

**CONTRACT FOR SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL  
NEEDS IN SPEECH, LANGUAGE AND COMMUNICATION SKILLS**

**THIS CONTRACT IS DATED .....**

**Parties**

**1) The Secretary of State for Education whose Head Office is at Sanctuary Buildings, Great Smith Street, London, SW1P 3BT acting as part of the Crown ("the Department"); and**

**2) I CAN ON BEHALF OF THE COMMUNICATION TRUST (No: 99629) whose registered office is situated at 31 Angel Gate, Goswell Road, London, EC1V 2PT (the "Contractor").**

**Recitals**

The Contractor has agreed to improve support for children and young people with SEND through a clear focus on improving speech, language and communication skills on the terms and conditions set out in this Contract.

The Department's reference number for this Contract is SEND/2017-18/07SLC.

**1 Interpretation**

**1.1** In this Contract the following words shall mean:-

"the Services"	the services to be performed by the Contractor as described in Schedule 1;
"Affiliate"	in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control with, that body corporate from time to time;
"Central Government Body"	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:  (a) Government Department;  (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);  (c) Non-Ministerial Department; or  (d) Executive Agency;

"the Contract Manager"	Bev Swaby, Department for Education, 0-25 SEND Unit, 2 St Paul's Place, 125 Norfolk Street, Sheffield S1 4FJ
"Contractor Personnel"	all employees, agents, Contractors and contractors of the Contractor and/or of any Sub-contractor;
"the Contractors Contract Manager"	Octavia Holland, The Communication Trust, 31 Angel Gate, Goswell Road, London, EC1V 2PT
"Confidential Information"	the Department's Confidential Information and/or the Contractor's Confidential Information;
"Contracting Department"	any contracting Department as defined in Regulation 5(2) of the Public Contracts (Works, Services and Supply) (Amendment) Regulations 2000 other than the Department;
"Contractor Personnel"	all employees, agents, consultants and contractors of the Contractor and/or of any Sub-contractor;
"Control"	means that a person possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the other person (whether through the ownership of voting shares, by contract or otherwise) and " <b>Controls</b> " and " <b>Controlled</b> " shall be interpreted accordingly;
"Crown"	means Queen Elizabeth II and any successor
"Crown Body"	any department, office or agency of the Crown;
"Department's Confidential Information"	all Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, know-how, personnel, and suppliers of the Department, including all IPRs, together with all information derived from any of the above, and any other information clearly designated as being confidential (whether or not it is marked "confidential") or which ought reasonably be considered to be confidential;
"Environmental Information Regulations"	the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government Department in relation to such regulations;
"FOIA"	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;

"Her Majesty's Government"	means the duly elected Government for the time being during the reign of Her Majesty and/or any department, committee, office, servant or officer of such Government
"Information"	has the meaning given under section 84 of the Freedom of Information Act 2000;
"Personal Data"	shall have the same meaning as set out in the Data Protection Act 1998;
"Property"	means the property, other than real property, issued or made available to the Contractor by the Client in connection with the Contract.
"Regulatory Bodies"	those government departments and regulatory, statutory and other entities, committees 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 Department and <b>"Regulatory Body"</b> shall be construed accordingly.
"Request for Information"	a request for information or an apparent request under the Code of Practice on Access to Government Information, FOIA or the Environmental Information Regulations;
"SME"	means a micro, small or medium-sized enterprise defined in accordance with the European Commission Recommendation 2003/361/EC and any subsequent revisions.
"Sub-contractor"	the third party with whom the Contractor enters into a Sub-contract or its servants or agents and any third party with whom that third party enters into a Sub-contract or its servants or agents;
"Working Day"	any day other than a Saturday, Sunday or public holiday in England and Wales.

**1.2** References to "Contract" mean this contract (and include the Schedules). References to "Clauses" and "Schedules" mean clauses of and schedules to this Contract. The provisions of the Schedules shall be binding on the parties as if set out in full in this Contract.

**1.3** Reference to the singular include the plural and vice versa and references to any gender include both genders. References to a person include any individual, firm, unincorporated association or body corporate.

## **2 Commencement and Continuation**

The Contractor shall commence the Services on 1 April 2017 and, subject to Clause 10.1 shall complete the Services on or before 31 March 2018. The Contract may be extended for up to two additional years depending on the Contractor's performance, the availability of funds and an ongoing need for the services provided.

This Contract shall be deemed to have been effective from 1<sup>st</sup> April 2017.

### **3 Contractor's Obligations**

- 3.1 The Contractor shall promptly and efficiently complete the Services in accordance with the provisions set out in Schedule 1.
- 3.2 The Contractor shall comply with the accounting and information provisions of Schedule 2.
- 3.3 The Contractor shall comply with all statutory provisions including all prior and subsequent enactments, amendments and substitutions relating to that provision and to any regulations made under it.

### **4 Departments Obligations**

- 4.1 The Department will comply with the payment provisions of Schedule 2 provided that the Department has received full and accurate information and documentation as required by Schedule 2 to be submitted by the Contractor for work completed to the satisfaction of the Department.

### **5 Changes to the Department's Requirements**

- 5.1 The Department shall notify the Contractor of any material change to the Department's requirement under this Contract.
- 5.2 The Contractor shall use its best endeavours to accommodate any changes to the needs and requirements of the Department provided that it shall be entitled to payment for any additional costs it incurs as a result of any such changes. The amount of such additional costs to be agreed between the parties in writing.

### **6 Management**

- 6.1 The Contractor shall promptly comply with all reasonable requests or directions of the Contract Manager in respect of the Services.
- 6.2 The Contractor shall address any enquiries about procedural or contractual matters in writing to the Contract Manager. Any correspondence relating to this Contract shall quote the reference number set out in the Recitals to this Contract.

### **7 Contractor's Employees and Sub-Contractors**

- 7.1 Where the Contractor enters into a contract with a supplier or contractor for the purpose of performing its obligations under the Contract (the "**Sub-contractor**") it shall ensure prompt payment in accordance with this clause 7.1. Unless otherwise agreed by the Department in writing, the Contractor shall ensure that any contract requiring payment to a Sub-contractor shall provide for undisputed sums due to the Sub-contractor to be made within a specified period from the receipt of a valid invoice not exceeding:
  - 7.1.1 10 days, where the Sub-contractor is an SME; or
  - 7.1.2 30 days either, where the sub-contractor is not an SME, or both the Contractor and the Sub-contractor are SMEs,

The Contractor shall comply with such terms and shall provide, at the Department's request, sufficient evidence to demonstrate compliance.

- 7.2 The Department shall be entitled to withhold payment due under clause 7.1 for so long as the Contractor, in the Department's reasonable opinion, has failed to comply with its obligations to pay any Sub-contractors promptly in accordance with clause 7.1. For the avoidance of doubt the Department shall not be liable to pay any interest or penalty in withholding such payment. .
- 7.3 The Contractor shall take all reasonable steps to satisfy itself that its employees or sub-contractors (or their employees) are suitable in all respects to perform the Services.
- 7.4 The Contractor shall immediately notify the Department if they have any concerns regarding the propriety of any of its sub-contractors in respect of work/services rendered in connection with this Contract.
- 7.5 The Contractor, its employees and sub-contractors (or their employees), whilst on Departmental premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time.
- 7.6 The Contractor shall ensure the security of all the Property whilst in its possession, during the supply of the Services, in accordance with the Department's reasonable security requirements as required from time to time.

## **8 Copyright and Intellectual Property**

- 8.1 Copyright in all reports and other documents and materials arising out of the performance by the Contractor of their duties under this Contract are to be assigned to and shall vest in the Crown absolutely. This condition shall apply during the continuance of this Contract and after its termination howsoever arising.
- 8.2 All Intellectual Property Rights in materials:
  - 8.2.1 furnished to or made available to the Contractor by or on behalf of the DFE (the "**DFE IP Materials**") shall remain the property of the DFE (save for Copyright and Database Rights which shall remain the property of the Crown); and
  - 8.2.2 prepared by or for the Contractor on behalf of the DFE in connection with the Contract (the "**Service Specific IP Materials**") shall vest in the DFE (save for Copyright and Database Rights which shall vest in the Crown)(together the "**IP Materials**").
- 8.3 The Contractor shall not, and shall ensure that Personnel shall not, use or disclose IP Materials without the DFE's approval save to the extent necessary for the performance by the Contractor of its obligations under the Contract.
- 8.4 The Contractor hereby assigns to the DFE or undertakes to procure the assignment to the DFE of all Intellectual Property Rights which may subsist in the Service Specific IP Materials (save for Copyright and Database Rights which it hereby assigns to the Crown or undertakes to procure the assignment of to the Crown). These assignments shall be given with full title guarantee, shall take effect on the Effective Date or as a present assignment of future rights that will take effect immediately on the coming into existence of the Intellectual Property Rights in the Service Specific IP Materials and shall include, without limitation, an assignment to the DFE (or the Crown as appropriate) of all rights

arising in the United Kingdom and the world together with the right to sue for damages and other remedies for infringement occurring prior to the date of assignment. The Contractor shall execute all documents and do all other acts requested by the DFE and necessary to execute and perfect these assignments and to otherwise evidence the DFE's or the Crown's ownership of such rights.

- 8.5** The Contractor shall waive or procure a waiver on an irrevocable and unconditional basis of any moral rights subsisting in copyright produced by or in connection with the Contract or the performance of the Contract.
- 8.6** The Contractor shall ensure that the third party owner of any Intellectual Property Rights that are or which may be used to perform the Services grants to the DFE a non-exclusive licence or, if itself a licensee of those rights, shall grant to the DFE 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, worldwide and irrevocable and shall include the right for the DFE to sub-licence, transfer, novate or assign to a Replacement Contractor. The Contractor shall notify the DFE of any third party Intellectual Property Rights to be used in connection with the Contract prior to their use in connection with the Contract or the creation or development of the Service Specific IP Materials.
- 8.7** The Contractor shall not infringe any Intellectual Property Rights of any third party in performing its obligations under the Contract and the Contractor shall indemnify and keep indemnified the DFE and any Replacement Contractor from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the DFE may suffer or incur as a result of or in connection with any breach of this clause 14, except to the extent that any such claim arises from:
- 8.7.1** items or materials supplied by the DFE; or
  - 8.7.2** the use of data supplied by the DFE which is not required to be verified by the Contractor under any provision of the Contract.
- 8.8** The DFE shall notify the Contractor in writing of any claim or demand brought against the DFE for infringement or alleged infringement of any Intellectual Property Right in materials supplied and/or licensed by the Contractor.
- 8.9** The Contractor shall at its own expense conduct all negotiations and any litigation arising in connection with any claim for infringement of Intellectual Property Rights in materials supplied and/or licensed by the Contractor to the DFE, provided always that the Contractor shall:
- 8.9.1** consult the DFE on all substantive issues which arise during the conduct of such litigation and negotiations;
  - 8.9.2** take due and proper account of the interests and concerns of the DFE; and
  - 8.9.3** not settle or compromise any claim without the DFE's prior written consent (not to be unreasonably withheld or delayed).
- 8.10** Notwithstanding clause 12.8. the DFE may take any action it deems appropriate with respect to any such claim and shall have exclusive control of such claim. If the DFE takes action the Contractor shall at the request of the DFE afford to the Contractor all reasonable assistance to the DFE for the purpose of contesting such claim.
- 8.11** The DFE 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 DFE 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 the Contract subject to the Contractor indemnifying the DFE on demand and in full for all reasonable costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so.

- 8.12** If a claim, demand or action for infringement or alleged infringement of any Intellectual Property Right is made in connection with the Contract or in the reasonable opinion of the Contractor is likely to be made, the Contractor shall notify the DFE and, at its own expense and subject to the consent of the DFE (not to be unreasonably withheld or delayed), use reasonable endeavours to:

**8.12.1** modify any or all of the Service Specific IP Materials and, where relevant, the Services without reducing the performance or functionality of the same, or substitute alternative materials or services of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement, provided that the provisions of this clause 12 shall apply mutatis mutandis to such modified materials or services or to the substitute materials or services; or

**8.12.2** procure a licence to use and supply the Service Specific IP Materials, other relevant Intellectual Property Rights and Services, which are the subject of the alleged infringement, on terms which are acceptable to the DFE.

- 8.13** If the Contractor is unable to comply with clauses 12.11.1 and 12.11.2 within 20 Business Days of receipt of the Contractor's notification the DFE may terminate the Contract with immediate effect by notice in writing.

- 8.14** The Contractor grants to the DFE and, if requested by DFE, to a Replacement Contractor, a royalty-free, perpetual, irrevocable and non-exclusive licence (with a right to sub-licence) to use any Intellectual Property Rights the Contractor owned or developed prior to the Effective Date or otherwise not in connection with the Contract ("**Contractor IP**") and which the DFE (or a Replacement Contractor) reasonably requires in order to exercise its rights and take the benefit of the Contract including the Services provided and the use and further development of the IP Materials.

- 8.15** The DFE shall comply with the reasonable instructions of the Contractor in respect of the way in which it uses the Contractor IP.

- 8.16** If the Contractor is not able to grant to the DFE a licence to use any Contractor IP for any reason, including due to any Intellectual Property Rights that a third party may have in such Contractor IP, the Contractor shall use its reasonable endeavours to:

**8.16.1** procure that the third party owner of any Intellectual Property Rights that are or that may be used to perform the Contract grants to the DFE a licence on the terms set out in clause 12.13; or

**8.16.2** if the Contractor is itself a licensee of those rights and is able to do so under the terms of its licence, grant to the DFE a sub-licence on the terms set out in clause 12.13.

- 8.17** The Contractor shall not knowingly do or permit to be done, or omit to do in connection with its use of Intellectual Property Rights which are or are to be the DFE IP Materials any act or thing which:

**8.17.1** would or might jeopardise or invalidate any trade mark application or registration

comprised within the same or give rise to an application to remove or amend any such application or registration from the register maintained by the relevant trade mark registry; or

**8.17.2** would or might prejudice the right or title of the DFE to any of the DFE IP Materials.

**8.18** The Contractor shall comply with the DFE's branding guidelines and shall not use any other branding, including its own, other than as set out in the DFE's branding guidelines or as otherwise agreed with the DFE.

**8.19** When using DFE Trade Marks the Contractor shall observe all reasonable directions given by the DFE from time to time as to colour and size and the manner and disposition thereof on any materials it provides to persons in connection with the Services. The Contractor may not:

**8.19.1** adopt or use any trade mark, symbol or device which incorporates or is confusingly similar to, or is a simulation or colourable imitation of, any DFE Trade Mark, or unfairly competes with any DFE Trade Mark; or

**8.19.2** apply anywhere in the world to register any trade marks identical to or so nearly resembling any DFE Trade Mark as to be likely to deceive or cause confusion.

## **9 Warranty and Indemnity**

**9.1** The Contractor warrants to the Department that the obligations of the Contractor under this Contract will be performed by appropriately qualified and trained personnel with reasonable skill, care and diligence and to such high standards of quality as it is reasonable for the Department to expect in all the circumstances. The Department will be relying upon the Contractor's skill, expertise and experience in the performance of the Services and also upon the accuracy of all representations or statements made and the advice given by the Contractor in connection with the performance of the Services and the accuracy of any documents conceived, originated, made or developed by the Contractor as part of this Contract. The Contractor warrants that any goods supplied by the Contractor forming a part of the Services will be of satisfactory quality and fit for their purpose and will be free from defects in design, material and workmanship.

**9.2** Without prejudice to any other remedy, if any part of the Services is not performed in accordance with this Contract then the Department shall be entitled, where appropriate to:

**9.2.1** require the Contractor promptly to re-perform or replace the relevant part of the Services without additional charge to the Department; or

**9.2.2** assess the cost of remedying the failure ("the assessed cost") and to deduct from any sums due to the Contractor the Assessed Cost for the period that such failure continues.

**9.3** The Contractor shall be liable for and shall indemnify the Department in full against any expense, liability, loss, claim or proceedings arising under statute or at common law in respect of personal injury to or death of any person whomsoever or loss of or damage to property whether belonging to the Department or otherwise arising out of or in the course of or caused by the provision of the Services.

**9.4** The Contractor shall be liable for and shall indemnify the Department against any expense, liability, loss, claim or proceedings arising as a result of or in connection with



any breach of the terms of this Contract or otherwise through the default of the Contractor

- 9.5** All property of the Contractor whilst on the Department's premises shall be there at the risk of the Contractor and the Department shall accept no liability for any loss or damage howsoever occurring to it.
- 9.6** The Contractor shall ensure that it has adequate insurance cover with an insurer of good repute to cover claims under this Contract or any other claims or demands which may be brought or made against it by any person suffering any injury damage or loss in connection with this Contract. The Contractor shall upon request produce to the Department, its policy or policies of insurance, together with the receipt for the payment of the last premium in respect of each policy or produce documentary evidence that the policy or policies are properly maintained.

## **10 Termination**

- 10.1** This Contract may be terminated by either party giving to the other party at least 3 months notice in writing.
- 10.2** In the event of any breach of this Contract by either party, the other party may serve a notice on the party in breach requiring the breach to be remedied within a period specified in the notice which shall be reasonable in all the circumstances. If the breach has not been remedied by the expiry of the specified period, the party not in breach may terminate this Contract with immediate effect by notice in writing.
- 10.3** In the event of a material breach of this Contract by either party, the other party may terminate this Contract with immediate effect by notice in writing.
- 10.4** This Contract may be terminated by the Department with immediate effect by notice in writing if at any time:-
- 10.4.1** the Contractor passes a resolution that it be wound-up or that an application be made for an administration order or the Contractor applies to enter into a voluntary arrangement with its creditors; or
  - 10.4.2** a receiver, liquidator, administrator, supervisor or administrative receiver be appointed in respect of the Contractor's property, assets or any part thereof; or
  - 10.4.3** the court orders that the Contractor be wound-up or a receiver of all or any part of the Contractor's assets be appointed; or
  - 10.4.4** the Contractor is unable to pay its debts in accordance with Section 123 of the Insolvency Act 1986.
  - 10.4.5** there is a change in the legal or beneficial ownership of 50% or more of the Contractor's share capital issued at the date of this Contract or there is a change in the control of the Contractor, unless the Contractor has previously notified the Department in writing. For the purpose of this Sub-Clause 10.4.5 "control" means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person by means of the holding of shares or the possession of voting power.
  - 10.4.6** the Contractor is convicted (or being a company, any officers or representatives of the Contractor are convicted) of a criminal offence related to the business or professional conduct

- 10.4.7** the Contractor commits (or being a company, any officers or representatives of the Contractor commit) an act of grave misconduct in the course of the business;
  - 10.4.8** the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to fulfil his/their obligations relating to the payment of Social Security contributions;
  - 10.4.9** the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to fulfil his/their obligations relating to payment of taxes;
  - 10.4.10** the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to disclose any serious misrepresentation in supplying information required by the Department in or pursuant to this Contract.
- 10.5** Nothing in this Clause 10 shall affect the coming into, or continuance in force of any provision of this Contract which is expressly or by implication intended to come into force or continue in force upon termination of this Contract.

**11     Status of Contractor**

- 11.1** In carrying out its obligations under this Contract the Contractor agrees that it will be acting as principal and not as the agent of the Department.
- 11.2** The Contractor shall not say or do anything that may lead any other person to believe that the Contractor is acting as the agent of the Department.

**12     Confidentiality**

- 12.1** Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Contract, each party shall:
  - 12.1.1** treat the other party's Confidential Information as confidential and safeguard it accordingly; and
  - 12.1.2** not disclose the other party's Confidential Information to any other person without the owner's prior written consent.
- 12.2** Clause 12 shall not apply to the extent that:
  - 12.2.1** 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 13 (Freedom of Information);
  - 12.2.2** such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
  - 12.2.3** such information was obtained from a third party without obligation of confidentiality;
  - 12.2.4** such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or

- 12.2.5** it is independently developed without access to the other party's Confidential Information.
- 12.3** The Contractor may only disclose the Department's Confidential Information to the Contractor Personnel who are directly involved in the provision of the Project and who need to know the information, and shall ensure that such Contractor Personnel are aware of and shall comply with these obligations as to confidentiality.
- 12.4** The Contractor shall not, and shall procure that the Contractor Personnel do not, use any of the Department's Confidential Information received otherwise than for the purposes of this Contract.
- 12.5** The Contractor shall ensure that their employees, servants or such professional advisors or consultants are aware of the Contractor's obligations under this Contract.]
- 12.6** Nothing in this Contract shall prevent the Department from disclosing the Contractor's Confidential Information:
- 12.6.1** on a confidential basis to any Central Government Body for any proper purpose of the Department or of the relevant Central Government Body;
- 12.6.2** to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
- 12.6.3** to the extent that the Department (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
- 12.6.4** on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause 12.6.1 (including any benchmarking organisation) for any purpose relating to or connected with this Contract;
- 12.6.5** on a confidential basis for the purpose of the exercise of its rights under this Contract, including audit rights, step-in rights and exit management rights; or
- 12.6.6** on a confidential basis to a proposed successor body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under this Contract.
- 12.7** The Department shall use all reasonable endeavours to ensure that any Central Government Body, Contracting Department, employee, third party or Sub-contractor to whom the Contractor's Confidential Information is disclosed pursuant to clause 12 is made aware of the Department's obligations of confidentiality.
- 12.8** Nothing in this clause 12 shall prevent either party from using any techniques, ideas or know-how gained during the performance of the 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 Intellectual Property Rights.
- 12.9** 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 Department 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.

- 12.10** Subject to Clause 12.9, the Contractor hereby gives his consent for the Department to publish the Contract in its entirety, including from time to time agreed changes to the Contract, to the general public.
- 12.11** The Department may consult with the Contractor to inform its decision regarding any redactions but the Department shall have the final decision in its absolute discretion.
- 12.12** The Contractor shall assist and cooperate with the Department to enable the Department to publish this Contract.

**13**     **Freedom of Information**

- 13.1** The Contractor acknowledges that the Department is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Department to enable the Department to comply with its information disclosure obligations.
- 13.2** The Contractor shall and shall procure that its Sub-contractors shall:
- 13.2.1** transfer to the Department 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;
  - 13.2.2** provide the Department with a copy of all Information in its possession, or power in the form that the Department requires within five Working Days (or such other period as the Department may specify) of the Department's request; and
  - 13.2.3** provide all necessary assistance as reasonably requested by the Department to enable the Department 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.
- 13.3** The Department shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Contract or any other agreement whether any Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.
- 13.4** In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Department.
- 13.5** The Contractor acknowledges that (notwithstanding the provisions of Clause 13) the Department may, acting in accordance with the Ministry of Justice's 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 Project:
- 13.5.1** in certain circumstances without consulting the Contractor; or
  - 13.5.2** following consultation with the Contractor and having taken their views into account;

provided always that where 13.5.1 applies the Department 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.

- 13.6** The Contractor shall ensure that all Information is retained for disclosure and shall permit the Department to inspect such records as requested from time to time.

**14** **Access and Information**

The Contractor shall provide access at all reasonable times to the Department's internal auditors or other duly authorised staff or agents to inspect such documents as the Department considers necessary in connection with this Contract and where appropriate speak to the Contractors employees.

**15** **Transfer of Responsibility on Expiry or Termination**

- 15.1** The Contractor shall, at no cost to the Department, promptly provide such assistance and comply with such timetable as the Department may reasonably require for the purpose of ensuring an orderly transfer of responsibility upon the expiry or other termination of this Contract. The Department shall be entitled to require the provision of such assistance both prior to and, for a reasonable period of time after the expiry or other termination of this Contract.
- 15.2** Such assistance may include (without limitation) the delivery of documents and data in the possession or control of the Contractor which relate to this Contract, including the documents and data, if any, referred to in the Schedule.
- 15.3** The Contractor undertakes that it shall not knowingly do or omit to do anything which may adversely affect the ability of the Department to ensure an orderly transfer of responsibility.

**16** **Tax Indemnity**

- 16.1** Where the Contractor is liable to be taxed in the UK in respect of consideration received under this contract, it shall at all times comply with the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) and all other statutes and regulations relating to income tax in respect of that consideration.
- 16.2** Where the Contractor is liable to National Insurance Contributions (NICs) in respect of consideration received under this contract, it shall at all times comply with the Social Security Contributions and Benefits Act 1992 (SSCBA) and all other statutes and regulations relating to NICs in respect of that consideration.
- 16.3** The Department may, at any time during the term of this contract, ask the Contractor to provide information which demonstrates how the Contractor complies with Clauses 16.1 and 16.2 above or why those Clauses do not apply to it.
- 16.4** A request under Clause 16.3 above may specify the information which the Contractor must provide and the period within which that information must be provided.
- 16.5** The Department may terminate this contract if-
- (a) in the case of a request mentioned in Clause 16.3 above if the Contractor:
    - (i) fails to provide information in response to the request within a reasonable time, or
    - (ii) provides information which is inadequate to demonstrate either how the Contractor complies with Clauses 16.1 and 16.2 above or why those Clauses do not apply to it;

- (b) in the case of a request mentioned in Clause 16.4 above, the Contractor fails to provide the specified information within the specified period, or
  - (c) it receives information which demonstrates that, at any time when Clauses 16.1 and 16.2 apply, the Contractor is not complying with those Clauses.
- 16.6** The Department may supply any information which it receives under Clause 16.3 to the Commissioners of Her Majesty's Revenue and Customs for the purpose of the collection and management of revenue for which they are responsible.
- 16.7** The Contractor warrants and represents to the Department that it is an independent contractor and, as such, bears sole responsibility for the payment of tax and national insurance contributions which may be found due from it in relation to any payments or arrangements made under this Contract or in relation to any payments made by the Contractor to its officers or employees in connection with this Contract.
- 16.8** The Contractor will account to the appropriate authorities for any income tax, national insurance, VAT and all other taxes, liabilities, charges and duties relating to any payments made to the Contractor under this Contract or in relation to any payments made by the Contractor to its officers or employees in connection with this Contract.
- 16.9** The Contractor shall indemnify Department against any liability, assessment or claim made by the HM Revenue and Customs or any other relevant authority arising out of the performance by the parties of their obligations under this Contract (other than in respect of employer's secondary national insurance contributions) and any costs, expenses, penalty fine or interest incurred or payable by Department in connection with any such assessment or claim.
- 16.10** The Contractor authorises the Department to provide the HM Revenue and Customs and all other departments or agencies of the Government with any information which they may request as to fees and/or expenses paid or due to be paid under this Contract whether or not Department is obliged as a matter of law to comply with such request.
- 16.11** The Contractor shall register for value added tax if and when required by law and shall promptly notify the Department for Work and Pensions of his liability for Class 2 and, where appropriate, Class 4 national insurance contributions.

## **17 Data Protection Act**

- 17.1** With respect to the parties' rights and obligations under this Contract, the parties agree that the Department is the Data Controller and that the Contractor is the Data Processor. For the purposes of this Clause 17, the terms "Data Controller", "Data Processor", "Data Subject", "Personal Data", "Process" and "Processing" shall have the meaning prescribed under the DPA.
- 17.2** The Contractor shall:
  - 17.2.1** Process the Personal Data only in accordance with instructions from the Department (which may be specific instructions or instructions of a general nature as set out in this Contract or as otherwise notified by the Department to the Contractor during the period of the Contract);
  - 17.2.2** Process the Personal Data only to the extent, and in such manner, as is necessary for the provision of the Services or as is required by law or any Regulatory Body;

- 17.2.3** 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;
- 17.2.4** Take reasonable steps to ensure the reliability of any Contractor Personnel who have access to the Personal Data;
- 17.2.5** Obtain prior written consent from the Department in order to transfer the Personal Data to any Sub-contractors or Affiliates for the provision of the Services;
- 17.2.6** Ensure that all Contractor Personnel 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 Clause17;
- 17.2.7** Ensure that none of Contractor Personnel publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Department;
- 17.2.8** Notify the Department within five Working Days if it receives:
- 17.2.8.1** a request from a Data Subject to have access to that person's Personal Data; or
  - 17.2.8.2** a complaint or request relating to the Department's obligations under the Data Protection Legislation;
- 17.2.9** Provide the Department with full cooperation and assistance in relation to any complaint or request made, including by:
- 17.2.9.1** providing the Department with full details of the complaint or request;
  - 17.2.9.2** complying with a data access request within the relevant timescales set out in the Data Protection Legislation and in accordance with the Department's instructions;
  - 17.2.9.3** providing the Department with any Personal Data it holds in relation to a Data Subject (within the timescales required by the Department); and
  - 17.2.9.4** providing the Department with any information requested by the Department;
- 17.2.10** Permit the Department or the Department's Representative (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit the Contractor's data processing activities (and/or those of its agents, subsidiaries and Sub-contractors) and comply with all reasonable requests or directions by the Department to enable the Department to verify and/or procure that the Contractor is in full compliance with its obligations under this Contract;
- 17.2.11** Provide a written description of the technical and organisational methods employed by the Contractor for processing Personal Data (within the timescales required by the Department); and
- 17.2.12** Not Process or otherwise transfer any Personal Data outside the European

Economic Area. If, after the Commencement Date, the Contractor (or any Sub-contractor) wishes to Process and/or transfer any Personal Data outside the European Economic Area, the following provisions shall apply:

- 17.2.12.1** the Contractor shall submit a request for change to the Department which shall be dealt with in accordance with any Change Control Procedure
- 17.2.12.2** the Contractor shall set out in its request for change details of the following:
  - (a)** the Personal Data which will be Processed and/or transferred outside the European Economic Area;
  - (b)** the country or countries in which the Personal Data will be Processed and/or to which the Personal Data will be transferred outside the European Economic Area;
  - (c)** any Sub-contractors or other third parties who will be Processing and/or transferring Personal Data outside the European Economic Area; and
  - (d)** how the Contractor will ensure an adequate level of protection and adequate safeguards (in accordance with the Data Protection Legislation and in particular so as to ensure the Department's compliance with the Data Protection Legislation) in respect of the Personal Data that will be Processed and/or transferred outside the European Economic Area;
- 17.2.12.3** in providing and evaluating the request for change, the parties shall ensure that they have regard to and comply with then-current Department, Government and Information Commissioner Office policies, procedures, guidance and codes of practice on, and any approvals processes in connection with, the Processing and/or transfers of Personal Data outside the European Economic Area and/or overseas generally; and
- 17.2.12.4** the Contractor shall comply with such other instructions and shall carry out such other actions as the Department may notify in writing, including:
  - (a)** incorporating standard and/or model clauses (which are approved by the European Commission as offering adequate safeguards under the Data Protection Legislation) in this Contract or a separate data processing agreement between the parties; and
  - (b)** procuring that any Sub-contractor or other third party who will be Processing and/or transferring the Personal Data outside the European Economic Area enters into a direct data processing agreement with the Authority on such terms as may be required by the Department, which the Contractor acknowledges may include the incorporation of standard and/or model clauses (which are approved by the European Commission as offering adequate safeguards under the Data Protection Legislation)."

**17.3** The Contractor shall comply at all times with the Data Protection Legislation and shall not perform its obligations under this Contract in such a way as to cause the Department to breach any of its applicable obligations under the Data Protection Legislation.



**18     Amendment and variation**

No amendment or variation to this Contract shall be effective unless it is in writing and signed by or on behalf of each of the parties hereto. The Contractor shall comply with any formal procedures for amending or varying contracts which the Department may have in place from time to time.

**19     Assignment and Sub-contracting**

The benefit and burden of this Contract may not be assigned or sub-contracted in whole or in part by the Contractor without the prior written consent of the Department. Such consent may be given subject to any conditions which the Department considers necessary. The Department may withdraw its consent to any sub-contractor where it no longer has reasonable grounds to approve of the sub-contractor or the sub-contracting arrangement and where these grounds have been presented in writing to the Contractor.

**20     The Contract (Rights of Third Parties) Act 1999**

This Contract is not intended to create any benefit, claim or rights of any kind whatsoever enforceable by any person not a party to the Contract.

**21     Waiver**

No delay by or omission by either Party in exercising any right, power, privilege or remedy under this Contract shall operate to impair such right, power, privilege or remedy or be construed as a waiver thereof. Any single or partial exercise of any such right, power, privilege or remedy shall not preclude any other or further exercise thereof or the exercise of any other right, power, privilege or remedy.

**22     Notices**

Any notices to be given under this Contract shall be delivered personally or sent by post or by facsimile transmission to the Contract Manager (in the case of the Department) or to the address set out in this Contract (in the case of the Contractor). Any such notice shall be deemed to be served, if delivered personally, at the time of delivery, if sent by post, 48 hours after posting or, if sent by facsimile transmission, 12 hours after proper transmission.

**23     Dispute resolution**

**23.1** The Parties shall use all reasonable endeavours to negotiate in good faith and settle amicably any dispute that arises during the continuance of this Contract.

**23.2** Any dispute not capable of resolution by the parties in accordance with the terms of Clause 23 shall be settled as far as possible by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure.

**23.3** No party may commence any court proceedings/arbitration in relation to any dispute arising out of this Contract until they have attempted to settle it by mediation, but any such mediation may be terminated by either party at any time of such party wishing to commence court proceedings/arbitration.

**24     Discrimination**

- 24.1** The Contractor shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation or otherwise) in employment.
- 24.2** The Contractor shall take all reasonable steps to secure the observance of Clause 24.1 by all servants, employees or agents of the Contractor and all suppliers and sub-contractors employed in the execution of the Contract.

**25** **Law and Jurisdiction**

- 25.1** This Contract shall be governed by and interpreted in accordance with English Law and the parties submit to the jurisdiction of the English courts.

As witness the hands of the parties

Authorised to sign for and on  
behalf of the Secretary of

State for Education

Signature:

Name in CAPITALS: STUART MILLER

Position in Organisation: Deputy Director

Address in full:

0-25 SEND Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Date:

Authorised to sign for and on  
behalf of I CAN on behalf The  
Communication Trust

Signature:

Name in CAPITALS: OCTAVIA HOLLAND

Position in Organisation: Director

Address in full:

31 Angel Gate,  
Goswell Road  
London  
EC1V 2PT

Date:

## Schedule 1

The agreed specification and/or work schedule will be included here.

The reporting throughout the contract will in the format below

### 1. Contract Requirement

Across these KPIs, the contractor is required to work with the Whole School SEND Consortium, and the Education Training Foundation, who are reviewing and developing resources aimed at equipping the school and FE workforce to identify SEND and put in place effective support. The purpose of this work is to identify gaps, avoid duplication and support the development of a holistic suite of materials for the schools and FE workforce. The contractor is also required to make all materials aimed at early years and schools workforce available directly or via a link on the SEND Gateway.

Objective	Activities/ Actions	Key Performance Indicator (including targets/evidence of success)	By When	Break down/ itemised cost			Total cost for objective (ex VAT)
<b>Overarching objective</b>	Extend reach of resources and materials beyond TCT's current networks to reach significantly more settings and practitioners	TCT to submit KPI for DfE agreement once baseline determined and by the latest by end of Quarter 1. KPI to be above 20%]	Q1- agree baseline Q4 – hit target	(FTE)			
				Programme Manager	0.2		
				Project Officer	0.3		
				Lead PA	0.1		
				Head of Operations	0.05		
				Director	0.125		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b> Communication Council and Communication Consortium:			

				<div>Speaker costs, venue and refreshments, travel and expenses for 4 meetings in total <div></div></div> <div>Local Champions, Language Leaders and Further Education Networks : Peer to peer support meetings – 3 meetings (1 for each network) <div></div> including venue, refreshments and travel costs <div></div></div> <div>Quarterly payment of <div></div> for website hosting</div> <div>PROJECT TOTAL</div>		<div></div>																								
	Develop a core offer for social opportunity areas across phases			<table><tr><td>Programme Manager</td><td>0</td><td><div></div></td></tr><tr><td>Project Officer</td><td>0</td><td><div></div></td></tr><tr><td>Lead PA</td><td>0.05</td><td><div></div></td></tr><tr><td>Head of Operations</td><td>0</td><td><div></div></td></tr><tr><td>Director</td><td>0.125</td><td><div></div></td></tr><tr><td>Total Staff Costs</td><td></td><td><div></div></td></tr><tr><td>Direct costs</td><td></td><td><div></div></td></tr><tr><td>PROJECT TOTAL</td><td></td><td><div></div></td></tr></table>	Programme Manager	0	<div></div>	Project Officer	0	<div></div>	Lead PA	0.05	<div></div>	Head of Operations	0	<div></div>	Director	0.125	<div></div>	Total Staff Costs		<div></div>	Direct costs		<div></div>	PROJECT TOTAL		<div></div>		
Programme Manager	0	<div></div>																												
Project Officer	0	<div></div>																												
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Director	0.125	<div></div>																												
Total Staff Costs		<div></div>																												
Direct costs		<div></div>																												
PROJECT TOTAL		<div></div>																												
Build expertise within the workforce to identify and deliver	Produce and distribute sector communication to practitioners on overcoming barriers and	Distributed to a minimum of 1000 practitioners in each educational phase (early years, schools	Q4	<table><tr><td>Programme Manager</td><td>0.1</td><td><div></div></td></tr><tr><td>Project Officer</td><td>0</td><td><div></div></td></tr><tr><td>Lead PA</td><td>0.05</td><td><div></div></td></tr><tr><td>Head of Operations</td><td>0</td><td><div></div></td></tr></table>	Programme Manager	0.1	<div></div>	Project Officer	0	<div></div>	Lead PA	0.05	<div></div>	Head of Operations	0	<div></div>		<div></div>												
Programme Manager	0.1	<div></div>																												
Project Officer	0	<div></div>																												
Lead PA	0.05	<div></div>																												
Head of Operations	0	<div></div>																												

effective and evidence based support to children with SLCN	challenges to CPD	and further education)		Director	0.025		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b>			
				Design			
				<b>PROJECT TOTAL</b>			
	Pilot programme of in-depth support with 6 primary academies to identify and provide high quality evidence based teaching and intervention for children with SLCN. This will produce a sustainable model that can be rolled out to settings in line with section 8 of the contract.	6 primary academies supported to implement a graduated approach to supporting children with SLCN (3 of the areas to be in SEND review areas).	Q4				
				Programme Manager	0.1		
				Project Officer	0		
				Lead PA	0.1		
				Head of Operations	0.1		
				Director	0.1		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b>			
				Preparation, attendance and input at 2 half day meetings @			
				Consultancy - 14 days @			
				<b>PROJECT TOTAL</b>			
	Extend the reach of Platform 3 Level 3 CPD qualification to support practitioners in	250 new learners registered to complete the qualification	Q4	Programme Manager	0		
				Project Officer	0.1		
				Lead PA	0.05		
				Head of Operations	0.05		
				Director	0		
				<b>STAFF RESOURCE</b>			

developing identification skills			<b>DIRECT COSTS:</b> 50% hosting and support costs for 12 months Approved centre support days at [REDACTED]		[REDACTED]	
			<b>PROJECT TOTAL</b>		[REDACTED]	
Further development and dissemination of Progression Tools for use by non-specialist staff	Reach a minimum of 1000 settings/practitioners	Q1 – Q2 development and Validity work with LUCidQ3 – Q4 – dissemination (1000)	Programme Manager	0.2	[REDACTED]	
			Project Officer	0	[REDACTED]	
			Lead PA	0.2	[REDACTED]	
			Head of Operations	0.1	[REDACTED]	
			Director	0	[REDACTED]	
			<b>STAFF RESOURCE</b>		[REDACTED]	
			<b>DIRECT COSTS:</b> Design - 4 days @ [REDACTED] Focus groups - 2 days @ [REDACTED] Survey design @ [REDACTED] Local Champion practitioner testing and feedback - 5 days @ [REDACTED]		[REDACTED]	
			<b>PROJECT TOTAL</b>		[REDACTED]	
Local study of SLCN identification using resources from the structured framework in conjunction with an individual setting's own approaches and context	Work with 3 settings per educational phase (9 in total) (explore scope for these to be in social opportunity areas)  Case studies accessed by all A Better Start and DfE social opportunity areas	Q4	Programme Manager	0.2	[REDACTED]	
			Project Officer	0	[REDACTED]	
			Lead PA	0.2	[REDACTED]	
			Head of Operations	0.1	[REDACTED]	
			Director	0.05	[REDACTED]	
			<b>STAFF RESOURCE</b>		[REDACTED]	
			<b>DIRECT COSTS:</b> Resources refined to meet purposes of study - [REDACTED] Site visits 9 @ [REDACTED] Quality assured by academic expert - 2 days @ [REDACTED] Independent evaluation - 2 days @ [REDACTED]		[REDACTED]	

	60% of those that access case study report an improvement to practice		<div> <div>Case study design - 4 days @</div> <div></div> </div>			
			<b>PROJECT TOTAL</b>			
Test, evaluate and refine the Involving Children and Young People with SLCN toolkit to improve practitioners confidence in effectively engaging and supporting parents with their child's SLCN	A minimum of 1200 downloads  Improve practice of 70% of practitioners accessing support across the 3 educational phases	Q4	<div> <div>Programme Manager</div> <div>0.1</div> <div></div> </div> <div> <div>Project Officer</div> <div>0</div> <div></div> </div> <div> <div>Lead PA</div> <div>0.05</div> <div></div> </div> <div> <div>Head of Operations</div> <div>0</div> <div></div> </div> <div> <div>Director</div> <div>0</div> <div></div> </div> <div> <div>STAFF RESOURCE</div> <div></div> <div></div> </div> <div> <div>DIRECT COSTS:</div> <div>Design - 4 days @</div> <div></div> </div> <div> <div>PROJECT TOTAL</div> <div></div> <div></div> </div>			
Supporting the workforce to engage parents	Video discussions accessed by 3000 practitioners	Q4	<div> <div>Programme Manager</div> <div>0</div> <div></div> </div> <div> <div>Project Officer</div> <div>0.2</div> <div></div> </div> <div> <div>Lead PA</div> <div>0.1</div> <div></div> </div> <div> <div>Head of Operations</div> <div>0.05</div> <div></div> </div> <div> <div>Director</div> <div>0</div> <div></div> </div> <div> <div>STAFF RESOURCE</div> <div></div> <div></div> </div> <div> <div>DIRECT COSTS:</div> <div>Afasic Preparation, attendance and input at 2 half day meetings @</div> <div></div> </div>			

				Afasic to develop materials - 8 days @ [REDACTED]			
				PROJECT TOTAL		[REDACTED]	
Develop an online bank of materials for Initial Teacher Training (ITT) Providers to use	Bank of ITT materials accessed by 500 ITT providers and feedback received on quality and usefulness						
Develop a local delivery mechanism for specialist delivered ITT sessions using local champions and language leaders	9 Local champions to deliver a minimum of 9 training modules in ITT providers	Q4					
Develop additional sector specific ITT materials specifically for the early, primary, secondary and FE phases and for different subject areas e.g. geography, science etc	70% of practitioners accessing the resources will report an improvement in their practice	Q4					



Further enhance the SLC Framework and introduce a good practice strand that links evidence and its impact on practice	3000 users of SLCF supported to provide good practice and demonstrate use of evidence in early years/schools/FE	Q4	<table><tr><td>Programme Manager</td><td>0.2</td><td></td><td></td></tr><tr><td>Project Officer</td><td>0</td><td></td><td></td></tr><tr><td>Lead PA</td><td>0.05</td><td></td><td></td></tr><tr><td>Head of Operations</td><td>0.05</td><td></td><td></td></tr><tr><td>Director</td><td>0</td><td></td><td></td></tr><tr><td>STAFF RESOURCE</td><td></td><td></td><td></td></tr><tr><td>DIRECT COSTS: Support and maintenance of online assessment tool - quarterly payments of</td><td></td><td></td><td></td></tr><tr><td>Uploading and linking activities - Totally Communications 10 hrs @</td><td></td><td></td><td></td></tr><tr><td>PROJECT TOTAL</td><td></td><td></td><td></td></tr></table>				Programme Manager	0.2			Project Officer	0			Lead PA	0.05			Head of Operations	0.05			Director	0			STAFF RESOURCE				DIRECT COSTS: Support and maintenance of online assessment tool - quarterly payments of				Uploading and linking activities - Totally Communications 10 hrs @				PROJECT TOTAL			
			Programme Manager	0.2																																						
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			Lead PA	0.05																																						
			Head of Operations	0.05																																						
			Director	0																																						
			STAFF RESOURCE																																							
			DIRECT COSTS: Support and maintenance of online assessment tool - quarterly payments of																																							
			Uploading and linking activities - Totally Communications 10 hrs @																																							
PROJECT TOTAL																																										
Disseminate good practice examples and case studies through the what works database and research and evidence website (in early years/schools/FE)  Produce case studies to support practitioners in early	Accessed by 1000 practitioners in 1 <sup>st</sup> quarter and 750 in each quarter thereafter  70% of practitioners report an	Ongoing        Q3/4 (following the developm ent of the case studies	<table><tr><td>Programme Manager</td><td>0.1</td><td></td><td></td></tr><tr><td>Project Officer</td><td>0</td><td></td><td></td></tr><tr><td>Lead PA</td><td>0.1</td><td></td><td></td></tr><tr><td>Head of Operations</td><td>0</td><td></td><td></td></tr><tr><td>Director</td><td>0.05</td><td></td><td></td></tr><tr><td>STAFF RESOURCE</td><td></td><td></td><td></td></tr><tr><td>DIRECT COSTS: Development and design of case studies - 4 days @</td><td></td><td></td><td></td></tr><tr><td>PROJECT TOTAL</td><td></td><td></td><td></td></tr></table>				Programme Manager	0.1			Project Officer	0			Lead PA	0.1			Head of Operations	0			Director	0.05			STAFF RESOURCE				DIRECT COSTS: Development and design of case studies - 4 days @				PROJECT TOTAL							
			Programme Manager	0.1																																						
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			STAFF RESOURCE																																							
			DIRECT COSTS: Development and design of case studies - 4 days @																																							
			PROJECT TOTAL																																							

years/schools/FE understand the needs of specific groups (e.g. EAL)	improvement in their practice					
Write up and share a series of case studies showcasing good practice in SLC in post 16 settings	10 Case studies promoted to 98% of FE workforce through ETF and AoC  70% of practitioners report an improvement in their practice	Q4	Programme Manager	0.1		
			Project Officer	0		
			Lead PA	0.1		
			Head of Operations	0		
			Director			
			<b>STAFF RESOURCE</b>			
			<b>DIRECT COSTS:</b>  Preparation, attendance and input at 2 half day meetings @  Consultancy to develop sector specific case studies and surveys - 6days @  <b>PROJECT TOTAL</b>			
Develop and extend online short course for early years to schools and FE	200 participants to complete the course  80% of practitioners report an improvement in their practice	Q4	Programme Manager	0.1		
			Project Officer	0.3		
			Lead PA	0.1		
			Head of Operations	0.05		
			Director	0		
			<b>STAFF RESOURCE</b>			
			<b>DIRECT COSTS:</b> Offline development with support from Local Champions - 2 days @ Design - 4 days @			

				Online development - 2 days @ [REDACTED]			
				<b>PROJECT TOTAL</b>		[REDACTED]	
		A minimum of 1000 new settings take part, across the three educational phases		Programme Manager	0	[REDACTED]	
				Project Officer	0.2	[REDACTED]	
				Lead PA	0.05	[REDACTED]	
				Head of Operations	0.05	[REDACTED]	
				Director	0	[REDACTED]	
				<b>STAFF RESOURCE</b>		[REDACTED]	
				<b>DIRECT COSTS:</b>		[REDACTED]	
				Development of activity pack - 2 days @ [REDACTED]			
				Development of 10 lesson plans @ [REDACTED] (the remaining plans are developed in-house)			
				Design of evaluation report - 2 days @ [REDACTED]			
				<b>PROJECT TOTAL</b>		[REDACTED]	
				Programme Manager	0	[REDACTED]	
				Project Officer	0.4	[REDACTED]	
				Lead PA	0.2	[REDACTED]	
				Head of Operations	0.05	[REDACTED]	
	Extend No Pens Day Wednesday	A minimum of 1,125 new schools signed up	Q3				
	Increase take up of settings engaging in the Communication Commitment including extension to Early Years						

				Director	0		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b>			
				Technical support – 3 days @			
				Design - 2 days @			
				Better Start Blackpool preparation, attendance and input at 2 half day meetings @			
				Better Start Blackpool to develop sector specific materials - 10 days @			
				Design - 4 days @			
				Technical support - 2 days @			
				<b>PROJECT TOTAL</b>			
<b>Improve the quality of referrals and the effectiveness of commissioning specialist support</b>	Disseminate knowledge of What Works in terms of specialist support through what works database	One example shared per quarter where What Works has been applied in practice and improved the quality of referrals to specialist services	Q1-4	Programme Manager	0.05		
				Project Officer	0		
				Lead PA	0.025		
			Q4	Head of Operations	0		
				Director	0		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b>			
				Technical support - 2 days @			

	Support settings and practitioners to access information around specialist support and the decision making process by creating a one stop shop area on TCT website	A minimum of 15000 unique page views of new one stop shop  One stop shop evaluated and positive response received		Design of resources - 4 days @ [REDACTED]			
				PROJECT TOTAL		[REDACTED]	
	Produce 4 one page documents (based on communicating the code) addressing the roles and responsibilities for key educational staff across the 3 phases, to include specific guidance for those with and without EHC plans	Distributed throughout TCT's networks as well as new audience to be reached  Feedback sought from 400 local champions/language leaders	Q4				
			Q4				
	Produce step by step guide to improve the	Distributed throughout TCT's networks as well as	Q4				

	quality of referrals and commissioning specialist support and feed into the development of the SEND review tool for commissioning for schools as a member of the Whole School Send Consortium.	new audience reached		Head of Operations	0		
				Director	0		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b> 3 days @ [REDACTED] for FE guidance content contributions and QA Guide development and design [REDACTED] FE Guidance design – 12 page document 18hrs @ [REDACTED] Early Years Guidance design – 12 page document 18hrs @ [REDACTED]			
				<b>PROJECT TOTAL</b>			
	Extend the 'Commissioning Speech and Language Therapy Services for your School: The One Stop Guide' to early years and FE	3000 practitioners registered on new SLCF and their skills audited in supporting children and young people with SLCN					
	Include links to the SLCF and Platform 3 qualification to improve practitioners understanding, knowledge and						

	confidence of the referral process.						
	Run 4 LA workshops covering: children and young people with SLCN with and without EHC plans; Meeting Local Needs and Embedding Joint Commissioning	4 LA workshops run across the country with 50% of LAs attending	Q2-4	Programme Manager	0.1		
				Project Officer	0		
				Lead PA	0.1		
				Head of Operations	0		
				Director	0.05		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b> Local Authority workshops - 4 (one online) workshops 3 @ including venue, refreshments and travel costs Information pack design and production - 3 days @ 			
				<b>PROJECT TOTAL</b>			
<b>Provide research and case studies into the effective teaching of literacy for nonverbal pupils with complex difficulties</b>	Conduct a comprehensive review of the research and evidence for What Works for pupils with Complex Communication Needs	95-100% of current relevant research reviewed	Q1-2	Programme Manager	0.025		
				Project Officer	0		
				Lead PA	0		
				Head of Operations	0		
				Director	0.05		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b>  Professor Janice Murray Manchester Metropolitan University: Literature search, shaping survey questions, face			

				to face meeting, feedback, report conclusions and quality assurance Consultancy -12 days @ [REDACTED]			
				<b>PROJECT TOTAL</b>		[REDACTED]	
	Undertake a national survey to get a clearer understanding of how current educational practice reflects the evidence base	75% of workforce reached but with an overall aim of reaching 100% of the workforce	Q2	Programme Manager	0.025	[REDACTED]	
				Project Officer	0	[REDACTED]	
				Lead PA	0	[REDACTED]	
				Head of Operations	0	[REDACTED]	
				Director	0	[REDACTED]	
				<b>STAFF RESOURCE</b>		[REDACTED]	
				Direct costs			
				<b>PROJECT TOTAL</b>		[REDACTED]	
	Undertake 2 focus groups of practitioners/ service delivery organisations to discuss issues arising from the literature review and survey findings	TCT to agree appropriate KPI in Q1 in relation to ensuring focus group attendees are representative of the sector	Q3/4	Programme Manager	0.025	[REDACTED]	
				Project Officer	0	[REDACTED]	
				Lead PA	0	[REDACTED]	
				Head of Operations	0	[REDACTED]	
				Director	0	[REDACTED]	
				<b>STAFF RESOURCE</b>		[REDACTED]	
				Direct costs: Focus groups - 2 focus group @ [REDACTED]			
				<b>PROJECT TOTAL</b>		[REDACTED]	
	Produce a detailed report setting out the results of the literature review and consultation	Report distributed throughout TCT's networks as well as new audience reached	Q4	Programme Manager	0.05	[REDACTED]	
				Project Officer	0	[REDACTED]	
				Lead PA	0.05	[REDACTED]	
				Head of Operations	0	[REDACTED]	
				Director	0	[REDACTED]	
				<b>STAFF RESOURCE</b>		[REDACTED]	



				<b>DIRECT COSTS:</b> Design of report - 12 page document 18hrs @ [REDACTED]		[REDACTED]	
				<b>PROJECT TOTAL</b>		[REDACTED]	
	Work with academic partner to collect and quality assure case studies to ensure they are useful for practitioners; and to use alternative and innovative methods for sharing them	Report distributed throughout TCT's networks as well as new audience reached	Q4	Programme Manager	0.05	[REDACTED]	
				Project Officer	0	[REDACTED]	
				Lead PA	0.025	[REDACTED]	
				Head of Operations	0	[REDACTED]	
				Director	0	[REDACTED]	
				<b>STAFF RESOURCE</b>		[REDACTED]	
				<b>DIRECT COSTS:</b>  Case study support from AAC Organisations - 6 days @ [REDACTED]  Alternative and innovative methods for sharing case studies - 1 animation development @ [REDACTED]		[REDACTED]	
				<b>PROJECT TOTAL</b>		[REDACTED]	
	Form an 'Advisory Group' of at least 10 expert members.  Engage with at least 50 schools through the proposed	Appoint 10 expert members with a representative of 20% of CCN workforce (using AAC and other systems).	Q1-4	Programme Manager	0.025	[REDACTED]	
				Project Officer	0	[REDACTED]	
				Lead PA	0.025	[REDACTED]	
				Head of Operations	0	[REDACTED]	
				Director	0	[REDACTED]	
		This will include a senior leadership team member from	Q3	<b>STAFF RESOURCE</b>		[REDACTED]	
				<b>DIRECT COSTS:</b> Member costs venue and refreshments, travel and		[REDACTED]	

	<p>survey/consultation.</p> <p>Recommendations will include how to improve access to the national curriculum (eg EYFS, KS1) where this is appropriate to a child's overall developmental level.</p> <p>Case studies demonstrating good practice will include both specialist and mainstream settings.</p>	<p>at least 5 special schools and at least 2 representatives of SEN within the mainstream sector. 50 special schools engaged (at least 10 mainstream settings who have at least one non-verbal pupil with complex needs on their roll).</p>		<table><tr><td>expenses 4 meetings per annum</td><td></td><td></td><td></td></tr><tr><td>PROJECT TOTAL</td><td></td><td></td><td></td></tr></table>	expenses 4 meetings per annum				PROJECT TOTAL																							
expenses 4 meetings per annum																																
PROJECT TOTAL																																
<b>Extend and strengthen the evidence base on speech, language and communication and influence professionals</b>	<p>Continue to manage the What Works database to improve children and young people's speech, language and communication</p>	<p>A minimum of 15000 unique page views per quarter</p> <p>Increase registered users by 2000</p> <p>Seek at least 2 submissions to</p>	<p>Q1-4</p> <p>Q4</p> <p>Q1-4</p>	<table><tr><td>Programme Manager</td><td>0.1</td><td></td><td></td></tr><tr><td>Project Officer</td><td>0</td><td></td><td></td></tr><tr><td>Lead PA</td><td>0.025</td><td></td><td></td></tr><tr><td>Head of Operations</td><td>0</td><td></td><td></td></tr><tr><td>Director</td><td>0.05</td><td></td><td></td></tr><tr><td>STAFF RESOURCE</td><td></td><td></td><td></td></tr><tr><td>DIRECT COSTS:</td><td></td><td></td><td></td></tr></table>	Programme Manager	0.1			Project Officer	0			Lead PA	0.025			Head of Operations	0			Director	0.05			STAFF RESOURCE				DIRECT COSTS:			
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to share best practice ?	(in early years/schools/FE)	database per quarter		5 moderating group members costs and expenses for 4 meetings per year			
				<b>PROJECT TOTAL</b>			
	Develop a programme of academic support linking academics with practitioners enabling practitioners to use the best and latest evidence to transform their practice	9 practitioners supported across early years/schools/FE  Minimum of 4 examples of evidenced based practice uploaded to TCT's evidence webpages 75% of respondents rate the What Works training as a useful tool	Q2-4				
				Programme Manager	0.1		
				Project Officer	0		
				Lead PA	0.025		
				Head of Operations	0		
				Director	0		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b> Academic consultancy support to practitioners - 15 days @ [REDACTED]			
				<b>PROJECT TOTAL</b>			
	Raise awareness of What Works and significantly extend its reach at a national and local level	Collect 6 case studies that are implementing good evaluation practice  Increase What Works registered user base by 1000 from an education setting  75% of users from an education setting find the information	Q4				
				Programme Manager	0.1		
				Project Officer	0		
				Lead PA	0.15		
				Head of Operations	0		
				Director	0		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b> Create landing page on the What Works website for educational sector hosting relevant materials Technical support - 1.5 days @ [REDACTED]			

		<p>an essential part of their practice</p> <p>80% of attendees from Developing and Using Evidence workshops rate the event as a 4 or 5</p>		<p>3 Developing and using evidence CPD workshops for education audience: @ [REDACTED] including venue, refreshments and travel costs</p> <p>Materials for training Local Champions to implement cascade model - [REDACTED]</p> <p>Develop an evaluation guide for education staff [REDACTED]</p>			
				<b>PROJECT TOTAL</b>		[REDACTED]	
	<p>Expand the usability and long term sustainability of the What Works database. The content on the What Works database to be reviewed against the Department's new What Works evidence base to ensure a consistent approach.</p>	<p>In the event that TCT is no longer in operation in future, the What Works database will be hosted by I CAN, or we would explore the role RCSLT would have in this.</p>	N/A				

<b>Overall delivery and project management</b>	Production of a long term sustainability plan	Plan to be produced by TCT and signed off by DfE by end of Quarter 1	Q1				
<b>Crosscutting project costs</b>				Head of Operations	0.25		
				Director	0.175		
				<b>STAFF RESOURCE</b>			
				<b>DIRECT COSTS:</b>			
				Recruitment			
				Fulfilment			
				Travel			
				Total Project costs against all objectives			

Management costs to host organisation at 12% of overall project costs:

GRAND TOTAL: £649,400

## Schedule 2

### 1 Table

	<u>Payment date</u>	<u>Amount</u>	<u>Estimated VAT</u>
Q1 Milestone payment	<u>30 June 2017</u>	£162,350	
Q2 Milestone payment	<u>29 September 2017</u>	£162,350	
Q3 Milestone payment	<u>31 December 2017</u>	£162,350	
Q4 Milestone payment	<u>30 March 2018</u>	£162,350	
	<b>Grand Total (excluding VAT)</b>	£649,400	
	<b>Grand total with estimate VAT</b>		£649,400

\*\*\*End of example\*\*\*

- 2 Funds allocated to a particular expenditure heading in the table at Schedule 1 ("The Table") are available for that expenditure heading only. Funds allocated to a particular accounting year are available for that accounting year only. The allocation of funds in the Table may not be altered except with the prior written consent of the Department.
- 3 The Contractor shall maintain full and accurate accounts for the Service against the expenditure headings in the Table. Such accounts shall be retained for at least 6 years after the end of the financial year in which the last payment was made under this Contract. Input and output VAT shall be included as separate items in such accounts.
- 4 The Contractor shall permit duly authorised staff or agents of the Department or the National Audit Office to examine the accounts at any reasonable time and shall furnish oral or written explanations of the account if required. The Department reserves the right to have such staff or agents carry out examinations into the economy, efficiency and effectiveness with which the Contractor has used the Department's resources in the performance of this Contract.
- 5 Invoices shall be prepared by the Contractor monthly on the invoice dates specified in Schedule 2' \*\*\* in arrears and shall be detailed against the expenditure headings set out in the Table. The Contractor or his or her nominated representative or accountant shall certify on the invoice that the amounts claimed were expended wholly and necessarily by the Contractor on the Service in accordance with the Contract and that the invoice does not include any costs being claimed from any other body or individual or from the Department within the terms of another contract.
- 6 Invoices shall be sent, within 30 days of the end of the month to SSCL Accounts Payable Team, Room 6124, Tomlinson House, Norcross, Blackpool FY5 3TA, quoting the Contract reference number. The Department undertakes to pay correctly submitted invoices within 5 days of receipt. The Department is obliged to pay invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Department. Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998. A correct invoice is one that: is delivered in timing in accordance with the contract; is for the correct sum; in respect of goods/services supplied or delivered to the required quality (or are expected to be at the required quality); includes the date, supplier name, contact details and bank details; quotes the relevant purchase

order/contract reference and has been delivered to the nominated address.. If any problems arise, contact the Department's Contract Manager. The Department aims to reply to complaints within 10 working days. The Department shall not be responsible for any delay in payment caused by incomplete or illegible invoices.

- 7** The Contractor shall have regard to the need for economy in all expenditure. Where any expenditure in an invoice, in the Department's reasonable opinion, is excessive having due regard to the purpose for which it was incurred, the Department shall only be liable to reimburse so much (if any) of the expenditure disallowed as, in the Department's reasonable opinion after consultation with the Contractor, would reasonably have been required for that purpose.
- 8** If this Contract is terminated by the Department due to the Contractor's insolvency or default at any time before completion of the Service, the Department shall only be liable under paragraph 1 to reimburse eligible payments made by, or due to, the Contractor before the date of termination.
- 9** On completion of the Service or on termination of this Contract, the Contractor shall promptly draw-up a final invoice, which shall cover all outstanding expenditure incurred for the Service. The final invoice shall be submitted not later than 30 days after the date of completion of the Service.
- 10** The Department shall not be obliged to pay the final invoice until the Contractor has carried out all the elements of the Service specified as in Schedule 1.
- 11** It shall be the responsibility of the Contractor to ensure that the final invoice covers all outstanding expenditure for which reimbursement may be claimed. Provided that all previous invoices have been duly paid, on due payment of the final invoice by the Department all amounts due to be reimbursed under this Contract shall be deemed to have been paid and the Department shall have no further liability to make reimbursement of any kind.

## **End of Schedule 2**

## Schedule 3

### 1 TUPE

- 1.1 The Parties recognise that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply in respect of the award of the Contract, and that for the purposes of those Regulations, the undertaking concerned (or any relevant part of the undertaking) shall transfer to the Contractor on the commencement of the Contract.
- 1.2 During the period of six months preceding the expiry of the Contract or after the Department has given notice to terminate the Contract or the Contractor stops trading, and within 20 working days of being so requested by the Department, the Contractor shall fully and accurately disclose to the Department for the purposes of TUPE all information relating to its employees engaged in providing Services under the Contract, in particular, but not necessarily restricted to, the following:
  - 1.2.1 the total number of staff whose employment with the Contractor is liable to be terminated at the expiry of this Contract but for any operation of law; and
  - 1.2.2 for each person, age and gender, details of their salary, and pay settlements covering that person which relate to future dates but which have already been agreed and their redundancy entitlements (the names of individual members of employed staff do not have to be given); and
  - 1.2.3 full information about the other terms and conditions on which the affected staff are employed (including but not limited to their working arrangements), or about where that information can be found; and
  - 1.2.4 details of pensions entitlements, if any; and
  - 1.2.5 job titles of the members of staff affected and the qualifications required for each position.
- 1.3 The Contractor shall permit the Department to use the information for the purposes of TUPE and of re-tendering. The Contractor will co-operate with the re-tendering of the Contract by allowing the Transferee to communicate with and meet the affected employees and/or their representatives.
- 1.4 The Contractor agrees to indemnify the Department fully and to hold it harmless at all times from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities whatsoever in any way connected with or arising from or relating to the provision of information under Clause 1.2.
- 1.5 The Contractor agrees to indemnify the Department from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities (including



legal fees) in connection with or as a result of any claim or demand by any employee or other employee or person claiming to be an employee on any date upon which the Contract is terminated and/or transferred to any third party ("Relevant Transfer Date") arising out of their employment or its termination whether such claim or claims arise before or after the Relevant Transfer Date.

- 1.6 In the event that the information provided by the Contractor in accordance with Clause 1.2 above becomes inaccurate, whether due to changes to the employment and personnel details of the affected employees made subsequent to the original provision of such information or by reason of the Contractor becoming aware that the information originally given was inaccurate, the Contractor shall notify the Department of the inaccuracies and provide the amended information.
- 1.7 The provisions of this Condition shall apply during the continuance of this Contract and indefinitely after its termination.