



Education
Funding
Agency

**2013 to 2014 (August 2013 to July 2014)
Contract for Services**

between

**(i) the Secretary of State for Education (acting
through the Education Funding Agency)**

and

(ii) [ISP Name]

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This Contract is made on the 1 August 2013 between:

THE CONTRACTOR NAME
ADDRESS 1
ADDRESS 2
ADDRESS 3
ADDRESS 4
POSTCODE

SECRETARY OF STATE FOR EDUCATION
ACTING THROUGH THE EDUCATION
FUNDING AGENCY (EFA)
53-55 BUTTS ROAD
EARLSDON PARK
EARLSDON
COVENTRY
CV1 3BH

Hereinafter called
THE CONTRACTOR

Hereinafter called
THE EFA

GENERAL TERMS AND CONDITIONS

1 Purpose of the Contract

- 1.1 THE EFA has agreed to purchase, and THE CONTRACTOR has agreed to supply Services on and subject to the terms and conditions of this Contract. Provision commissioned and funded directly by local authorities will be subject to a separate local authority Contract.
- 1.2 The intrinsic connection, however, between this Contract and the Local Authorities Contract means that many decisions that may need to be taken regarding any part of the funding will be taken either jointly or following consultation between the EFA and the Local Authority.
- 1.3 The funding for the supply of these Services in respect of High Needs Students by THE CONTRACTOR is provided by both THE EFA and the commissioning local authority which is responsible for meeting the student's needs. THE EFA will fund THE CONTRACTOR as follows:
 - 1.3.1 for High Needs Students aged 16 to 18 and 19 to 24 where they are subject to a learning difficulty assessment, THE EFA will pay THE CONTRACTOR an amount, based on the published standard 16 to 19 funding formula (Element 1), and
 - 1.3.2 a sum of £6,000 per annum, for each planned place declared by local authorities for High Needs Students (Additional Support Funding – Element 2).

- 1.4 Top-up funding (Element 3) is funding required by THE CONTRACTOR above the 16 to 19 funding formula and additional support funding (Elements 1 and 2) to meet the total cost of education provision required by a High Needs Student as assessed by the commissioning local authority. This will be agreed and contracted directly between the commissioning local authority and THE CONTRACTOR.
- 1.5 The Services to be funded by THE EFA and delivered pursuant to this Contract will be core education and additional support, up to the cost indicated by the per place funding thresholds specified in paragraph 1.2.2 and an amount based on the published standard 16 to 19 funding formula (Elements 1 and 2), for all High Needs Students. A separate contract will be entered into by the local authority and THE CONTRACTOR, where appropriate, to specify the terms and conditions governing any top-up (Element 3) funding paid by the local authority to THE CONTRACTOR.

2 Definitions and Interpretation

2.1 For the purposes of this Contract:

- 2.1.1 "**Commencement Date**" means 1 August 2013;
- 2.1.2 "**Confidential Information**" means all confidential information of a party, including its business, finances, services, products or affairs, operations, processes, plans or intentions, product information, know-how, software, designs, trade secrets, market opportunities, the terms and conditions of this Contract and any other information of commercial value, whether disclosed in writing or verbally or by any other means (and which is either expressly stated to be confidential or which is by its nature implicitly confidential);
- 2.1.3 "**Contract**" means this document including all schedules and appendices, and any other documents expressly incorporated by reference in this document;
- 2.1.4 "**Contract Award Date**" means 1 August 2013;
- 2.1.5 "**THE CONTRACTOR Related Part(y) (ies)**" means any employee, officer, consultant, agent or any other person whatsoever acting for or on behalf of THE CONTRACTOR or otherwise under THE CONTRACTOR'S control and direction (including but not limited to sub-THE CONTRACTORS);
- 2.1.6 "**Crown**" means Queen Elizabeth II and any successor;
- 2.1.7 "**Crown Body**" means any department, office or agency of the Crown;
- 2.1.8 "**CQC**" means the Care Quality Commission.
- 2.1.9 "**the Data Service**" means the FE Data Service administered by the Chief Executive of Skills Funding;
- 2.1.10 "**Deliverables**" means all reports, documents, works, products, databases, materials and other deliverables brought into existence, created or acquired

by THE CONTRACTOR in whole or in part using funding provided under this Contract and/or as a result of the provision of the Services including, but not limited to, Assets and Confidential Information;

- 2.1.11 **“the Department”** means the Department for Education which incorporates its Executive Agency, THE EFA;
- 2.1.12 **“THE EFA”** means the Education Funding Agency an Executive Agency of the Department for Education;
- 2.1.13 **“Exempt Information”** means any information or class of information (including but not limited to any document, report, contract or other material containing information) relating to this Contract or otherwise relating to THE CONTRACTOR, which potentially falls within an exemption to FOIA (as set out therein);
- 2.1.14 **“FOIA”** means the Freedom of Information Act 2000 and all regulations made there under from time to time or any superseding or amending enactment and regulations, and words and expressions defined in the FOIA shall have the same meaning in this Contract;
- 2.1.15 **“FOIA notice”** means a decision notice, enforcement notice and/or an information notice;
- 2.1.16 **“High Needs Student”** means a student aged 16-19 requiring additional support costs of £6,000 or more, in addition to the published 16-19 standard funding formula;
- 2.1.17 **“Inspectorates”** means one, any or all of the inspectorates: Office for Standards in Education (Ofsted), Her Majesty’s Inspectorate for Education and Training in Wales (Estyn) and the Care Quality Commission (CQC);
- 2.1.18 **“Local Authority”** means any local authority that also provides THE CONTRACTOR with top-up funding for the education and support of High Needs Students;
- 2.1.19 **“Minor Breach”** means a delay or non-performance by either Party of its obligations, in part or in full, under the Contract which does not materially, adversely or substantially affect the performance or delivery of the Services, in part or in full, or the provision of a safe, healthy and supportive learning environment;
- 2.1.20 **“OFSTED”** means the Office for Standards in Education;
- 2.1.21 **“Parties”** means THE EFA, on behalf of the Secretary of State, and THE CONTRACTOR;
- 2.1.22 **“Planned Place”** means education and training funded by THE EFA as set out in clauses 1.2.1 and 1.2.2;

- 2.1.23 “**Premises**” means the location/s where the Services are to be performed, as detailed in the Contract;
- 2.1.24 “**SECRETARY OF STATE**” means the SECRETARY OF STATE for Education;
- 2.1.25 “**Serious Breach**” means any breach which adversely, materially and substantially affects the performance or delivery of the Services, in part or in full, or the provision of a safe, healthy and supportive learning environment and includes a breach of security that adversely affects the personal data or privacy of an individual;
- 2.1.26 “**Services**” means the education, and support services to enable the delivery of education and training to be supplied by THE CONTRACTOR for each planned place, and THE CONTRACTOR's obligations under this Contract;
- 2.1.27 “**Service Specification**” means the service specification set out in Schedule 1 and any Annexes contained within this Contract;
- 2.1.28 “**Student**” means any person to whom THE CONTRACTOR is required to deliver any of the Services;
- 2.1.29 “**Top-up Funding**” means funding required by THE CONTRACTOR above the planned place funding to meet the total cost of education provision required by a High Needs Student as assessed by the commissioning local authority.
- 2.2 Clause, schedule and paragraph headings shall not affect the interpretation of this Contract.
- 2.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) [and that person's legal and personal representatives, successors and permitted assigns].
- 2.4 The schedules and appendices form part of this Contract and shall have effect as if set out in full in the body of this Contract. Any reference to this Contract includes the schedules and appendices.
- 2.5 Words in the singular shall include the plural and vice versa.
- 2.6 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
- 2.7 A reference to **writing** or **written** includes faxes but not e-mail.
- 2.8 Where the words **include(s)**, **including** or **in particular** are used in this Contract, they are deemed to have the words **without limitation** following them. Where the context permits, the words **other** and **otherwise** are illustrative and shall not limit the sense of the words preceding them.

- 2.9 Any obligation in this Contract on a person not to do something includes an obligation not to agree, allow, permit or acquiesce to that thing being done.
- 2.10 References to clauses, appendices and schedules are to the clauses, appendices and schedules of this Contract

3 Commencement and Continuation

- 3.1 THE CONTRACTOR shall provide the Services to THE EFA on the terms and conditions of this Contract.
- 3.2 The Contract shall commence on 1 August 2013 and shall finish on 31 July 2014 unless this Contract is terminated in accordance with clause 19.

4 The Contractor's Obligations

- 4.1 THE CONTRACTOR shall deliver the Services and shall allocate sufficient resources, up to the limit of the combined resources contributed by THE EFA and the relevant local authority in respect of each individual student to the Services to enable it to comply with all obligations set out in this Contract.
- 4.2 THE CONTRACTOR will perform and will ensure that THE CONTRACTOR Related Parties perform the Services with reasonable skill, care and diligence in accordance with the Contract.
- 4.3 THE CONTRACTOR agrees to comply with the conditions of this Contract together with the following documents which collectively form the "Conditions of Funding".

- a. the Funding Guidance;

<http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14>

- b. the Assurance Framework for High Needs Funding 2013 to 2014;

<http://media.education.gov.uk/assets/files/pdf/a/hnp%20assurance%20guidance%20mar13.pdf>

- c. specification of the Individualised Learner Record for 2013 to 2014;

<http://www.theia.org.uk/ilr/ilrdocuments/201314-guidance.htm>

- d. Learner Responsive Provider Support Manual for 2013 to 2014;

- e. Rigour and Responsiveness in Skills (April 2013, DfE/BIS publication);

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/186830/13-960-rigour-and-responsiveness-in-skills-amended.pdf

- f. 16-19 accountability;

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/participation/b00218198/16-19-accountability>

g. Traineeships Framework for Delivery;

<https://www.gov.uk/government/publications/supporting-young-people-to-develop-the-skills-for-apprenticeships-and-sustainable-employment-framework-for-delivery>

h. Sub-contracting controls guidance;

<http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14>

5 Payment

- 5.1 In consideration of the provision of the Services by THE CONTRACTOR, THE EFA shall pay to THE CONTRACTOR the charges set out in the schedules and annexes of this contract.
- 5.2 All payments by THE EFA will be made via BACS or CHAPS, unless otherwise notified, and will be made on the 20th of each month or the prior working day.
- 5.3 Payment by THE EFA shall be without prejudice to any claims or rights, which THE SECRETARY OF STATE may have against THE CONTRACTOR and shall not constitute any admission by THE SECRETARY OF STATE as to the performance by THE CONTRACTOR of its obligations hereunder. Prior to any such payment, THE SECRETARY OF STATE shall be entitled to make deductions or deferments in respect of any disputes or claims whatsoever with or against THE CONTRACTOR, arising from this Contract or any other Contract between THE CONTRACTOR and THE SECRETARY OF STATE.
- 5.4 Where THE EFA or any other authority acting on THE SECRETARY OF STATE's behalf including local authorities carries out a review or audit of a sample of the evidence which THE CONTRACTOR is required to provide under the Contract to support the payments made by THE EFA and identifies errors in that evidence which it deems are material (as defined in THE EFA Funding Guidance 2013 to 2014 <http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14>), THE SECRETARY OF STATE reserves the right, following consultation with local authorities, to recover from THE CONTRACTOR an amount based on the error rate identified and the total value of the Contract. Such amount may be recovered by making deductions from future payments due to THE CONTRACTOR under the Contract or any other Contract between the Parties. In all such reviews the decision of THE EFA is final.

6 Quality Assurance

- 6.1 THE EFA may share data and concerns with local authorities in relation to provision delivered to all High Needs Students. This will include, but is not limited to concerns highlighted by inspectorates and the EFA Assurance team.

- 6.2 THE CONTRACTOR represents, warrants and undertakes to THE EFA that it has the necessary resources, skills and experience to carry out THE CONTRACTOR's obligations pursuant to this Contract.
- 6.3 THE CONTRACTOR shall comply and shall ensure that THE CONTRACTOR Related Parties comply with this Contract and all applicable Laws and the most recent policies which may from time to time be issued by the Department, THE EFA, inspectorates and awarding bodies of which THE CONTRACTOR is made aware, including but not limited to, being published on the relevant bodies website.
- 6.4 THE CONTRACTOR shall ensure that all activities carried out pursuant to this Contract shall be documented in accordance with the requirements of THE EFA as notified to THE CONTRACTOR in writing from time to time and shall provide such documentation to THE EFA, as THE EFA shall request from time to time within any reasonable time period specified by THE EFA.
- 6.5 THE CONTRACTOR shall have in place its own quality assurance arrangements that demonstrate that it can meet the terms and conditions of this Contract and evidence these arrangements if required to do so in a form and subject to any other conditions, as from time to time THE EFA or the Department may specify.
- 6.6 If requested by THE EFA, THE CONTRACTOR will make available to THE EFA a report on its own assessment of the quality of the Services provided by THE CONTRACTOR under this Contract in a form and subject to any other conditions, as from time to time THE EFA may specify.

Assurance and Financial Health

- 6.7 THE CONTRACTOR shall deliver the services and allocate sufficient resources to enable THE CONTRACTOR to comply with all obligations set out in this Contract together with The Assurance Framework for High Needs Funding 2013 to 2014 <http://media.education.gov.uk/assets/files/pdf/a/hnp%20assurance%20guidance%20mar13.pdf>
- 6.8 THE EFA will undertake a desk based assessment of financial health and control.
- 6.9 Should THE EFA, in its sole discretion, consider that the outcome of any financial health and/or control assessments is inadequate, and/or the outcome of assurance undertaken by the EFA is deemed by THE EFA as unsatisfactory, THE EFA may, in its absolute discretion take one or more of the following actions:
- 6.9.1 Require THE CONTRACTOR to, and THE CONTRACTOR shall accept and comply with additional Contract obligations relating to the improvement of financial health and/or control arrangements;
- 6.9.2 Require THE CONTRACTOR to, and THE CONTRACTOR shall accept and comply with additional Contract obligations including addressing identified weaknesses through an action plan approved by THE EFA;
- 6.9.3 Require THE CONTRACTOR to suspend the recruitment of students and/or cap any growth in student numbers;

- 6.9.4 Give consideration to what changes, if any, are required in its application of lagged student funding when finalising the amount of funding in any subsequent Contract between the parties; and/or
- 6.9.5 Terminate in accordance with clause 19.
- 6.10 Where THE CONTRACTOR fails to comply with requirements imposed under clause 6.6.1 and/or 6.6.2, the EFA would normally consider Termination under clause 19.2.2.

Inspectorates

- 6.11 Where the Services delivered under this Contract is subject to inspection by the inspectorates and the inspection results in the Services in part thereof being assessed as inadequate or not met, in accordance with the Ofsted published Common Inspection Framework <http://www.ofsted.gov.uk/resources/handbook-for-inspection-of-further-education-and-skills-september-2012> and/or the CQC published essential standards <http://www.cqc.org.uk/content/essential-standards-quality-and-safety> THE EFA may:
- 6.11.1 Following consultation with local authorities, in its absolute discretion, take whatever action it deems appropriate, but not limited to, the imposition of added conditions of funding by both THE EFA or local authority or to terminate the Contract in respect of the whole Services or that part which is assessed as inadequate;
- 6.11.2 Require THE CONTRACTOR to accept and comply with additional Contract obligations relating to the improvement of the Services assessed as inadequate;
- 6.11.3 Require THE CONTRACTOR to suspend the recruitment of Students to, and/or cap any growth in Student numbers;
- 6.11.4 Give consideration to what changes, if any, are required in its application of lagged student funding when finalising the amount of funding in any subsequent Contract between the Parties; and/or
- 6.11.5 Terminate, in accordance with clause 19.
- 6.12 Where the Services delivered under this Contract is subject to inspection by inspectorates and the inspection results in the Services being assessed as overall inadequate, THE EFA would normally terminate the Contract under clause 19.

7 Licenses and Third Party

- 7.1 THE CONTRACTOR shall obtain and maintain all appropriate licences to use third party software to allow it to deliver the obligations of the Contract including the Deliverables.
- 7.2 Unless otherwise agreed in advance in writing with THE EFA, THE CONTRACTOR shall only use standard 'of the shelf' versions of any third party software.

8 Liability

- 8.1 THE CONTRACTOR shall indemnify and keep indemnified THE SECRETARY OF STATE, its servants, employees, and agents against all loss, damage or liability (whether civil or criminal), claims, demands, costs and expenses incurred by or made against THE SECRETARY OF STATE, its servants, employees, or agents in respect of any loss or damage or personal injury (including death) which arises out of or in the course of or caused by the negligent act or omission or wilful default of THE CONTRACTOR or THE CONTRACTOR Related Parties in the delivery of the Services except to the extent (if any) that it was also caused or contributed to by the negligent act or omission or wilful default of THE SECRETARY OF STATE or its servants or agents.
- 8.2 THE CONTRACTOR warrants to THE SECRETARY OF STATE that to the best of its knowledge and belief all works carried out under the Contract will not infringe, in whole or in part, any IPR of any person and agrees to indemnify THE SECRETARY OF STATE against any and all claims, demands, proceedings, expenses and losses, including any of a consequential nature, arising directly or indirectly out of any act of the foregoing in relation to any works, where such act is, or is alleged to be, an infringement of a third party's IPR. This warranty and indemnity shall survive the termination of the Contract and shall exist for the life of the IPR.
- 8.3 The liability of THE CONTRACTOR under this clause shall not exceed twice the value of the Contract or £1,000,000 whichever is the greater save that this limit shall not apply to claims in respect of death or personal injury.
- 8.4 THE EFA shall not be liable to THE CONTRACTOR for any indirect or consequential loss, damage, injury or costs whatsoever.

9 Insurance

- 9.1 THE CONTRACTOR shall maintain at its own cost a policy or policies of insurance to cover the liability of THE CONTRACTOR in respect of any actual default for which it may become liable to indemnify THE EFA under this Contract. THE CONTRACTOR should provide copies of any insurance certificates to THE EFA including professional indemnity, employers' liability and public liability insurance following a written request from THE EFA.

10 Freedom of Information

- 10.1 THE CONTRACTOR acknowledges and agrees that THE EFA is subject to legal duties under FOIA, which may require THE EFA to disclose on request information relating to this Contract or otherwise relating to THE CONTRACTOR.
- 10.2 THE CONTRACTOR acknowledges and agrees that THE EFA is required by law to consider each and every request made under FOIA for information.
- 10.3 THE CONTRACTOR acknowledges and agrees that all decisions made by THE EFA pursuant to a request under FOIA are solely a matter for and at the discretion of THE EFA.

10.4 Notwithstanding anything in this Contract to the contrary (including without limitation any obligations of confidentiality), THE EFA shall be entitled to disclose information in whatever form pursuant to a request made under FOIA, save that in relation to any information that is exempt information THE EFA shall use reasonable endeavours (but shall not be obliged) to consult THE CONTRACTOR and shall not:

- a. confirm or deny that information is held by THE EFA; or
- b. disclose information requested;

to the extent that in THE EFA's opinion the information is eligible in the circumstances for an exemption and therefore THE EFA may lawfully refrain from doing either of the things described in parts (a) and (b) of this clause.

10.5 In relation to information relating to THE CONTRACTOR or this Contract which THE CONTRACTOR requests should be exempt under the FOIA THE CONTRACTOR shall indemnify THE EFA for any and all costs (including legal fees) incurred by THE EFA in:

- a. assessing the application of any exemption under FOIA; and/or
- b. responding to any FOIA notice; and/or
- c. lodging any appeal against a decision of the Information Commissioner's Office in relation to disclosure;

where such costs are incurred pursuant to efforts by THE EFA to withhold exempt information following a request from THE CONTRACTOR.

10.6 The Department shall in no event be liable for any loss, damage, harm or detriment, howsoever caused, arising from or in connection with the disclosure under FOIA of any exempt information or other information whether relating to this Contract or otherwise relating to THE CONTRACTOR.

10.7 THE CONTRACTOR shall assist THE EFA as THE EFA reasonably deems necessary to enable THE EFA to comply with its obligations under FOIA.

11 Confidentiality

11.1 THE CONTRACTOR and THE EFA hereby warrant that:

11.1.1 any person employed or engaged by it (in connection with this Contract or in the course of such/general employment or engagement) shall treat all Confidential Information belonging to THE EFA as confidential, safeguard it accordingly and only use such Confidential Information for the purposes of this Contract; and

11.1.2 any person employed or engaged by it (in connection with this Contract or in the course of such/general employment or engagement) shall not

disclose any Confidential Information to any third party without prior written consent of THE EFA, except where disclosure is otherwise expressly permitted by the provisions of this Contract; and

- 11.1.3 THE CONTRACTOR shall take all necessary precautions to ensure that all Confidential Information obtained from THE EFA or other Crown Body is treated as confidential and not disclosed (without prior written approval of THE EFA) or used other than for the purposes of this Contract by any of its employees, servants, agents or sub-THE CONTRACTORS or anyone else engaged by it generally or in connection with the Contract; and
- 11.1.4 The provisions of clause 11 shall not apply to any information which is or becomes public knowledge (other than by breach of this clause 11. This includes information published under clauses 11, 12 and 13:
- a. which was in the possession of the receiving party, without restriction as to its disclosure, before the date of receipt from the disclosing party;
 - b. which must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the party making the disclosure, including any requirements for disclosure under the Freedom of Information Act or the Environmental Information Regulations.
- 11.1.5 Nothing in this clause 11 shall be deemed or construed to prevent THE EFA from disclosing any Confidential Information obtained from THE CONTRACTOR:
- a. to any other Government Department, Non-Departmental or quasi Government authority or agency, central or local;
 - b. to any consultant, THE CONTRACTOR or other person engaged by THE EFA directly in connection with this Contract, provided that such information is treated as confidential by the receiving consultant, THE CONTRACTOR or any other person.
- 11.1.6 In order to ensure that no unauthorised person gains access to any Confidential Information or data obtained and/or processed in the course of the delivery of the Services, THE CONTRACTOR undertakes to maintain adequate security arrangements that meet the requirements of professional standards and best practice in addition to those set out in clause 12 and information provided in completion of the Data Security Questionnaire as part of the contract tendering process.
- 11.1.7 THE CONTRACTOR will notify THE EFA, without undue delay, of any breach of security in relation to Confidential Information and/or data obtained and/or processed in the course of the delivery of the Services. THE CONTRACTOR shall use all reasonable endeavours to mitigate the possible adverse impacts of any such breach of security including any intrusion into individuals' privacy. THE CONTRACTOR will keep a record of such breaches a copy of which shall be provided to THE EFA upon

request. THE CONTRACTOR will use its best endeavours to recover such Confidential Information and/or data however it may be recorded. THE CONTRACTOR will co-operate with THE EFA in any investigation that THE EFA considers necessary to undertake as a result of any breach of security in relation to Confidential Information and/or data.

11.1.8 THE CONTRACTOR shall, at its own expense, alter any security systems at any time during the period of the Contract at THE EFA's reasonable request if THE EFA reasonably believes THE CONTRACTOR has failed to comply with clause 10.

11.1.9 The provisions of clauses 10 and 11 will apply for the duration of the Contract and after its termination.

11.1.10 THE EFA and THE CONTRACTOR acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act (FOIA) and DPA, the content of the Contract is not Confidential Information. THE EFA 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 and DPA.

11.1.11 THE CONTRACTOR hereby gives his consent for THE EFA to publish THE EFA allocation and Contract in its entirety, including from time to time agreed changes to the allocation, any payments and Contract, to the general public.

11.1.12 THE EFA may consult with THE CONTRACTOR to inform its decision regarding any redactions but THE EFA shall have the final decision in its absolute discretion.

11.1.13 THE CONTRACTOR shall assist and cooperate with THE EFA to enable the Department to publish the allocation, any payments and Contract.

12 Consent to Publication

12.1 THE EFA reserves the right to share information about THE CONTRACTOR's performance under this Contract with any other government department, other public body or local authority.

12.2 The Government has set out the need for greater transparency of public data and its commitment to hold public bodies to account over the use of public funds.

12.3 In compliance with the Cabinet Office's transparency agenda THE EFA is required to publish information about any payments made to THE CONTRACTOR under this Contract. Published information shall specifically exclude publication of bank account number and sort code.

12.4 THE CONTRACTOR hereby gives its consent for THE EFA to publish this Contract for Services in its entirety, including from time to time agreed changes to the allocation, to the general public. THE EFA may consult with THE CONTRACTOR

to inform its decision regarding any redactions to this Contract for Services but THE EFA shall have the final decision in its absolute discretion.

- 12.5 THE CONTRACTOR shall assist and cooperate with THE EFA to enable THE EFA to publish the allocation and any Funding paid or payable to THE CONTRACTOR under this Contract for Services.

13 Data Protection and Protection of Personal Data including Student Information

- 13.1 The Parties shall ensure that they at all times comply with the provisions and obligations imposed by the Data Protection Act 1998 and the Data Protection Principles together with any subsequent re-enactment or amendment thereof in storing and processing personal data, and all personal data acquired by either party from the other shall be returned to the disclosing party on request. Both Parties hereby acknowledge that performance of a duty imposed by the Act shall not constitute a breach of any obligation in respect of confidentiality which may be owed to the other party.
- 13.2 With respect to the Parties' rights and obligations under this Contract the Parties agree that THE EFA is the Data Controller and THE CONTRACTOR is the Data Processor within the meaning of the Data Protection Act.
- 13.3 THE CONTRACTOR shall:
- 13.3.1 Process Personal Data only in accordance with reasonable instructions from THE EFA (which may be specific instructions or instructions of a general nature as set out in the Contract or otherwise notified by THE EFA to THE CONTRACTOR during the term of the Contract);
 - 13.3.2 Process the Personal Data only to the extent and in such manner as is necessary for the administration of the Contract, or as is required by Law or any Regulatory Body;
 - 13.3.3 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;
 - 13.3.4 Take reasonable steps to ensure any sub-contractors or third Parties who process data covered by this Contract are aware of the contractual obligations of this contract, and in addition, understand their obligations imposed by the Data Protection Act 1998 together with any subsequent re-enactment or amendment thereof.

- 13.3.5 Ensure that all employees, agents and associates do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by THE EFA;
- 13.3.6 Ensure that all personal or sensitive personal information required to be sent to THE EFA as part of this contract is sent securely in keeping with the legal obligations under the Data Protection Act 1998 and related legislation. Specifically THE EFA require all personal and personal/sensitive information transmitted by email by THE CONTRACTOR to THE EFA to be encrypted and password protected. In addition all personal and personal/sensitive information transmitted by THE CONTRACTOR to THE EFA in hard copy is to be double enveloped with the name of the intended recipient clearly marked on the inner envelope with dispatch by Special Delivery or using a secure courier service;
- 13.3.7 Notify THE EFA within 5 working days if it receives:
- a. request from a Data Subject to have access to that person's Personal Data; or
 - b. complaint or request relating to THE EFA's obligations under the Data Protection Legislation.
- 13.3.8 Provide THE EFA with full co-operation and assistance in relation to any complaint or request made, including by:
- a. providing THE EFA with full details of the complaint or request;
 - b. complying with a data access request within the relevant timescales set out in the Data Protection Legislation and in accordance with THE EFA's instructions;
 - c. providing THE EFA with any Personal Data it holds in relation to a Data Subject (within the timescales required by THE EFA); and
 - d. providing THE EFA with any information requested by THE EFA.
- 13.3.9 Permit THE EFA or THE EFA'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 and subsidiaries) and comply with all reasonable requests or directions by THE EFA to enable THE EFA to verify and/ or procure that THE CONTRACTOR is in full compliance with its obligations under this Contract.
- 13.3.10 Provide a written description of the technical and organisational methods employed by THE CONTRACTOR for processing Personal Data (within the timescales required by THE EFA); and
- 13.3.11 Not Process Personal Data outside the European Economic Area without the prior written consent of THE EFA and, where THE EFA consents to a transfer, to comply with:

- a. the obligations of a Data Controller under the Eighth Data Protection Principle set out in Schedule 1 of the Data Protection Act 1998 by providing an adequate level of protection to any Personal Data is transferred; and
- b. any reasonable instructions notified to it by THE EFA.

14 Student Health, Safety and Safeguarding

- 14.1 THE CONTRACTOR shall comply with all relevant health and safety legislation and Health and Safety Executive working regulations and good practice and shall ensure that learning takes place in safe, healthy and supportive environments, which meet the needs of Students. Failure to do so may constitute a Serious Breach of this Funding Agreement.
- 14.2 THE CONTRACTOR shall adopt recruitment processes that comply with the Law and will ensure that children, young people and vulnerable adult students are protected. THE CONTRACTOR and/or THE CONTRACTOR Related Parties will take the necessary actions in order to comply with current vulnerable groups legislation and safeguarding requirements, will register with the Criminal Records Bureau where THE CONTRACTOR and/or THE CONTRACTOR Related Parties may have regular contact with Students under 18 or other vulnerable Students and make the appropriate checks to ensure that employment that involves regular contact with young people under the age of 18 or other vulnerable students is not offered or held by anyone who has been convicted of certain specified offences, or whose name is included on lists of people considered unsuitable for such work held by the Department and/or the Department of Health.
- 14.3 THE CONTRACTOR and/or THE CONTRACTOR Related Parties will carry out Criminal Records Bureau checks on all overseas applicants for employment and seek additional information about an applicant's conduct. THE CONTRACTOR and/or THE CONTRACTOR Related Parties should review their records and must be able to demonstrate that they have robust record-keeping procedures through checks on record keeping undertaken. Failure to do so will constitute a Serious Breach.

15 Access and Monitoring

- 15.1 THE EFA shall give THE CONTRACTOR reasonable advance notice in writing of proposed visits to THE CONTRACTOR or its sub-THE CONTRACTORS, to observe the delivery of the Services, by any person who has taken or will take no direct part in the conduct or content of the Services.
- 15.2 For audit, monitoring and evaluation purposes, THE EFA, any person acting on behalf of the SECRETARY OF STATE, the Department for Business Innovation and Skills, the Skills Funding Agency, Department for Work and Pensions, National Audit Office, Representatives of the European Commission and the European Court of Auditors, the Audit Commission and/or the Inspectorates shall have the

right to visit all or any site from which the Services are provided and view operations relating to the Services and to inspect relevant documents and interview Students and THE CONTRACTOR's staff during these visits.

- 15.3 THE CONTRACTOR shall ensure that it, its sub-THE CONTRACTORS or agents, shall, on reasonable advance notice in writing permit access at any reasonable time to any of the representatives listed at clause 15.2 in order to:
- a. examine, audit or take copies of any original or copy documentation, accounts, books and records of THE CONTRACTOR and its sub-THE CONTRACTORS that relate to the Contract;
 - b. visit, view or assess the design, management and delivery relating to the Contract at any Premises where those operations are carried out (including those of sub-THE CONTRACTORS) and conduct relevant interviews, including interviews with students, during these visits at any reasonable time; and/or
 - c. carry out examinations into the economy, efficiency and effectiveness with which THE CONTRACTOR has used THE SECRETARY OF STATE's resources in the performance of the Contract.
- 15.4 Where reasonably required, THE CONTRACTOR and its sub-THE CONTRACTORS shall provide copies of any relevant documents required by any of the representatives listed at clause 15.2.
- 15.5 THE CONTRACTOR shall, if required by any of the representatives stated at clause 15.2 provide appropriate oral or written explanations.
- 15.6 THE EFA reserves the right, at any reasonable time, and as it may deem necessary to require THE CONTRACTOR at its own cost to:
- a. provide evidence of financial resources and the level of turnover sufficient to enable it to continue to perform the Contract;
 - b. obtain a report by an independent accountant of THE EFA's choice on the financial systems and controls operated by THE CONTRACTOR in respect of payments claimed or received under the Contract;
 - c. provide a copy of THE CONTRACTOR's latest audited Accounts;
 - d. submit any claim for payment or management information provided to support a claim for payment to be audited by an independent auditor chosen by THE EFA;
 - e. provide any additional evidence to support payments made under this Contract, as THE EFA shall reasonably require.
- 15.7 THE EFA is responsible for ensuring that it secures proportionate assurance about the regularity, propriety and value for money for its programme spend. A key source of evidence to inform THE EFA's assurance over use of THE EFA planned place

funds will be obtained from LA arrangements to monitor individual placement agreements for High Need Students that they may hold with THE CONTRACTOR.

- 15.8 THE CONTRACTOR shall in performing the Services comply fully with all relevant rules and regulations of THE EFA in force from time to time.

16 Prohibited Activities

- 16.1 THE CONTRACTOR shall not offer, promise or give, a financial or any other advantage of any kind, to any member, employee or representative of THE EFA intending the advantage to induce the person to, or reward them for, the improper performance of the relevant function or activity in relation to the obtaining, execution or conduct (including, but not limited to, the agreed Services) of this or any other Contract with THE EFA. THE CONTRACTOR's attention is drawn to the criminal offences set out in the Bribery Act 2010. Any offence by THE CONTRACTOR, its employees, representatives or anyone associated with THE CONTRACTOR under the Bribery Act 2010 in relation to this or any other Contract with THE EFA or any Crown Body shall entitle THE EFA to terminate the Contract and recover from THE CONTRACTOR the amount of any loss resulting from such termination and/or to recover from THE CONTRACTOR the amount of value of any gift, consideration or commission.
- 16.2 THE CONTRACTOR shall not enter into any Contract with any political or religious organisation using any funding provided by THE EFA under this Contract if the effect of that Contract would be to promote a particular political or religious point of view.
- 16.3 THE CONTRACTOR shall not hold itself out as acting on behalf of THE SECRETARY OF STATE, the Department or THE EFA without THE EFA's written permission.

17 Fraud and Irregularity

- 17.1 THE CONTRACTOR shall notify THE EFA within 48 hours where it becomes aware of any instance of suspected fraud or financial irregularity in the delivery of the Contract including, but not limited to, cases of:
- 17.1.1 Collusion with members of the staff of THE EFA, or employees of THE EFA, the Department or other Crown Body;
 - 17.1.2 Internal fraud by staff of a value such that performance of the contract is placed at material risk;
 - 17.1.3 Computer fraud;
 - 17.1.4 The submission to THE Data Service and/or THE EFA of inaccurate, incomplete, misleading or falsified management information;
 - 17.1.5 Fraud involving other Crown Bodies;

- 17.1.6 Provided that nothing in this clause shall require THE CONTRACTOR to do anything, which may cause it to infringe any law.
- 17.2 Where THE EFA has reasonable cause to suspect that fraud or irregularity has occurred in relation to the delivery of the Services under the Contract and payments made hereunder, THE EFA, and/or its appointed representative shall have the right of access to THE CONTRACTOR's premises at any reasonable time with or without notice to examine and remove or copy all relevant documents and records and to interview THE CONTRACTOR's servants or agents engaged with the delivery of the Services under the Contract. Where appropriate, THE EFA shall consult with local authorities before taking any action pursuant to this clause.
- 17.3 Where THE EFA has reasonable cause to suspect that fraud or irregularity has occurred in relation to the delivery of the Services under the Contract or any other Contract between THE EFA and THE CONTRACTOR under which Services is delivered and payments made thereunder, it shall have the right to suspend payments under this Contract and any other Contract between the Parties. Where appropriate, THE EFA shall consult with local authorities before taking any action pursuant to this clause.
- 17.4 The Parties shall co-operate in the identification of students who may be unlawfully claiming benefits. THE EFA may from time to time brief THE CONTRACTOR as to the co-operation and assistance it reasonably requires including the provision of information regarding fraud by students. THE EFA shall provide a named contact, named email address, or telephone answering machine for receiving such information.

18 Breach

- 18.1 Due to the linked nature of this Contract and the local authority Contract, where appropriate, THE EFA shall notify local authorities of notices issued or any other actions taken pursuant to clause 18. Further, where appropriate, THE EFA shall consult with local authorities before taking any actions taken pursuant to clause 18.

Minor Breach

- 18.2 Without prejudice to any other remedy, in the event of a Minor Breach, the Parties will adopt the following procedure:
- 18.2.1 The Party not in breach shall be entitled to serve written notice on the Party in breach, giving full details of the breach and requiring the other Party to remedy the breach within a specified period;
- 18.2.2 If the Party in breach fails to remedy the Minor Breach within the time specified in notice served under clause 18.2.1, or such other period as may subsequently be agreed in writing between the Parties, it shall constitute a Serious Breach by the Party in breach.
- a. Failure to comply with legislation, or actions or omissions by THE CONTRACTOR that endanger the health or safety of Students;

Serious Breach

- 18.3 Without prejudice to any other remedy, in the event of a Serious Breach, which in the view of THE EFA is capable of remedy, the Parties shall adopt the following procedure:
- 18.3.1 The Party not in breach shall be entitled to serve written notice on the other Party giving full details of the breach and requiring the Party in breach to remedy the breach within a specified time period;
- 18.3.2 In the event that a Serious Breach of the Contract by THE CONTRACTOR in the view of THE EFA is not, or cannot be, remedied within the period specified in the notice served under clause 18.3.1, or such other period as may subsequently be agreed in writing between the Parties, THE EFA may:
- 18.3.2.1 require THE CONTRACTOR to suspend recruitment of Students to the Services to which the Serious Breach relates;
- 18.3.2.2 give consideration to the Serious Breach in its application of lagged student funding when finalising the amount of funding in any subsequent Contract(s) between the Parties;
- 18.3.2.3 reduce, suspend or recover payment to THE CONTRACTOR in respect of that part of the Services to which the Serious Breach relates;
- 18.3.2.4 terminate, in accordance with clause 19, in full or respect of that part of the Services to which the Serious Breach relates.
- 18.4 In the event that any Serious Breach cannot be remedied at all or within the period specified in the notice served in accordance with clause 18.3.1 or other such period as may be agreed in writing between the Parties, the Party not in breach may at its sole discretion terminate the Contract or that part of the Services to which the breach relates with immediate effect on notice in writing to the other Party.

19 Termination

- 19.1 Without prejudice to any other remedy, on the occurrence of a Serious Breach THE EFA shall be entitled to terminate this Contract, in respect of that part of the Services to which the Serious Breach relates, by notice to THE CONTRACTOR with immediate effect.
- 19.2 The EFA shall be entitled to terminate this Contract, by notice in writing to the Contractor, with immediate effect where:
- 19.2.1 The outcome of any financial health and/or control assessment is inadequate;

- 19.2.2 The Contractor fails to comply with requirements imposed under clause 6.6.1 and/or 6.6.2;
- 19.2.3 An inspection by an inspectorate results in the Services in part thereof being assessed as inadequate or not met;
- 19.2.4 The Contractor fails to comply with requirements imposed under 6.8.1 and/or 6.8.2;
- 19.2.5 An inspection by an inspectorate results in the Services being assessed as overall inadequate or not met;
- 19.3 If THE EFA considers in its absolute discretion that on receipt of a notice pursuant to clause 21.2 the change in ownership of THE CONTRACTOR would prejudice THE CONTRACTOR's ability to deliver the Services, THE EFA shall be entitled to terminate this Contract on notice in writing.
- 19.4 THE EFA shall be entitled to terminate this Contract on written notice in case of THE CONTRACTOR entering administration or the insolvency, liquidation or dissolution of THE CONTRACTOR.
- 19.5 In addition to the rights of termination under any other clauses of this Contract, either party shall be entitled to terminate this Contract in respect of all or part of the Services delivered under the Contract by giving to the other not less than six months' notice, in writing, to that effect without the need to give a reason for termination. Where this right is exercised by THE CONTRACTOR it shall be implemented at no cost to THE EFA.
- 19.6 Termination under clauses 18 and/or 19 shall not prejudice or affect any right of action or remedy, which shall have accrued or shall thereupon accrue to the Parties under this Contract.
- 19.7 The Parties agree that on termination or expiry of this Contract for any reason, the continuity of the Services is of paramount importance. THE CONTRACTOR shall do its utmost to minimise disruption caused to Students and to assist the implementation of any contingency plan proposed by THE EFA either prior to or after the termination or expiry of this Contract, to deal with the effects of such termination or expiry in so far as it is practicable to do so.
- 19.8 THE CONTRACTOR shall upon termination of the Contract immediately deliver up to THE EFA all correspondence, documents, specification papers and other property belonging to THE EFA, which may be in its possession or under its control.
- 19.9 On termination of this Contract (however arising) THE EFA may withhold any payments due to THE CONTRACTOR until such time that final reconciliation of the Parties liabilities are concluded.
- 19.10 On termination of this Contract (however arising) the accrued rights and liabilities of the Parties at termination and the following clauses shall survive and continue in full force: 4 – 8 (inclusive), 10 – 12, 15, 24, 26, 30 and 31.

19.11 Due to the linked nature of this Contract and the local authority Contract, where appropriate, THE EFA shall notify local authorities of any actions taken pursuant to clause 19. Further, where appropriate, THE EFA shall consult with local authorities before taking any actions taken pursuant to clause 19.

20 Transfer of Responsibility on Expiry or Termination

20.1 The Parties agree that if upon termination of this Contract or any part of the Services being delivered under the Contract, circumstances arise in which the Transfer of Undertakings (Protection of Employment) Regulations 2006 are applicable, the Parties shall in good faith co-operate with each other in the disclosure of information and the Provision of other assistance and comply with the provisions of paragraph 8 of Schedule 3 so as to facilitate such outcome in relation to the relevant employees as may be acceptable to the Parties.

20.2 The Parties agree that on termination or expiry of this Contract for any reason, the continuity of the Services is of paramount importance. THE CONTRACTOR shall do its utmost to minimise disruption caused to students and to assist the implementation of any contingency plan proposed by THE EFA either prior to or after the termination or expiry of this Contract, to deal with the effects of such termination or expiry in so far as it is practicable to do so.

20.3 THE CONTRACTOR shall, at no cost to THE EFA, promptly provide such assistance and comply with such timetable as THE EFA may reasonably require for the purpose of ensuring an orderly transfer of responsibility for the Services (or its equivalent) upon the expiry or other termination of this Contract. THE CONTRACTOR shall use all reasonable endeavours to ensure that its employees and its sub-THE CONTRACTORS are under a similar obligation. THE EFA shall be entitled to require the Provision of such assistance both prior to and after the expiry or other termination of this Contract.

20.4 Such assistance may include, (without limitation) delivery of documents and data in the possession or control of THE CONTRACTOR or its sub-THE CONTRACTORS, which relate to performance, quality, monitoring, management and reporting of the Programme, including the documents and data, if any, referred to in the Schedules.

20.5 THE CONTRACTOR undertakes that it shall not knowingly do or omit to do anything which may adversely affect the ability of THE EFA to ensure an orderly transfer of responsibility for delivery of the Services.

21 Assignment and Sub-Contracting

21.1 THE EFA may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to any third party or agent.

- 21.2 THE CONTRACTOR must notify THE EFA if there is a change in its ownership within 5 working days. THE EFA reserves the right to terminate the Contract if it considers in its absolute discretion that the change in ownership would prejudice THE CONTRACTOR's ability to deliver the Provision.
- 21.3 Where THE CONTRACTOR assigns or sub-contracts any duties or obligations arising out of this Contract THE CONTRACTOR will give Notice in writing to THE EFA save where the Contract provides that specified arrangements are exempt from the requirement to give Notice under this clause. Sub-contracting any part of the Contract shall not relieve THE CONTRACTOR of any obligation or duty attributable to him under the Contract.
- 21.4 Provision under this Contract may only be sub-contracted to one level.
- 21.5 Where THE CONTRACTOR has sub-contracted any duties or obligations arising out of this Contract, THE CONTRACTOR shall send copies of the sub-contract to THE EFA if requested in writing to do so. Where THE CONTRACTOR enters into a sub-contract for the purpose of performing the Contract, THE CONTRACTOR shall cause a term to be included in such sub-contract which requires payment to be made to the supplier or THE CONTRACTOR within a specified period not exceeding 30 days from receipt of a valid invoice as defined by the sub-contract requirements.
- 21.6 In performing its obligations under this Contract THE CONTRACTOR shall ensure that the awarding of sub-contracts is based on fair and open competition.

22 Force Majeure

- 22.1 Neither party shall be liable for any delay or failure to meet its obligations under this Contract due to any cause outside its reasonable control, including (without limitation), inclement weather, acts of God, war, riot, malicious acts of damage, civil commotion, strike, lockout, industrial dispute, refusal of licence, power failure or fire. If performance of the Services is substantially prevented for a continuous period of 6 months by virtue of any of the aforesaid events, then either party may terminate this Contract by written notice to the other.

23 Public Reputations of the Parties/Press Releases

- 23.1 Both Parties recognise their respective public reputations and legal responsibilities. Each Party shall use all reasonable endeavours not to harm or compromise these.
- 23.2 The text of any press release or other communication to be published by or in the media concerning the subject matter of this Contract shall require the approval of each Party which shall not be unreasonably withheld or delayed.

24 Status of Contract

- 24.1 Nothing in this Contract shall have the effect of making THE CONTRACTOR the servant of THE EFA. THE CONTRACTOR (if an individual) represents that he is regarded by both the Inland Revenue and THE Department for Work and Pensions as self-employed and accordingly shall indemnify THE EFA against tax, national

insurance contributions or similar imposed for which THE EFA may be liable in respect of THE CONTRACTOR by reason of this Contract.

25 Waiver

25.1 No failure or delay on the part of either Party hereto to exercise any right or remedy under this Contract shall be construed or operate as a waiver thereof nor shall any single or partial exercise of any right or remedy as the case may be. The rights and remedies provided in this Contract are cumulative and are not exclusive of any rights or remedies provided by law.

26 Severance

26.1 If any court or competent authority finds that any provision of this Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Contract shall not be affected.

26.2 If any invalid, unenforceable or illegal provision of this Contract would be valid, enforceable and legal if some part of it were deleted, the Parties shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the Parties' original intention.

27 Third Party Rights

27.1 None of the terms of this Contract are intended to be enforceable by any student or other third party not party to this contract.

28 Notice

28.1 Any notice or other document to be given under this Contract shall be in writing and shall be deemed to have been duly given if left at or sent by first class post by Royal Mail Special Delivery or other fast postal service to a Party at the address or relevant telecommunications number for such Party or such other address as the Party may from time to time designate by written notice to the other.

28.2 All such notices and documents shall be in the English language. Any notice or other document shall be deemed to have been received by the addressee two working days following the date of despatch of the notice or other document by post or, where the notice or other document is sent by hand or on the day of delivery or where notice is given by facsimile, on the working day following the delivery or transmission provided that a printed report is obtained confirming successful transmission or if the addressee acknowledges receipt. To prove the giving of a notice or other document it shall be sufficient to show that it was despatched.

29 Governing / Jurisdiction

29.1 This Contract shall be governed by and construed in accordance with English Law.

29.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Contract or its subject matter or formation (including non-contractual disputes or claims).

30 Dispute Resolution

30.1 Due to the linked nature of this Contract and the local authority Contract, where appropriate, THE EFA shall notify local authorities of any actions taken pursuant to clause 30. Further, where appropriate, THE EFA shall consult with local authorities before taking any actions taken pursuant to clause 30. The Parties note that where they agree in writing, local authorities may be invited to participate in any stage of the Dispute Resolution process.

30.1 Any dispute, difference or question arising between the Parties either during the term of this Funding Contract or afterwards shall be referred to the relevant EFA team who will nominate a member of staff to lead discussion and review with a nominated representative of THE CONTRACTOR in order to try to resolve the same.

30.2 In the event that the nominated representatives are unable to resolve the dispute, difference or question, either of the Parties may (subject to clause 30.4 below), by written notice to the other party, refer the matter to a Dispute Resolution Panel (“the Panel”) to attempt to reach a mutually acceptable resolution. The Panel shall be made up of a senior representative from THE EFA’s and THE CONTRACTOR. The date of reference to the Panel will be agreed by the Panel themselves. The Panel shall meet within 14 days of the date of reference to them and the Panel shall use best endeavours to identify a mutually acceptable resolution.

30.3 In the event of the Dispute Resolution Panel failing to identify a mutually acceptable resolution within 28 days of the date of reference , then any dispute, difference or question arising out of or in connection with this Funding Contract including any question regarding its existence, validity or termination, save for any matter or thing as to which the decision of THE EFA is under this Funding Contract deemed to be final and conclusive, shall be referred to and settled as far as possible by mediation in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure.

30.4 If the Parties agree in writing, the dispute, difference or question that the nominated representatives were unable to resolve may be referred to directly to mediation, in accordance with clause 30.3 above, without reference to the Panel.

30.5 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.

30.6 If Mediation does not reach a conclusion satisfactory to the Parties the dispute, difference or question shall be referred to and finally resolved by arbitration and the provisions of the Arbitration Act 1996 (or any statutory modification or re-enactment thereof) shall apply to such arbitration.

30.7 The arbitration will be conducted by a sole arbitrator, jointly agreed by THE CONTRACTOR and THE EFA. In the event of the Parties being unable to agree the identity of the arbitrator within 14 days of the service of the Notice of Arbitration, either THE CONTRACTOR or THE EFA may request the Chairman of the Chartered Institute of Arbitrators to make the appointment.

30.8 The place of arbitration shall be within England.

31 Entire Contract / Amendments

31.1 This Contract constitutes the entire Contract between the Parties and shall not be varied except by an instrument in writing signed by the Parties.
By signing below and returning the Contract to THE EFA, you confirm that THE CONTRACTOR has read and understood the full terms of the Contract, THE CONTRACTOR agrees to be bound by the full terms and conditions of this Contract and you are duly authorised to sign the Contract and legally bind THE CONTRACTOR.

Authorised Signatory for and on behalf of [THE CONTRACTOR Name]

.....
Signature Position

Name (Print).....

Date:

Authorised Signatory for THE EFA on behalf of the SECRETARY OF STATE

.....
Signature Position

Name (Print).....

Date:

Schedule 1 – Service Specification

1. Definitions

2. The Provision

Appendices and Annexes:

Appendix 1 – Payment Schedule

Annex 1 – 16-18 Residential Bursaries

Annex 2 – GAPs Provision

Annex 3 – Army Cadets

Annex 4 – Not used

Annex 5 – Not used

Annex 6 – 16-19 Bursary Fund

1 Definitions

- 1.1 **“Funding Guidance 2013 to 2014”** means the documents <http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14> which set out the detailed requirements with which THE CONTRACTOR must comply in respect of each Learning Programme delivered under this Contract. This includes Funding Regulations, Funding Rates and Formula, Student Eligibility Guidance, Additional Learning Support and any other guidance issued from time to time by THE EFA.
- 1.2 **“Learning Programme”** means a programme of education and/or training delivered by THE CONTRACTOR under this Contract.

2. The Provision

- 2.1. The Provision to be delivered under this Contract is the delivery of the Learning Programmes as set out in the Appendices and Annexes to this Schedule. The detailed requirements in respect of each Learning Programme are set out in the Annexes to this schedule and/or the Funding Guidance for 2013 to 2014 <http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14> as amended from time to time by THE EFA and which form part of the terms and conditions of this Contract.
- 2.2 The maximum value for each Learning Programme as shown in Appendix 1 – Payment Schedule may not be exceeded for any reason except by an agreed variation in writing to the Contract. THE EFA will not be liable to make any payment in excess of the maximum values set out in Appendix 1 – Payment Schedule or as varied in writing. Where the Contract period is longer than one year, funding for subsequent years is subject to funds being made available to THE EFA. THE CONTRACTOR is not permitted to vire funding between Learning Programmes except by way of an agreed variation in writing to the Contract.
- 2.3 The Provision is to be delivered in accordance with any specific requirements, any tender document submitted by THE CONTRACTOR and the Appendices and

Annexes to this Schedule which sets out the activity and/or scheduled payment profiles for the Provision agreed by the Parties, which all form part of the terms and conditions of the Contract.

- 2.4 THE CONTRACTOR agrees to deliver learning to the number of students detailed in the Appendices, which shall have the same total number of students. For the avoidance of doubt the overall maximum values for each Learning Programme at Appendix 1 may not be exceeded and should the calculated value of the volumes provided exceed the maximum Contract value then THE EFA is under no obligation to provide any additional funding.
- 2.5 Where THE EFA identifies that THE CONTRACTOR is failing to deliver learning to the volume of students for any Learning Programme set out in Appendices of Schedule 1 of this Contract it reserves the right in its absolute discretion to reduce the overall maximum value for that Learning Programme.
- 2.6 Unless otherwise stated the Funding and Activity described in the Appendices of Schedule 1 of this Contract relate exclusively to the 2013 to 2014 contracting period; 1st August 2013 to 31st July 2014.

Schedule 2 – Finance, Volume and Data Capture

- 1 Contract Details
- 2 Payment and Review of Contract Performance and Reconciliation
- 3 Payment Process
- 4 Evidence

1 Contract Details

- 1.1 THE CONTRACTOR shall deliver the Services of this Contract and subject to the terms and conditions of the Contract as detailed and in accordance with the Funding Guidance 2013 to 2014
<http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14>.

2 Payment and Review of Contract Performance and Reconciliation

- 2.1 THE EFA agrees to pay to THE CONTRACTOR the amounts set out in the Payments Schedule on condition that THE CONTRACTOR delivers the services and provision in accordance with the terms and conditions of the Contract provided that THE CONTRACTOR is not assessed as being at serious risk of failure to deliver the Provision under this Contract by THE EFA following any review of the quality of the Provision.
- 2.2 Payments from THE EFA will be reconciled to the volume of students delivered and cash earned by actual delivery of the Provision for the period to the timetable published in the Funding Guidance 2013 to 2014
<http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14>. Where THE CONTRACTOR's actual delivery will result or has already resulted in an overpayment to THE CONTRACTOR by THE EFA, THE EFA reserves the right to deduct the amount owed from, payments due to THE CONTRACTOR under the Contract or any other Contract between the Parties, for current or subsequent months or years accordingly.
- 2.3 Where THE CONTRACTOR'S actual delivery has resulted in an underpayment to THE CONTRACTOR by THE EFA, THE EFA is under no obligation to provide additional funding or to adjust the amount due to THE CONTRACTOR accordingly. Any adjustment shall not exceed the overall maximum value set out in Appendix 1 that forms part of Schedule 1 of this Contract.
- 2.4 A review will take place at the end of the period of this Contract in respect of the Provision specified in Schedule 1 of this Contract. THE EFA will notify THE CONTRACTOR of the volume of learning and actual amount of money, which has

been earned against the Provision, delivered and compare this to the total profile payments made and to the overall maximum value specified in Schedule 1 above. At this stage THE EFA reserves the right to conduct a final cash reconciliation. Any overpayment made to THE CONTRACTOR by THE EFA will be repayable within 30 days of receiving an invoice. THE EFA reserves the right to reduce future payments to recover any overpayments. THE EFA is under no obligation to pay any additional funding above the overall maximum value specified in Schedule 1 of this Contract.

3 Payment Process

- 3.1 All payments by THE EFA will be made via BACS or CHAPS unless otherwise notified.
- 3.2 The maximum sum payable under this Contract, as set out in Appendix 1, that forms part of Schedule 1 includes the cost of the Services and any other VAT or taxes to be charged, where they apply.
- 3.3 Under the Provision of Item 5A to Group 6 of Schedule 9 of the VAT Act 1994, the supply of education or vocational training funded by THE EFA, and the supply by the person providing that education or vocational training, of any good or Provision essential to that Provision, is considered to be an exempt supply for VAT purposes.

4 Evidence

- 4.1 The evidence requirements in respect of each Learning Programme are set out in THE EFA Funding Guidance 2013 to 2014 academic year <http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14> and THE CONTRACTOR must retain such evidence for inspection on demand.

Schedule 3 - Special Conditions

- 1 Retention of Documents
- 2 Disposal of Assets and Change of Use
- 3 Data Collection
- 4 Feedback and Complaints
- 5 Branding and logos
- 6 Information, Advice and Guidance
- 7 Not used
- 8 Transfer of Undertakings (Protection of Employment) Regulations 2006

1 Retention of Documents

- 1.1 THE CONTRACTOR and THE CONTRACTOR Related Parties shall maintain original invoices; management information returns and all other documents necessary to verify the Services provided by itself or by THE CONTRACTOR Related Parties in relation to this Contract for 6 years from the end of the financial year in which the last payment by is made.

2 Disposal of Assets and Change of Use

- 2.1 In respect of Assets whose value exceeds £2,500 including VAT the following Provisions shall apply.
- 2.2 For the purposes of this paragraph 2:
 - a) 'Asset' shall mean any property, real or personal, tangible or intangible capable of being purchased for money or money's worth which has a continuous useful life of one year or more, regardless of whether or not it is treated as such by THE CONTRACTOR's accounting policy;
 - b) an Asset shall be considered to have been financed by THE EFA if it has been acquired wholly or partly with funds provided by THE EFA;
 - c) the use of any Asset shall be considered to have changed if THE CONTRACTOR uses it for any purpose other than for the delivery of the Services under the Contract;
 - d) 'the appropriate proportion thereof' shall be the proportion represented by the amount of funding provided by THE EFA to acquire, develop or improve an

asset in relation to the entire price paid for its acquisition, or its market value when its development or improvement have been completed.

- 2.3 THE CONTRACTOR shall ensure that any Asset financed by THE EFA is adequately insured.
- 2.4 THE CONTRACTOR shall inform THE EFA if it proposes to dispose of, or change the use of, any Asset that has been financed by THE EFA.
- 2.5 THE CONTRACTOR shall not dispose of any Asset financed by monies provided by THE EFA unless it has first obtained the written consent of THE EFA to such a disposal.
- 2.6 Where THE CONTRACTOR disposes of the Asset it shall pay to THE EFA whichever is the greater either the amount of funding provided by THE EFA in respect of the Asset or the net proceeds of any disposal of an Asset, or the appropriate proportion thereof, unless otherwise agreed with THE EFA.
- 2.7 If THE CONTRACTOR changes the use of any such Asset it will be treated as a disposal and THE CONTRACTOR shall make a payment to THE EFA in accordance with paragraph 2.6 above.
- 2.8 In the event of THE CONTRACTOR undergoing a change of control or in case of the insolvency, liquidation or dissolution of THE CONTRACTOR, all Assets financed by THE EFA, or the equivalent portion of their market value, will become the property of THE EFA.
- 2.9 The provisions of this paragraph 2 shall apply during the continuance of this Contract and after its termination howsoever arising. THE EFA shall reserve the right to decide when its interest in Assets financed by THE EFA under the terms of the Contract shall cease.

3 Data Collection

- 3.1 THE CONTRACTOR must supply to the Data Service, data about students in accordance with the data collection arrangements governed by the Information Authority and set out in the '*Specification of the Individualised Learner Record For 2013 to 2014*' and the '*Provider Support Manual for the Individualised Learner Record for 2013 to 2014*' which are published on the Information Authority's website. This includes data about each individual student.
- 3.2 THE CONTRACTOR shall transmit data for each part of the Provision, described in the Appendices, to the Data Service electronically in a batch file specified by the Data Service set out in the '*Specification of the Individualised Learner Record For 2013 to 2014*' .
- 3.3 Data collected must be transmitted to the Data Service through the Data Service Partners web portal <http://providers.lsc.gov.uk>. Access to the Data Service's web portal is restricted and THE CONTRACTOR confirms it has agreed to comply with the conditions of use regarding the supply of data to the Data Service.

- 3.4 In circumstances where no data has been added or updated for a given collection period THE CONTRACTOR must inform the Data Service of a 'Nil Return' through the Data Service's web portal.
- 3.5 THE CONTRACTOR must ensure that data is received by the Data Service in accordance with the data collection schedule as published by the Information Authority. THE CONTRACTOR should also refer to the Information Authority's website www.theia.org.uk and the Data Service website www.thedataservice.org.uk for additional data guidance and information.
- 3.6 The EFA expects THE CONTRACTOR to submit data that accurately reflect the activity that has taken place. THE EFA reserves the right to require THE CONTRACTOR, at its own cost to carry out such work as THE EFA deems necessary to make a material improvement to the quality of data.
- 3.7 THE EFA reserves the right to suspend payments to THE CONTRACTOR under the Contract where data quality gives rise to a material impact upon the accuracy of the data provided by THE CONTRACTOR.
- 3.8 THE CONTRACTOR shall register with UKRLP and maintain contact details on an on-going basis. (www.ukrlp.co.uk)
- 3.9 At times we will need to share information with you. We will do this securely via the Information Management Portal. By accessing and using this system you agree to the terms and conditions detailed at the site governing how you access and use the portal. You will need to ensure that your computer has the right hardware, operating system and browser.
- 3.10 THE EFA may request data directly from THE CONTRACTOR in addition to data collection requirements outlined in the above clauses. THE EFA will notify THE CONTRACTOR in writing of any direct requests within any reasonable time period specified by THE EFA.

4 Feedback and Complaints

- 4.1 The primary responsibility for receiving feedback and investigating complaints promptly and thoroughly in respect of the Services shall rest with THE CONTRACTOR. THE CONTRACTOR shall have procedures in place, which are acceptable to THE EFA, to gather and act upon feedback and complaints from Students and/or their representatives and employers and the wider community.
- 4.2 THE EFA may issue guidance for THE CONTRACTOR on dealing with feedback and handling complaints, and will set out the minimum standards expected.
- 4.3 THE CONTRACTOR shall be responsible for resolving complaints in accordance with its own procedures and any guidance issued by THE EFA.
- 4.4 Where a complaint has not been resolved to the satisfaction of the complainant THE CONTRACTOR will advise the complainant of his or her right to complain to THE EFA and co-operate with any investigation carried out by THE EFA.

5 Branding and logos

- 5.1 THE CONTRACTOR shall when receiving funding from THE EFA for any programme, meet the requirements of the endorsement branding guidelines, available on THE Departments website www.education.gov.uk , on all and any promotional materials or activities. This shall include but not be limited to prospectuses, direct mail advertising, TV and radio advertising, merchandising or any other literature or products. Failure to meet with this requirement could lead to a reduction in the amount of funding given.
- 5.1.1 THE CONTRACTOR shall be given access to the current EFA logos and statements, which are to be used. This requirement may include but not subject to the use of Logo's from other co-branding or co-funding participants. Details will be available from THE EFA's website or communications team; and
- 5.1.2 This access, when granted, shall be limited to the use of the current logos and statements and under no circumstances will THE CONTRACTOR be allowed to amend or alter the logo on statements, nor use it for anything not covered by this Contract. Failure to comply with the requirements of this clause shall constitute a serious breach under the clause 18 of the General Terms and Conditions of this Contract.
- 5.2 All the terms of this clause 5 shall also apply to THE CONTRACTOR'S sub-THE CONTRACTORs in carrying out its responsibilities under this Contract.

6 Information, Advice and Guidance

- 6.1 As part of the delivery of the Provision, THE CONTRACTOR will have to provide high quality, impartial and easily accessible information and advice in helping students to understand the opportunities and support available to them about education, training or connected matters (including employment).
- 6.2 Where one of the main objectives of the Provision to be provided under this Contract is to deliver information and advice, THE CONTRACTOR will have to have or attain the matrix Standard accreditation within six months of the Contract being awarded; and
- 6.3 If the information and advice is embedded as part of the delivery of the Provision, The CONTRACTOR should work towards achieving the matrix Standard Accreditation within a reasonable period.

7 Not used

8 Transfer of Undertakings (Protection Of Employment) Regulations 2006

- 8.1 Definitions

- 8.1.1 "Final Pay Details" means the information set out in Appendix D;
- 8.1.2 "Future Transfer Date" means the date of termination or expiry of this Contract or any part of the Services to which employees are wholly or mainly assigned;
- 8.1.3 "Future Transferring Employees" means those employees of THE CONTRACTOR who are at the Future Transfer Date employed under a contract of service or apprenticeship or otherwise in the relevant part of the undertaking (or otherwise assigned to the Services) which transfer(s) on the termination or expiry of this Contract (or any part of the Services) pursuant to TUPE to any Successor THE CONTRACTOR;
- 8.1.4 "Identification Details" means the information set out in Appendix E;
- 8.1.5 "Initial Staff Information" means the information set out in Appendix A;
- 8.1.6 "Prescribed Particulars" means in respect of each of the Future Transferring Employee the information set out in Appendix B;
- 8.1.7 "Relevant Legislation" means any statute or regulations or the EC Treaty (or any directives or regulations made there under);
- 8.1.8 "Relevant Personnel Documentation" means the information set out in Appendix C;
- 8.1.9 "Successor THE CONTRACTOR" means the person nominated by THE EFA to undertake the services substantially the same as the Services after the termination of this Contract; and
- 8.1.10 "TUPE" means the Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended from time to time.

8.2 No TUPE on Commencement

- 8.2.1 The parties acknowledge and agree their view that the commencement of the provision of the Services by THE CONTRACTOR pursuant to this Contract shall not constitute a relevant transfer for the purposes of TUPE.

8.3 TUPE on Expiry of Contract or Partial Termination

- 8.3.1 In the event of the cessation of the performance of the Services or any part of the Services by THE CONTRACTOR under this Contract, the provisions of TUPE may apply to transfer an employee or employees of THE CONTRACTOR or its sub-contractors to a Successor THE CONTRACTOR or Successor sub-contractors. If TUPE has or may have such effect (in the reasonable opinion of THE EFA), the following provisions shall apply.
- 8.3.2 During the period of 18 months preceding the expiry of the Contract (or the

termination of any part of the Services to which these provisions apply) or within 21 days after THE EFA or THE CONTRACTOR has given notice to terminate the Contract (or such part of the Services), THE CONTRACTOR shall disclose to THE EFA and shall permit THE EFA to disclose to any tenderer for services which are substantially the same as the Services, the Initial Staff Information provided that prior to so doing any such tenderer shall have executed in writing a confidentiality undertaking in favour of THE CONTRACTOR.

- 8.3.3 During the period of three months preceding the expiry of this Contract (or the termination of any part of the Services to which these provisions apply) or within 21 days after THE EFA or THE CONTRACTOR has given notice to terminate the Contract (or such part of the Services) , THE CONTRACTOR shall, subject to the provisions of the Data Protection Act 1988, provide and thereafter keep updated at monthly intervals, to THE EFA and to the Successor THE CONTRACTOR information equivalent to the Relevant Personnel Documentation and the Prescribed Particulars in respect of each employee whom THE CONTRACTOR reasonably believes will be a Future Transferring Employee provided that prior to so doing the Successor THE CONTRACTOR nominated by THE EFA shall have executed in writing a confidentiality undertaking in favour of THE CONTRACTOR.
- 8.3.4 THE CONTRACTOR shall make reasonable endeavours to assist the Successor THE CONTRACTOR to communicate with, meet and inform and consult with the employees whom THE CONTRACTOR reasonably believes will be a Future Transferring Employee and their trade union or other employee representatives for the purposes of complying with TUPE.
- 8.3.5 THE CONTRACTOR shall immediately prior to the Future Transfer Date provide to THE EFA or the Successor THE CONTRACTOR a complete and accurate list of the Prescribed Particulars and Identification Details of all employees whom it reasonably believes will be Future Transferring Employees.
- 8.3.6 Within a period of 21 days following the expiry or termination of this Contract (or the termination of any part of the Services to which these provisions apply) THE CONTRACTOR shall provide to THE EFA or the Successor THE CONTRACTOR in writing Final Pay Details of the Future Transferring Employees.
- 8.3.7 THE CONTRACTOR warrants that it shall supply complete and accurate information pursuant to clause 8 in all material respects and THE CONTRACTOR shall indemnify and keep THE EFA indemnified fully now and in the future in respect of all or any costs whether arising in Contract or under any Relevant Legislation suffered or incurred by THE EFA or the Successor THE CONTRACTOR(s) nominated by THE EFA by reason of any proceeding, claim or demand arising from or in connection with the provision of information and/or the failure to provide complete and accurate information under clause 8, and/or the provision of assistance and/or failure to provide assistance under clause 8 of this Contract.

- 8.3.8 After receiving notice of the termination of this Contract and for six (6) months preceding expiry of this Contract (or the termination of any part of the Services to which these provisions apply) THE CONTRACTOR shall promptly notify THE EFA or the Successor THE CONTRACTOR:
- 8.3.8.1 Of the period of notice given by THE CONTRACTOR or received from any employee whom THE CONTRACTOR reasonably believes will be a Future Transferring Employee regardless of when such notice is to take effect;
 - 8.3.8.2 Of the termination, for whatever reason, of the employment of any employee whom THE CONTRACTOR reasonably believes will be a Future Transferring Employee; and
 - 8.3.8.3 Of any other change to any employee whom THE CONTRACTOR reasonably believes will be a Future Transferring Employee and their terms and conditions of employment, their Prescribed Particulars and their Relevant Personnel Documentation.
- 8.3.9 THE CONTRACTOR warrants that it shall supply the Required Information completely and accurately in all respects at the time of supply and shall indemnify and keep THE EFA and/or any Successor THE CONTRACTOR indemnified in respect of all and any costs suffered or incurred by THE EFA or the Successor THE CONTRACTOR by reason of any proceedings, claim or demand arising out of or in connection with:
- 8.3.9.1 Any claim against THE EFA or the Successor THE CONTRACTOR by or in respect of any Future Transferring Employee so far as it relates to any act or omission of THE CONTRACTOR after the Employee Transfer Date and prior to the Future Transfer Date; and
 - 8.3.9.2 Any alleged or actual breach of TUPE by THE CONTRACTOR or its sub THE CONTRACTORS; and
 - 8.3.9.3 Any claim against THE EFA or the Successor THE CONTRACTOR by any person whose name is not included on the list of Future Transferring Employees by THE CONTRACTOR pursuant to clause 8 and who asserts or in respect of whom it is asserted that his or her employment has transferred pursuant to TUPE to THE EFA or a Successor THE CONTRACTOR or otherwise that THE EFA or a Successor THE CONTRACTOR has inherited liability in respect of them pursuant to TUPE.
- 8.3.10 For the purposes of clause 8.3.9, in the event that THE EFA or the Successor THE CONTRACTOR incurs costs, liabilities or expenditure in respect of Future Transferring Employees which is greater than would have been the case if the Required Information supplied by THE CONTRACTOR

had been accurate and complete, then such (net) greater costs, liabilities or expenditure shall be deemed to be costs suffered or incurred by THE EFA or Successor THE CONTRACTOR and included within the indemnity provided by THE CONTRACTOR.

- 8.3.11 THE EFA or Successor THE CONTRACTOR shall be entitled to recover from THE CONTRACTOR in full any legal, accountancy and other costs actually and reasonably incurred by THE EFA or Successor THE CONTRACTOR in connection with the costs and liabilities indemnified by THE CONTRACTOR.

APPENDIX A TO CLAUSE 8 SCHEDULE 3

“Initial Staff Information” Means:

1. Number of staff to be transferred;
2. Gender;
3. Date of Birth;
4. Whether disabled for the purposes of the Disability Discrimination Act 1995;
5. Job description;
6. Work Location;
7. Conditioned hours of work per week;
8. Date of commencement of continuous employment and (if different) the commencement date;
9. Relevant Personnel Documentation;
10. Annual salary and rates of pay band/grade including pending increases;
11. Shifts, unsociable hours or other premium rates of pay;
12. Allowance and bonus details over the last twelve (12) Months including date, type, amount and pending allowances/bonuses;
13. Leave entitlement;
14. Any factors affecting redundancy entitlement;
15. Whether currently on maternity leave or other long term leave of absence;
16. Details of all dismissals or terminations of employment within the preceding six (6) Months of anyone previously employed to or engaged in connection with the Services of the Services;
17. Details of all Contracts or arrangements (whether or not legally binding) entered into in relation to the staff with any trade union or organisation or body representing employees or with any employee representatives;
18. Details of all trade disputes and industrial action occurring at any time during the preceding twelve (12) Months to which any member of staff was a party;
19. Details of any trade union or organisation or body representing employees.

APPENDIX B TO CLAUSE 8 SCHEDULE 3

“PRESCRIBED PARTICULARS” MEANS:

1. Personal Details

Gender;

Date of Birth;

Whether known to be disabled for the purposes of the Disability Discrimination Act 1995, and details of any reasonable accommodation in respect thereof;

2. Employment Details

Job Title;

Staff Number;

Job Description;

Work Location;

Conditioned hours of work per week;

Date of commencement of continuous employment and (if different) commencement date;

Relevant Personnel Documentation;

Notice Periods (for employer and employee);

Annual salary and rates of pay band/grade including pending salary increases;

Shifts, unsociable hours or other premium rates of pay;

Overtime entitlement and details of last twelve (12) Months overtime;

Allowance and bonus details over the last twelve (12) Months including date, type, amount and pending allowances/bonuses;

Provisional details about standing loan/advances on salary or debts;

Existing and future training or sponsorship commitments;

Leave entitlement and accrued leave entitlement including any leave outstanding or expected to be outstanding at the Future Transfer Date;

Annual leave reckonable service date;

Additional employment benefits;

Other payments;

Copies of pay slip data for immediately preceding five (5) Months;

Provisional details of Cumulative Pay (for tax and pension purposes) and cumulative tax paid;

Tax Code;
Voluntary deductions from pay;
National Insurance (NI) Number,
NI Contributions rate;
NI benefits start date;

3. Records of Employment Service

Last two appraisal report markings and/or performance assessment details and dates thereof;

Sickness and absence records for two (2) years immediately preceding (including maternity leave);

Details of any current warnings for breach of discipline or poor performances including warning reason, warning date, warning status and start and end date or penalty period.

Details of any other outstanding disputes or grievances including all proceedings before any Employment Tribunal.

4. Method of payment

Instrument of payment;

Bank/building society account details for payroll purposes.

5. Pensions

For pension purposes, the notional reckonable service date;

Pensionable pay history for preceding 3 years;

Percentage of any pay currently contributed under additional voluntary contribution arrangements;

Percentage of pay currently contributed under any added years arrangements.

APPENDIX C TO CLAUSE 8 SCHEDULE 3

“RELEVANT PERSONNEL DOCUMENTATION” MEANS:

1 General Practices and Policies

Maternity, paternity and parental leave (including names of those on long-term leave or maternity leave);

Special leave and career breaks;

Sick leave and pay;

Disciplinary/grievance policy and procedures;

Equal Opportunities policy;

All documents relevant to terms and conditions of employment, including manuals, codes, handbooks, procedure guides, publications and Contracts (including collective Contracts);

Any other letters or documents or collective Contracts affecting terms and conditions of employment;

2 Redundancy

Full details of any practice, policy or procedure which THE CONTRACTOR has in relation to redundancy and copies of relevant documents.

APPENDIX D TO CLAUSE 8 SCHEDULE 3

“FINAL PAY DETAILS” MEANS:

In respect of each Future Transferring Employee, the following information:

- Final Month's copy pay slip data;
- Cumulative pay for tax and pension purposes;
- Cumulative tax paid;
- Tax code.

APPENDIX E TO CLAUSE 8 SCHEDULE 3

“IDENTIFICATION DETAILS” MEANS:

1. In respect of each Future Transferring Employee, the following information:
 - Name
 - Home Address
 - Work Telephone Number
 - Home Telephone Number (where available)
 - Next of Kin

APPENDIX F TO CLAUSE 8 SCHEDULE 3

ODPM Circular 3/2003: Best Value Performance Improvement

This circular can be found at:

<http://www.communities.gov.uk/index.asp?id=1163718>

APPENDIX G TO CLAUSE 8 OF SCHEDULE 3

TRANSFER VALUES

Bulk transfer values will be inserted in the Contract prior to signing.