.
	28. “Working Day” means a day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.

## Interpretation

* 1. The interpretation and construction of this contract shall be subject to the following provisions:
	2. words importing the singular meaning include where the context so admits the plural meaning and vice versa;
	3. words importing the masculine include the feminine and the neuter;
	4. reference to a clause is a reference to the whole of that clause unless stated otherwise;
	5. reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
	6. reference to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
	7. the words “include”, “includes” and “including” are to be construed as if they were immediately followed by the words “without limitation”; and
	8. headings are included in this contract for ease of reference only and do not affect the interpretation or construction of the contract.
	9. Where information supplied by the *Contractor* has been incorporated into the Works Information and this creates an ambiguity or inconsistency between it and other Works Information then, in assessing a compensation event, it is assessed as if the Prices and the Completion Date were for the interpretation most favourable to the *Employer*.

##  Conflicts of Interest

* 1. The *Contractor* shall take appropriate steps to ensure that neither the *Contractor* nor any Staff are placed in a position where, in the reasonable opinion of the *Employer*, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the *Contractor* and the duties owed to the *Employer* under the provisions of this contract. The *Contractor* will disclose to the *Employer* full particulars of any such conflict of interest which may arise.
	2. If, in the reasonable opinion of the *Employer*, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the *Contractor* and the duties owed to the *Employer* under the provisions of this contract, then the *Employer* may terminate the contract under clause 90.3, Reason 2, of the conditions of contract, except that the *Employer* may terminate with immediate effect. The *Employer* may take other actions to minimise the impact of this breach. The actions of the *Employer* pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the *Employer*.

## *Contractor*’s Staff

* 1. On the *Employer*’s instruction, the *Contractor* provides a list of the names and addresses of all persons who may require admission in connection with this contract to the *site*, specifying the capacities in which they are concerned with this contract and giving such other particulars as the *Employer* may reasonably request.
	2. The *Contractor*’s Staff, engaged within the boundaries of the *site*, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or outside the *site*.
	3. The *Contractor* shall comply with Staff Vetting Procedures in respect of all persons employed or engaged to Provide the Works. The *Contractor* confirms that all persons employed or engaged by the *Contractor* were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedures.
	4. The *Employer* may require the *Contractor* to ensure that any person employed to Provide the Works has undertaken a Criminal Records Bureau check as per the Staff Vetting Procedures. The *Contractor* shall ensure that no person who discloses that he/she has a Relevant Conviction, or is found by the *Contractor* to have a Relevant Conviction (whether as a result of a police check or through the Criminal Records Bureau check or otherwise) is employed or engaged in any way to Provide the Works.
	5. If the *Contractor* fails to comply with clause 4.1 within 2 months of the date of the instruction and in the reasonable opinion of the *Employer*, such failure may be prejudicial to the interests of the Crown, then the *Employer* may terminate this contract under clause 90.3 of the conditions of contract, Reason 3, provided always that such termination shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the *Employer*.
	6. The decision of the *Employer* as to whether any person is to be refused access to the site and as to whether the *Contractor* has failed to comply with clause 4.1 shall be final and conclusive.

## Recovery of Sums Due

* 1. Wherever under this contract any sum of money is recoverable from or payable by the *Contractor* (including any sum which the *Contractor* is liable to pay to the *Employer* in respect of any breach of contract), the *Employer* may unilaterally deduct that sum from the amount due. If an amount owed to the *Employer* is not paid to the *Employer* under this contract, then the *Employer* may deduct it from payments under any other agreement or contract with the *Employer*.
	2. Any overpayment by either Party, whether of the Prices for Work Done to Date or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.
	3. The *Contractor* shall make all payments due to the *Employer* without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the *Contractor* has a valid court order requiring an amount equal to such deduction to be paid by the *Employer* to the *Contractor*.
	4. All payments due shall be made in accordance with these conditions of contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

##  Prevention of Corruption

* 1. The *Contractor* shall not offer or give, or agree to give, to the *Employer* or any other public body or any person employed by or on behalf of the *Employer* or any other public body any gift or consideration of any kind as an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of this or any other contract with the *Employer* or any other public body, or for showing or refraining from showing favour or disfavour to any person in relation to this contract or any such contract.
	2. The *Contractor* warrants that it has not paid commission or agreed to pay commission to the *Employer* or any other public body or any person employed by or on behalf of the *Employer* or any other public body in connection with this contract.
	3. If the *Contractor*, its Staff or anyone acting on the *Contractor*’s behalf, engages in conduct prohibited by clauses 6.1 or 6.2, the *Employer* may:
1. terminate this contract and recover from the *Contractor* under clause 90.3 of the conditions of contract, reason 3, except that the *Employer* may terminate with immediate effect; or
2. recover in full from the *Contractor* any other loss sustained by the *Employer* in consequence of any breach of those clauses.

## Interpretation

* 1. The interpretation and construction of this contract shall be subject to the following provisions:

(a) words importing the singular meaning include where the context so admits the plural meaning and vice versa;

(b) words importing the masculine include the feminine and the neuter;

(c) reference to a clause is a reference to the whole of that clause unless stated otherwise;

(d) reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;

(e) reference to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;

(f) the words “include”, “includes” and “including” are to be construed as if they were immediately followed by the words “without limitation”; and

(g) headings are included in this contract for ease of reference only and do not affect the interpretation or construction of the contract.

* 1. Where information supplied by the *Contractor* has been incorporated into the Works Information and this creates an ambiguity or inconsistency between it and other Works Information then, in assessing a compensation event, it is assessed as if the Prices and the Completion Date were for the interpretation most favourable to the *Employer*.

##  Prevention of Fraud

* 1. The *Contractor* shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud by Staff and the *Contractor* (including its shareholders, members, directors) in connection with the receipt of monies from the *Employer*.
	2. The *Contractor* shall notify the *Employer* immediately if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.
	3. If the *Contractor* or its Staff commits Fraud in relation to this or any other contract with the Crown (including the *Employer*), the *Employer* may:
1. terminate this contract under clause 90.3 of the conditions of contract, reason 3, except that the *Employer* may terminate with immediate effect; or

(b) recover in full from the *Contractor* any other loss sustained by the *Employer* in consequence of any breach of this clause.

##  Discrimination

* 1. The *Contractor* shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age and without prejudice to the generality of the foregoing the *Contractor* shall not unlawfully discriminate within the meaning and scope of the Sex Discrimination Act 1975, the Race Relations Act 1976, the Equal Pay Act 1970, the Disability Discrimination Act 1995, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Age) Regulations 2006, the Equality Act 2006, the Human Rights Act 1998 or other relevant or equivalent legislation, or any statutory modification or re-enactment thereof.
	2. The *Contractor* shall take all reasonable steps to secure the observance of clause 9.1 in this Schedule by all Staff.

##  The Contracts (Rights of Third Parties) Act 1999

* 1. A person who is not a Party to this contract shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of both Parties. This clause does not affect any right or remedy of any person which exists or is available apart outside of the Contracts (Rights of Third Parties) Act 1999 and does not apply to the Crown.

##  Data Protection Act

* 1. For the purposes of this Clause 11, the terms “Data Controller”, “Data Processor”, “Data Subject”, “Personal Data”, “Process” and “Processing” and “Authority” have the meaning prescribed under the DPA.
	2. The *Contractor* (and shall ensure that all of its Staff) complies with any notification requirements under the DPA and both Parties will duly observe all their obligations under the DPA which arise in connection with this contract.
	3. Notwithstanding the general obligation in clause 11.3 of this Schedule, where the *Contractor* is processing Personal Data (as defined by the DPA) as a Data Processor for the *Employer*, the *Contractor*:
1. processes the Personnel Data only in accordance with instructions from the *Employer* (which may be specific instructions or instructions of a general nature) as set out in this contract or as otherwise notified by the Authority;
2. complies with all applicable laws;
3. process the Personal Data only to the extent; and in such manner as is necessary for the provision of the *Contractor*’s obligations under this contract or as is required by Law or any Regulatory Body;
4. implement appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;
5. take reasonable steps to ensure the reliability of its Staff and agents who may have access to the Personal Data;
6. obtain prior written consent from the Authority in order to transfer the Personal Data to any sub-contractor in order to Provide the Works;
7. not cause or permit the Personal Data to be transferred outside of the European Economic Area without the prior consent of the *Employer*;
8. ensure that all Staff and agents required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this clause 11;
9. ensure that none of the Staff and agents publish, disclose or divulge any of the Personal Data to any third parties unless directed in writing to do so by the *Employer*
10. not disclose Personnel Data to any third parties in any circumstances other than with the written consent of the *Employer* or in compliance with a legal obligation imposed upon the *Employer*; and
11. notify the *Employer* within one week if it receives:
12. a request from a Data Subject to have access to that person’s Personal Data; or
13. a complaint or request relating to the *Employer*’s obligations under the DPA.
	1. The provision of this Clause 11 shall apply from the contract date and indefinitely after its expiry.

##  Official Secrets Acts 1911 to 1989, S182 of the Finance Act 1989

* 1. The *Contractor* shall comply with, and shall ensure that its Staff comply with, the provisions of:
1. the Official Secrets Acts 1911 to 1989; and

(b) Section 182 of the Finance Act 1989.

* 1. In the event that the *Contractor* or its Staff fail to comply with this clause, the *Employer* reserves the right to terminate this contract under clause 90.2 of the conditions of contract, Reason 3, except that the *Employer* may terminate with immediate effect.

##  Confidential Information

* 1. Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this contract, each Party shall:
1. treat the other party's Confidential Information as confidential and safeguard it accordingly; and
2. not disclose the other party's Confidential Information to any other person without the owner's prior written consent.
	1. Clause 13.1 of these amendments shall not apply to the extent that:
3. such disclosure is a requirement of Law placed upon the party making the disclosure, including any requirements for disclosure under the FOIA, Code of Practice on Access to Government Information or the Environmental Information Regulations pursuant to clause 14 (Freedom of Information);
4. such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
5. such information was obtained from a third party without obligation of confidentiality;
6. such information was already in the public domain at the time of disclosure otherwise than by a breach of this contract; or
7. it is independently developed without access to the other party's Confidential Information.
	1. The *Contractor* may only disclose the *Employer*’s Confidential Information to the Staff who are directly involved in Providing the Works and who need to know the information, and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.
	2. The *Contractor* shall not, and shall procure that the Staff do not, use any of the *Employer*’s Confidential Information received otherwise than for the purposes of this contract.
	3. If instructed by the *Employer*, the *Contractor* shall procure that those members of the Staff identified in the *Employer*’s instruction sign a confidentiality undertaking prior to commencing any work under this contract.
	4. Nothing in this contract shall prevent the *Employer* from disclosing the *Contractor*'s Confidential Information:

(a) to any Crown Body or any other Contracting Authority. All Crown Bodies or Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Crown Bodies or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown Body or any Contracting Authority;

(b) to any *Contractor*, *Contractor* or other person engaged by the *Employer* or any person conducting an Office of Government Commerce gateway review;

(c) for the purpose of the examination and certification of the *Employer*'s accounts; or

(d) for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the *Employer* has used its resources.

* 1. The *Employer* shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee, third party or sub-contractor to whom the *Contractor*'s Confidential Information is disclosed pursuant to clause 13.6 of these amendments is made aware of the *Employer*'s obligations of confidentiality.
	2. Nothing in this clause 13 shall prevent either party from using any techniques, ideas or know-how gained during the performance of this contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of IPR.
	3. The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this contract is not Confidential Information. The *Employer* shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA. Notwithstanding any other term of this contract, the *Contractor* hereby gives his consent for the *Employer* to publish the contract in its entirety, (but with any information which is exempt from disclosure in accordance with the provisions of the FOIA redacted) including from time to time agreed changes to the contract, to the general public.
1. The *Employer* may consult with the *Contractor* to inform its decision regarding any redactions but the *Employer* shall have the final decision in its absolute discretion.
2. The *Contractor* shall assist and cooperate with the *Employer* to enable the *Employer* to publish this Contract.

##  Freedom of Information

* 1. The *Contractor* acknowledges that the *Employer* is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the *Employer* to enable the *Employer* to comply with its Information disclosure obligations.
	2. The *Contractor* shall and shall procure that any sub-contractors shall transfer to the *Employer* all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information;

(a) provide the *Employer* with a copy of all Information in its possession, or power in the form that the *Employer* requires within one week of the *Employer*'s request; and

(b) provide all necessary assistance as reasonably requested by the *Employer* to enable the *Employer* to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or Regulation 5 of the Environmental Information Regulations.

* 1. The *Employer* shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.
	2. In no event shall the *Contractor* respond directly to a Request for Information unless expressly authorised to do so by the *Employer*.
	3. The *Contractor* acknowledges that the *Employer* may, acting in accordance with the Secretary of State for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 (“the Code”), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the *Contractor* or the *works* in certain circumstances:
1. without consulting the *Contractor*; or
2. following consultation with the *Contractor* and having taken their views into account;

provided always that where 17.5(a) applies the *Employer* shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the *Contractor* advanced notice, or failing that, to draw the disclosure to the *Contractor*’s attention after any such disclosure.

* 1. The *Contractor* ensures that all Information is retained for disclosure and shall permit the *Employer* to inspect such records as requested from time to time.
	2. The *Contractor* acknowledges that the Commercially Sensitive Information listed in the Commercially Sensitive Information Schedule is of indicative value only and that the *Employer* may be obliged to disclose it in accordance with this clause 14.

## Publicity, Media and Official Enquiries

* 1. Without prejudice to the *Employer*’s obligations under the FOIA, neither Party shall make any press announcement or publicise this contract or any part thereof in any way, except with the consent of the other party.
	2. Both Parties shall take reasonable steps to ensure that their servants, employees, agents, sub-contractors, suppliers, professional advisors and *Contractor*s comply with clause 15.1 above.

##  Security

* 1. The *Employer* shall be responsible for maintaining the security of the site in accordance with its standard security requirements. The *Contractor* shall comply with all security requirements of the *Employer* while on the *site*, and shall ensure that all Staff comply with such requirements.
	2. The *Employer* shall provide the *Contractor* upon request copies of its written security procedures and shall afford the *Contractor* upon request with an opportunity to inspect its physical security arrangements.

## Intellectual Property Rights

* 1. All Intellectual Property Rights in any guidance, specifications, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models, designs or other material (the "IP Materials"):

(a) furnished to or made available to the *Contractor* by or on behalf of the *Employer* shall remain the property of the *Employer*; and

(b) prepared by or for the *Contractor* on behalf of the *Employer* for use, or intended use, in relation to the performance by the *Contractor* of its obligations under this contract shall belong to the *Employer*;

and the *Contractor* shall not, and shall ensure that the Staff shall not, (except when necessary for the performance of this contract) without prior written consent of the *Employer*, use or disclose any Intellectual Property Rights in the IP Materials.

* 1. The *Contractor* hereby assigns to the *Employer*, with full title guarantee, all Intellectual Property Rights which may subsist in the IP Materials prepared in accordance with clause 17.1(b). This assignment shall take effect on the contract date or as a present assignment of future rights that will take effect immediately on the coming into existence of the Intellectual Property Rights produced by the *Contractor*. The *Contractor* shall execute all documentation necessary to execute this assignment.
	2. The *Contractor* shall waive or procure a waiver of any moral rights subsisting in copyright produced by this contract or the performance of this contract.
	3. The *Contractor* shall ensure that the third party owner of any Intellectual Property Rights that are or which may be used to perform this contract grants to the *Employer* a non-exclusive licence or, if itself a licensee of those rights, shall grant to the *Employer* an authorised sub-licence, to use, reproduce, modify, develop and maintain the Intellectual Property Rights in the same. Such licence or sub-licence shall be non-exclusive, perpetual, royalty free and irrevocable and shall include the right for the *Contractor* to sub-license, transfer, novate or assign to other Contracting Authorities, a Replacement *Contractor* or to any other third party supplying services to the *Employer*.
	4. The *Contractor* shall not infringe any Intellectual Property Rights of any third party in Providing the Works and the *Contractor* shall, from the contract date, indemnify and keep indemnified and hold the *Employer* and the Crown harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the *Employer* or the Crown may suffer or incur as a result of or in connection with any breach of this clause, except where any such claim arises from:
1. items or materials based upon designs supplied by the *Employer*; or

(b) the use of data supplied by the *Employer* which is not required to be verified by the *Contractor* under any provision of this contract.

* 1. The *Employer* shall notify the *Contractor* of any claim or demand brought against the *Employer* for infringement or alleged infringement of any Intellectual Property Right in materials supplied or licensed by the *Contractor*.
	2. The *Contractor* shall at its own expense conduct all negotiations and any litigation arising in connection with any claim for breach of Intellectual Property Rights in materials supplied or licensed by the *Contractor*, provided always that the *Contractor*:

(a) shall consult the *Employer* on all substantive issues which arise during the conduct of such litigation and negotiations;

(b) shall take due and proper account of the interests of the *Employer*; and

(c) shall not settle or compromise any claim without the *Employer*’s prior written consent (not to be unreasonably withheld or delayed).

* 1. The *Employer* shall at the request of the *Contractor* afford to the *Contractor* all reasonable assistance for the purpose of contesting any claim or demand made or action brought against the *Employer* or the *Contractor* by a third party for infringement or alleged infringement of any third party Intellectual Property Rights in connection with the performance of the *Contractor*’s obligations under this contract and the *Contractor* shall indemnify the *Employer* for all costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so. The *Contractor* shall not, however, be required to indemnify the *Employer* in relation to any costs and expenses incurred in relation to or arising out of a claim, demand or action which relates to the matters in clause 17.5(a) or (b).

## Signage

* 1. The *Contractor* will not display within the Parks any materials (including sponsorship materials) branding signage or promotions of any product or product other than with the prior Approval of The Royal Parks.
	2. The *Contractor* will only use The Royal Park’s logo or any other trademark or copyright material belonging to The Royal Parks with the Approval of The Royal Parks and in accordance with The Royal Parks Brand User Guidelines.

# **TIMBER PROCUREMENT CLAUSES**

## Definitions

### “Timber and wood-derived products” means any product that contains wood or wood fibre, with the exception of "recycled" materials (see below). Such products range from solid wood to those where the manufacturing processes obscure the wood element (e.g. paper). Timber and wood-derived products supplied or used in performance of the contract that have been recycled or reclaimed are referred to as "recycled" timber, which is defined below. Timber and wood-derived products supplied or used in performance of the contract that are not recycled are referred to as "virgin" timber when the distinction needs to be made for clarity. Short-rotation coppice is exempt from the requirements for timber and wood-derived products and falls under agricultural regulation and supervision rather than forestry.

### “Legal and Sustainable” means production and process methods, also referred to as timber production standards, and in the context of social criteria, contract performance conditions (only), as defined by the document titled "*UK Government timber procurement policy: Definition of Legal and Sustainable for timber procurement*" (available from the Contracting Authority on request and from the CPET website). The edition current on the day the contract is awarded shall apply.

###  “FLEGT” means Forest Law Enforcement, Governance and Trade, and is a reference to the EU scheme to address the problem of illegally logged timber.

### “FLEGT-licensed” means production and process methods, also referred to as timber production standards, and in the context of social criteria, contract performance conditions (only), as defined by a bilateral Voluntary Partnership Agreement (VPA) between the European Union and a timber-producing country under the FLEGT scheme, where both parties have agreed to establish a system under which timber that has been produced in accordance with the relevant laws of the producing country, and other criteria stipulated by the VPA, are licensed for export by the producing country government. This may also include any timber that has been independently verified as meeting all the producing country's requirements for a FLEGT licence, where a VPA has been signed but the FLEGT licensing system is not fully operational. Evidence from a country that has not signed up to a VPA which demonstrates that all of the requirements equivalent to FLEGT-licensed timber have been met will also be acceptable. CPET will produce further guidance on FLEGT-licensed or equivalent timber in due course.

### “Recycled” means recovered wood that prior to being supplied to the Contracting Authority had an end use as a standalone object or as part of a structure. The term "recycled" is used to cover the following categories: pre-consumer recycled wood and wood fibre or industrial by products but excluding sawmill co-products (sawmill co-products are deemed to fall within the category of virgin timber), post-consumer recycled wood and wood fibre, and drift wood. It also covers reclaimed timber which was abandoned or confiscated at least 10 years previously. Documentary evidence and independent verification also apply to recycled materials, but will focus on the use to which the timber was previously put rather than the forest source.

### “Short-rotation coppice” means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing biomass for energy. It is exempt from the UK government timber procurement policy requirements and falls under agricultural regulation and supervision rather than forestry. The exemption only refers to short-rotation coppice, and not 'conventional' coppice which is forest management and therefore subject to the timber policy.

### “CPET” means the UK Government’s Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy. CPET contact details:

### Phone: 01865 243766,

### Email: cpet@proforest.net,

### Web Premises: www.cpet.org.net.

##

## Requirements for Timber

* 1. All Timber and wood-derived products supplied or used by the *Contractor* in performance of the Contract (including all Timber and wood-derived products supplied or used by sub-contractor) shall comply with the Specification.

###

* 1. In addition to the requirements of clause 20.1 above, all Timber and wood-derived products supplied or used by the *Contractor* in performance of the Contract (including all Timber and wood-derived products supplied or used by sub-contractors) shall originate from a forest source where management of the forest has full regard for:
1. Identification, documentation and respect of legal, customary and traditional tenure and use rights related to the forest;
2. Mechanisms for resolving grievances and disputes including those relating to tenure and use rights, to forest management practices and to work conditions; and
3. Safeguarding the basic labour rights and health and safety of forest workers.

## Requirements for Proof of Timber Origin

* 1. If requested by The Royal Parks, and not already provided at the tender evaluation stage, the *Contractor* shall provide to The Royal Parks evidence that the Timber and wood-derived products supplied or used in the performance of the Contract complies with the requirements of the Specification. If requested by The Royal Parks the *Contractor* shall provide to The Royal Parksevidence that the Timber and wood-derived products supplied or used in the performance of the Contract complies with the requirements of the social criteria defined in clause 20.2 above.
	2. The Royal Parks reserves the right at any time during the execution of the Contract and for a period of 6 years from final delivery under the Contract to require the *Contractor* to produce the evidence required for The Royal Park's inspection within 14 days of The Royal Park's written request.
	3. The *Contractor* shall maintain records of all Timber and wood derived products delivered to and accepted by The Royal Parks. Such information shall be made available to The Royal Parks if requested, for a period of 6 years from final delivery under the Contract.

## Independent Verification

* 1. The Royal Parks reserves the right to decide whether the evidence submitted to it demonstrates legality and sustainability, or FLEGT-licence or equivalent, and is adequate to satisfy The Royal Parks that the Timber and wood-derived product complies with the Contract Specification. The Royal Parks reserves the right to decide whether the evidence submitted to it is adequate to satisfy the Royal Parks that the Timber and wood-derived products complies with the requirements of the social criteria defined in clause 20.2 above. In the event that the Royal Parks is not satisfied, the *Contractor* shall commission and meet the costs of an "independent verification" and resulting report that will (a) verify the forest source of the timber or wood and (b) assess whether the source meets the relevant criteria.

## ROYAL PARKS FILM AND PHOTOGRAPHY GUIDELINES SCHEDULE

The Royal Parks Events, Filming & Arts Team

**A Brief Guide to Filming, Recording and Photography in The Royal Parks**

**Introduction**

The purpose of this document is to act as a guide for those undertaking filming and photography in The Royal Parks.

The information contained in this document is for guidance only and a more detailed guideline document can be made available upon request for larger scale productions.

**About the Royal Parks:**

The Royal Parks are: Bushy Park (with the Longford River); The Green Park; Greenwich Park; Hyde Park; Kensington Gardens; The Regent’s Park (with Primrose Hill); Richmond Park and St James’s Park.

The Royal Parks is also responsible for managing Brompton Cemetery, Victoria Tower Gardens, Grosvenor Sqaure Gardens, Canning Green and Poet’s Corner.

**Definitions:**

**‘Filming’ and ‘Photography’ – a definition:**

The term ‘filming’ refers to all forms of moving image production. This includes feature films, television, commercials, music videos, drama documentaries, corporate productions, video and interactive media.

The term ‘photography’ refers to all forms of still, digital and photo imaging. This includes advertising, editorial, fashion and corporate photography.

**News and current affairs:**

For avoidance of doubt, material intended for **news and current affairs** programmes should be discussed in the first instance with The Royal Parks’ Press Office. Contact: press@royalparks.gsi.gov.uk

**The Royal Parks Policy on Filming and Photography**

The Royal Parks was integral in drafting the first ever **London Filming Partnership** between the moving image production industry and all public and private sector stakeholders affected by location filming in London. The Partnership is aimed at ensuring that London is a place where location filming can be conducted efficiently and successfully thereby delivering the significant economic benefits associated with filming (including local employment and tourism) while also being sensitive to the needs of those who live and work in London. The Royal Parks fully supports and endorses the Partnership.

The Royal Parks welcomes filming in the parks that is **consistent with** **one or more of the following aims:**

* promotes the parks as special natural environments and historical landscapes
* respects the values of the parks, our users and stakeholders
* raises the profile of London and the parks as tourist destinations in the foreign and home markets
* contributes to wider Government policy objectives

All requests to film will be assessed according to these aims along with existing scheduled events, planned maintenance work, potential security risks, ceremonial activities and political sensitivities.

Furthermore:

* The Royal Parks supports **amateur and student photographers** taking photographs for a private portfolio, educational coursework or other non-commercial use. It is necessary to apply for permission to use images of any of The Royal Parks for commercial purposes.
* The Royal Parks supports emerging talent and will offer reduced rates where possible to **low-budget and student film-makers.** The same process of ‘How to Film’ should be followed and students must produce a letter on headed paper from their educational establishment confirming their student status. Method statements and risk assessments will need to be shown. Film London can help with these if necessary – call 020 7613 7676 and ask for the Locations Department.
* The Royal Parks strongly encourages a site meeting to meet film-makers face-to-face and discuss the logistics of their request. This is essential for large scale or complicated productions. An early meeting and/or discussion with the Production Designer / Art Department will be appreciated.
* Film makers will be asked to provide **in writing** as much information as possible on the following: proposed dates and times; potential locations; content and nature of the script or relevant script pages; talent; public liability insurance; potential stunts, special effects, pyrotechnics, wet-downs, use of helicopters, gun-fire/fire-arms, nudity and reference to royalty, politicians or public figures; road closures; numbers of vehicles, cast, crew and extras; equipment; parking and budget.
* Filming of a blasphemous, salacious or derogatory nature will not be permitted.
* The Royal Parks has a responsibility to conserve for future generations the Parks, their buildings, wildlife, historic landscapes, views and vistas. Film-makers must therefore agree to abide by all statutory legislation relating to filming, in addition to professional standards of filming described in the **Location Filming in London Code of Practice.** This can be found on-line at Film London’s website:

<http://filmlondon.org.uk/library/documents/Code_of_Practice.pdf>

* Filming in or near any of the Royal Parks’ playgrounds may only be permitted by special arrangement. When it is permitted an advance notice warning must be clearly displayed. It is advisable to use children whose parents/guardians have given prior permission and signed a release form and who have been cleared through the relevant Local Authority’s Education Welfare Service.
* **The Royal Parks will respond to filming and photography requests as quickly as possible and recognizes the deadlines of the film and photographic industries. Requests with less than 5 days notice however cannot be guaranteed. The Royal Parks will acknowledge receipt of applications within 24 hours and no later than 48hours (office hours only).**
* Vox-pops are not permitted in any of The Royal Parks.

**Filming and Photography Process - How to film in the royal parks**

There are six main steps to be achieved through mutual discussion and negotiation:

1. Pre-application advice

2. Formal application and site visit / planning meeting

3. Agree a fee

4. Sign legally binding contract

5. Arrange advance payment

6. Debrief

**1. Pre-application advice**

An initial conversation and/or site visit with location managers (LMs) not familiar with The Royal Parks or planning a large or unusual shoot, is required to discuss the logistics of a request and determine from an early stage what may and may not be achievable.

Enquiries should be directed to the Filming office and Events Manager, Niki Duignan and can be made by telephone or email.

Niki Duignan

Filming & Events Manager

0300 061 2110 or 0300 061 2111

**film@royalparks.gsi.gov.uk**

Filmmakers must provideas much detailed information as possible, including dates/times, proposed locations, content and nature of script, crew numbers and public liability insurance details.

Location Managers and Producers will be given early warning when any aspect of their proposal may not be possible and The Royal Parks will always strive to find a compromise or alternative location.

Following a discussion to agree activities the LM should submit a formal application in writing.

**2. Formal application and planning**

The request should be put in writing using The Royal Parks’online application form. [www.filmroyalparks.org.uk](http://www.filmroyalparks.org.uk)

A copy of Public Liability Insurance (recommended minimum £5 million. £10 million for large-scale production) should be included along with a method statement and risk assessment.

**Receipt of a formal application will be acknowledged within 24 hours and no later than 48hours.**

The website address for the Location Filming in London Code of Practice can be found on the Licence to Film and adhering to it will be a legally binding requirement.

Each application will be assessed on a case-by-case basis, taking into account the various sensitivities and other commitments of the Parks but with a flexible approach aimed at helping LMs to meet their creative brief.

Depending on the scale of filming, a planning meeting(s) and / or site visit(s) to confirm logistical arrangements may be advised at this stage once the request has been generally agreed.

**3. Fee**

The Royal Parks is committed to proactively raising income to benefit the conservation and presentation of the Parks and will therefore charge for location filming in most cases. The fee will include administration but exclude VAT.

A broad outline of the fee structure is available on The Royal Parks website ([www.royalparks.org.uk/business/filming.cfm](http://www.royalparks.org.uk/business/filming.cfm)). This is intended as a guide only.

Any additional services based on an LM’s specific requirements will be charged at cost.

Filming or photography cancelled at late notice may be charged a cancellation fee.

**4. Sign Filming Location Agreement**

A formal location agreement will be issued, confirming all mutually agreed arrangements and restrictions. A copy signed by both parties must be lodged with the Royal Parks and with the film-maker.

Filming cannot proceed unless a legally binding License is in place.

Changes proposed once the location agreement has been signed must be mutually agreed in writing and appended to the original License.

**5. Arrange Advance Payment**

Payment must be made in advance of filming by cheque, credit card or BACS. A BACS payment requires a purchase order number to be provided in order for The Royal Parks to issue an invoice. Filmmakers will be issued with a receipt as soon as possible.

Depending on the nature and scale of the project, a bond may be required to safeguard against damage and / or reinstatement.

**6. De-brief**

The Royal Parks welcomes a conversation or meeting once filming is completed to discuss what worked and what didn’t in order to continually improve the service to filmmakers. The Royal Parks may, at their discretion, and normally for large shoots request a formal de-brief.