

PORTLAND TOWN COUNCIL TERMS AND CONDITIONS FOR THE PERFORMANCE OF SERVICES.

KEY PROVISIONS

1.1 THE SUPPLIER

Name

Registered office / principal place of business

Fax number

1.2 THE SERVICES

Give a full description of the Services being provided. Refer to Specification and attach this to contract.

1.3 THE CONTRACT PRICE

Set out the contract price – giving details of instalments if appropriate, and due dates. Indicate whether VAT is included - Include all costs, expenses and guarantees.

1.4 THE CONTRACT TERM

Commencement Date:

Contract Term:

Include any relevant dates, such as delivery/commencement date, contract period, any end date, extension of term provisions,

1.5 THE FACILITY

Describe the premises of the Council where the services or works are to be carried out .

1.6 INSURANCE

1.6.1 Employer's liability insurance with a limit of indemnity of not less than £5,000,000.00 per claim; and

1.6.2 Public Liability insurance with a limit of indemnity of not less than £10,000,000.00 per claim; and

1.6.3 Professional Indemnity Insurance with a limit of indemnity of not less than £2,000,000.00 per claim.

1.7 THE CONTRACT DOCUMENTS

Here you should list all documents which are specific to this contract and which should be incorporated into it.

1.8 THE SPECIAL CONDITIONS

Additional contractual conditions maybe required and the following must be considered for all contracts.

1. **Data Protection - See Schedule One Data Protection and Annex 1 attached.**
2. *Exit Assistance*
3. *Named Personnel (SQEP)*
4. *Named Sub Contractors*
5. *TUPE (only if applicable)*
6. *Specification*
7. *Charges & Payments*
 - a. *Retentions*
 - b. *Indexation*
 - c. *Mobilisation*
 - d. *Open Book?*
 - e. *Benchmarking?*
 - f. *Fixed Price*
 - g. *Schedule of Rates*
8. *Change Control*
9. *Service Performance*
10. *Liquidated Damages*

THIS AGREEMENT is made on the _____ day of _____

BETWEEN:-

- (1) **PORTLAND TOWN COUNCIL** Portland Community Venue, Three Yards Close, Fortuneswell, Portland, DT5 1JN ("the Council") of the one part; and
- (2) **THE SUPPLIER** whose name, registered office or principal place of business, and fax number are [TO ADD] as stated in the Key Provisions ('the Supplier') of the second part;

IT IS HEREBY AGREED AS FOLLOWS:-

1. INTERPRETATION

1.1 Definitions.

Commencement Date: has the meaning set out in paragraph 1.4 of the Key Provisions.

Confidential Information: all information of a confidential nature disclosed or made available directly or indirectly to the Supplier or its Representatives, including any information which is marked confidential or private and any information relating to the Council's members, customers, clients, suppliers, business strategy, plans, intentions, market opportunities, operations, processes or intellectual property.

Contract: means this contract and includes the Key Provisions the Schedules and all Contract Documents.

Contract Documents: means the documents listed in paragraph 1.7 of the Key Provisions.

Contract Price: means the price and associated details in paragraph 1.3 of the Key Provisions.

Contract Term: means the term set out in paragraph 1.4 of the Key Provisions.

Council Data: means all information and data that is not Personal Data that is processed stored transmitted or generated by the Supplier on behalf of the Council.

Council Materials: has the meaning set out in clause 3.3 (i)

Council's Acceptance: means either the signing of this Contract or the issue by the Council of a Letter of Intent.

Data Protection Legislation: the UK Data Protection Legislation and (for so long as and to the extent that the law of the European Union has legal effect in the UK) the GDPR and any other directly applicable European Union regulation relating to privacy.

Deliverables: all products and materials developed by the Supplier or its agents, contractors and employees as part of or in relation to the Services in any form or media, including without limitation drawings, maps, plans, diagrams, designs, pictures, computer programs, data, specifications and reports (including drafts).

Facility: (if applicable) means the location or locations in paragraph 1.5 of the Key Provisions including any part or parts of Council owned premises.

Information: has the meaning given under section 84 of the Freedom of Information Act 2000.

FOIA: means the Freedom of Information Act 2000.

Insurances: means the insurances set out in paragraph 1.6 of the Key Provisions.

Intellectual Property Rights: all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.

Personal Data: shall mean any personal data as defined in the DPL processed by the Supplier on behalf of the Council.

Request for Information: a request for information or an apparent request under the Code of Practice on Access to Government Information, the Freedom of Information Act 2000 or the Environmental Information Regulations.

Representatives: employees officers, agents, advisors, sub-contractors, suppliers or any other representatives of the Supplier.

Schedule: means the Schedules of this Contract as attached hereto.

Services: means the matters set out in paragraph 1.2 of the Key Provisions; including without limitation any Deliverables, to be provided by the Supplier under this Contract.

UK Data Protection Legislation: any data protection legislation from time to time in force in the UK including the Data Protection Act 1998 or 2018 or any successor legislation.

Working Day: means a day (other than a Saturday, Sunday or a public holiday) when banks in London are open for business.

1.2 The following rules of interpretation apply:

a **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);

a reference to a party includes its personal representatives, successors or permitted assigns;

a reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them;

a reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted;

any phrase introduced by the terms **including**, **include**, **in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms;

a reference to **writing** or **written** includes e-mails but does not include faxes;

any consent required from the Council under the Contract must be obtained in writing from an authorised officer of the Council.

2. BASIS OF CONTRACT

- 2.1 The Supplier has agreed to provide the Services to the Council in return for the Contract Price subject to the terms of this Contract.
- 2.2 This Contract shall come into existence and take effect upon Council's Acceptance and shall continue for the Contract Term until such time as it is terminated in accordance with this Contract.

3. SUPPLY OF SERVICES

- 3.1 The Supplier shall from the Commencement Date and for the duration of this Contract provide the Services to the Council in accordance with the terms of this Contract.
- 3.2 The Supplier shall meet any performance dates for the Services specified in the Key Provisions or notified to the Supplier by the Council.
- 3.3 In providing the Services, the Supplier shall:
- (a) co-operate with the Council in all matters relating to the Services, and comply with all instructions of the Council;
 - (b) perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade;
 - (c) use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with this Contract;
 - (d) ensure that the Services and the Deliverables shall conform with all descriptions and specifications set out in the Key Provisions, and that the Deliverables shall be fit for any purpose expressly or impliedly made known to the Supplier by the Council;
 - (e) provide all equipment, tools and vehicles and such other items as are required to provide the Services;
 - (f) use the best quality goods, materials, standards and techniques and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to the Council, will be free from defects in workmanship, installation and design;
 - (g) obtain and at all times maintain all necessary licences and consents, and comply with all applicable laws and regulations;
 - (h) observe all health and safety rules and regulations and any other security requirements that apply at any part of the Facility and notify the Council immediately of any breach;
 - (i) hold all materials, equipment and tools, drawings, specifications and data supplied by the Council to the Supplier ('Council Materials') in safe custody at its own risk, maintain the

Council Materials in good condition until returned to the Council, and not dispose or use the Council Materials other than in accordance with the Council's written instructions or authorisation;

- (j) not do or omit to do anything which may cause the Council to lose any licence, authority, consent or permission upon which it relies for the purposes of carrying out its duties and functions, and the Supplier acknowledges that the Council may rely or act on the Services; and
- (k) comply with all of the Council's policies and procedure signs notices and other instructions either displayed at the Facility or notified to the Supplier (or its Representatives) from time to time and relating to the use of the Facility or any part of them or any equipment or facilities at the Facility and ensure that its Representatives also comply with this clause.

4. SUPPLIERS PERSONNEL & CONDUCT

4.1 The Council reserves the right:

- (a) to refuse to admit any Representative into the Facility whose admission is in the reasonable opinion of the Council undesirable.
- (b) to request a replacement Representative for a Representative who in the reasonable opinion of the Council is undesirable or not suitably qualified or experienced to perform the Services.

4.2 The Supplier shall:

- (a) ensure that a Representative fulfilling a specific role in performing the Services will do so unless otherwise agreed with the Council.
- (b) take all reasonable steps to prevent unauthorised persons entering the Facility.
- (c) promptly provide the Council with a detailed list of Representatives taking part in the Services specifying the capacities in which they are connected with the Services and any other details the Council may reasonably require.
- (d) arrange the Services so as to minimise any inconvenience or interference to the duties and functions of the Council.

5. COUNCILS REMEDIES

5.1 If the Supplier fails to perform the Services in accordance with this Contract, the Council shall, without limiting its other rights or remedies, have one or more of the following rights:

- (a) to terminate the Contract with immediate effect by giving written notice to the Supplier;
- (b) to refuse to accept any subsequent performance of the Services and/or delivery of the Deliverables which the Supplier attempts to make;
- (c) to recover from the Supplier any costs incurred by the Council in obtaining any substitute service from a third party;

- (d) where the Council has paid in advance for Services that have not been provided by the Supplier to have such sums refunded by the Supplier;
- (e) to claim damages for any additional costs, loss or expenses incurred by the Council which are in any way attributable to the Supplier's failure to provide the Services in accordance with this Contract.

5.2 The terms of this Contract shall extend to any substituted or remedial services supplied by the Supplier.

5.3 The Council's rights under this Contract are in addition to its rights and remedies implied by statute and common law.

6. COUNCIL'S OBLIGATIONS

6.1 The Council shall:

- (a) provide the Supplier with reasonable access at reasonable times to the Facility for the purpose of providing the Services and delivering Deliverables; and
- (b) provide such information as the Supplier may reasonably request (in a format determined by the Council acting reasonably) for the provision of the Services and the Council considers reasonably necessary for the purpose of providing the Services.

7. CHARGES AND PAYMENT AND INVOICES

7.1 The Contract Price shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by the Council, the Contract Price shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.

7.2 In consideration of the supply of Services by the Supplier, the Council shall pay the invoiced amounts within 30 days of the date of a correctly rendered invoice to a bank account nominated in writing by the Supplier.

7.3 All amounts payable by the Council under this Contract are exclusive of amounts in respect of valued added tax chargeable from time to time (**VAT**). Where any taxable supply for VAT purposes is made under this Contract by the Supplier to the Council, the Council shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of Services at the same time as payment is due for the supply of the Services.

7.4 Invoices shall be in a form approved by the Council and any invoices that have to be resubmitted due to the inaccuracy will become due 30 days from the date the resubmitted invoice is issued.

7.5 The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services, and the Supplier shall allow the Council to inspect such records at all reasonable times on request.

- 7.6 The Council may, without limiting its other rights or remedies, set off any amount owing to it by the Supplier against any amount payable by the Council to the Supplier under this Contract.

8. INTELLECTUAL PROPERTY RIGHTS

- 8.1 In respect of the Services and any goods that are transferred to the Council as part of the Services under this Contract, including without limitation the Deliverables or any part of them, the Supplier warrants that it has full clear and unencumbered title to all such items, and that at the date of delivery of such items to the Council, it will have full and unrestricted rights to sell and transfer all such items to the Council.
- 8.2 The Supplier assigns to the Council, with full title guarantee and free from all third party rights, all Intellectual Property Rights in the products of the Services, including for the avoidance of doubt the Deliverables.
- 8.3 The Supplier shall obtain waivers of all moral rights in the products, including for the avoidance of doubt the Deliverables, of the Services to which any individual is now or may be at any future time entitled under Chapter IV of Part I of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction.
- 8.4 The Supplier shall, promptly at the Council's request, do (or procure to be done) all such further acts and things and the execution of all such other documents as the Council may from time to time require for the purpose of securing for the Council the full benefit of the Contract, including all right, title and interest in and to the Intellectual Property Rights assigned to the Council in accordance with clause 8.2.
- 8.5 All Council Materials are the exclusive property of the Council.

9. INDEMNITY & INSURANCE

- 9.1 The Supplier shall keep the Council indemnified in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, fines, legal and other professional fees and expenses awarded against or incurred or paid by the Council as a result of or in connection with:
- (a) any claim made against the Council by a third party for death, personal injury or damage to property arising out of, or in connection with, the Services;
 - (b) any claim made against the Council by a third party arising out of, or in connection with, the supply of the Services, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of this Contract by the Supplier and its Representatives;
 - (c) any claim made against the Council in connection with the negligence of the Supplier or its Representatives whilst on, entering or leaving the Facility or any damage to Councils property or the Facility;

- (d) any claim made against the Council for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with, the Deliverables and/or the use or supply of the Services;
- (e) any breach of the DPL arising out of any unauthorised and unlawful processing, accidental loss or destruction of, or damage or theft to Council Data: and arising out of any action or inaction of the Supplier resulting in the Council being in breach of any of its obligations or duties under the DPL or equivalent applicable legislation in any other country. For the avoidance of doubt this indemnity includes any penalty or fine imposed by the Information Commissioners Office on the Council where the breach of the DPL or the loss of Council Data is the caused by the negligence of the Supplier.

9.2 The indemnities provided in clause 9.1 above shall not extend to any losses, damage or injury to the extent that they are caused directly or arise directly out of the act or omissions of the Council in breach of its obligations under this Contract.

9.3 Without prejudice to its liability to indemnify the Council, the Supplier shall maintain in force the Insurances with reputable insurers lawfully carrying on such insurance business in the United Kingdom during the term of this Contract and for a period of six years thereafter and in the case of Professional Indemnity Insurance twelve years.

9.4 The Supplier shall produce such evidence of insurance as the Council may reasonably require in relation to the insurances demanded as detailed above. Such evidence shall show that the insurances referred to and required by the Contract have been taken out, paid for and shall remain in force at all material times throughout the duration of the Contract, and as required thereafter In this regard the Supplier shall furnish the Council with details of each renewal of insurance as and when its renewal is made throughout the duration of the contract and (if so required by the Council) thereafter.

10. LIABILITY

10.1 Each party shall at all times take all reasonable steps to minimise and mitigate any loss or damage for which the relevant party is entitled to bring a claim against the other party pursuant to this Contract.

10.2 Subject to clause 10.3, the Council shall not have any liability for any:

- (a) indirect or consequential loss or damage;
- (b) loss of business, rent profit or anticipated savings whether direct or indirect unless is has expressly assumed such liability:
- (c) damage to goodwill or reputation;
- (d) loss, theft, damage or destruction to any equipment, tools, machinery, vehicles or other equipment brought onto the Facility by the Supplier or its Representatives;
- (e) loss, damage, costs or expenses suffered or incurred by any third party.

- 10.3 Notwithstanding any other provision of this Contract the Council does not limit or exclude its liability for:
- (a) fraud or fraudulent misrepresentation;
 - (b) death or personal injury caused by its negligence;
 - (c) any other act or omission, liability for which may not be limited under any applicable law.

11. CONFIDENTIALITY

11.1 Subject to clause 11.2 the Supplier shall not acquire any rights of ownership or use in any Confidential Information originating or provided by the Council.

11.2 The Supplier undertakes:

- (a) To restrict the disclosure of Confidential Information to such of its Representatives as need to know it for the purpose of discharging the Supplier's obligations under this Contract , and shall ensure that all such Representatives are subject to obligations of confidentiality corresponding to those set out in this clause 11.
- (b) That the Supplier and its Representatives shall use the Confidential Information only for the purposes of performing their respective obligations under this Contract.
- (c) That any person employed or engaged by the Supplier in connection with this Contract shall not, in the course of such employment or engagement, disclose any Confidential Information to any third party without the prior written consent of the Council.
- (d) To take all necessary precautions to ensure that all Confidential Information is treated as confidential and not disclosed (save as aforesaid) or used other than as permitted by this clause 11.
- (e) That, without prejudice to the generality of the foregoing, neither the Supplier nor any of its Representatives shall use the Confidential Information for the solicitation of business from the other or from any third party.

11.3 The provisions of this clause 11 shall not apply to any information which:

- (a) Is or becomes public other than by breach of this clause 11; or
- (b) Is in the possession of the Supplier without restriction on disclosure before the date of receipt from the disclosing person; or
- (c) Is independently developed by the Supplier without access to the Confidential Information; or
- (d) 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 2000 or the Environmental Information Regulations 2004.

12. AUDIT

- 12.1 The Supplier shall keep and maintain until six years after this Contract has come to an end, or such longer period as specified by the Council (in writing) all Information relating to the Contract and full and accurate records of the following:
- (a) the Services provided under the Contract; and
 - (b) the monies paid by the Council; and
 - (c) any other information requested by the Council.

13. GDPR AND COUNCIL DATA

- 13.1 The provisions in respect of Personal Data and the GDPR are set out in Schedule One Data Protection of this Contract and the Supplier shall comply with the provisions set out therein.
- 13.2 The Supplier shall;
- (a) only process Council Data in accordance with strict instructions from the Council in order to perform its obligations under this Contract.
 - (b) at all times have in place and maintain appropriate technical and organisational security measures to safeguard against unauthorised and unlawful processing, accidental loss or destruction of, or damage or theft to Council Data.
 - (c) ensure all Council Data is processed in a secure manner.
 - (d) immediately notify the Council of any breach of the security measures required to be put in place pursuant to clause 13.1.(b).
- 13.3 As soon as reasonably practicable the Supplier shall at the Supplier's cost, comply with any request by the Council to:
- (a) correct or delete inaccurate Council Data;
 - (b) provide a copy of the Council Data stored in any form of retrieval or storage facilities in the possession or control of the Supplier;
 - (c) provide information about the processing of the Council Data;
 - (d) destroy or return all Council Data to the Council in a format requested by the Council.
- 13.4 The Supplier shall not without the Council's prior consent;
- (a) use the Council Data for the Suppliers own purposes, including for marketing;
 - (b) transfer or disclose any Council Data to third parties;
 - (c) alter, delete, add to or otherwise interfere with the Council Data (save where expressly required to do so by the terms of this Contract).

14. ANTI-BRIBERY

14.1 The Supplier shall:

- (a) Comply with all applicable laws statutes regulations relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 ('Relevant Requirements');
- (b) Not engage in any activity practise or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity practise or conduct had been carried out in the UK;
- (c) Comply with the Council's policies on anti-bribery as the Council may update the Supplier from time to time ('Relevant Policies');
- (d) Have and shall maintain in place throughout the term of this Contract its own policies and procedures, including adequate procedures under the Bribery Act 2010, to ensure compliance with the Relevant Requirements, the Relevant Policies and clause 14.1(b) and will enforce them where appropriate;
- (e) Promptly report to the Council any request or demand for any undue financial or other advantage of any kind received by the Supplier in connection with the performance of this Contract;
- (f) Immediately notify the Council if a foreign public official becomes an officer or employee of the Supplier or acquires a direct or indirect interest in the Supplier, and the Supplier warrants that it has no foreign public officials as direct or indirect owners, officers or employees at the date of this Contract.

14.2 The Supplier shall ensure that any person associated with the Supplier who is performing services in connection with this Contract does so only on the basis of a written contract which imposes on and secures from such person terms equivalent to those imposed on the Supplier in clause 14.1 ('the Relevant Terms'). The Supplier shall be responsible for the observance and performance by such persons of the Relevant Terms, and shall be directly liable to the Council for any breach by such persons of any of the Relevant Terms.

15. TERMINATION

15.1 Without limiting its other rights or remedies, the Council may terminate this Contract with immediate effect by giving written notice to the Supplier if:

- (a) the Supplier commits a material or persistent breach of this Contract and (if such a breach is remediable) fails to remedy that breach within 14 days of receipt of notice in writing of the breach;
- (b) the Supplier suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986 or (being a partnership) has any partner to whom any of the foregoing apply;

- (c) the Supplier commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors;
- (d) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of the Supplier (being a company) other than for the sole purpose of a scheme for a solvent amalgamation of the Supplier with one or more other companies or the solvent reconstruction of the Supplier;
- (e) the Supplier (being an individual) is the subject of a bankruptcy petition order;
- (f) a creditor or encumbrancer of the Supplier attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days;
- (g) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the Supplier (being a company);
- (h) a floating charge holder over the assets of the Supplier (being a company) has become entitled to appoint or has appointed an administrative receiver;
- (i) a person becomes entitled to appoint a receiver over the assets of the Supplier or a receiver is appointed over the assets of the Supplier;
- (j) any event occurs, or proceeding is taken, with respect to the Supplier in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 15.1(b) to clause 15.1(i) (inclusive);
- (k) the Supplier suspends or threatens to suspend, or ceases or threatens to cease to carry on, all or a substantial part of its business;
- (l) the Supplier (being an individual) dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his own affairs or becomes a patient under any mental health legislation.

15.2 Without limiting its other rights or remedies, the Council may terminate this Contract with immediate effect by giving written notice to the Supplier and recover from the Supplier the amount of any loss resulting from such termination, if:

- (a) the Supplier shall have offered, or given or agreed to give, to any person employed by, or in the service of, the any gift, consideration or reward of any kind as an inducement for doing, or promising to do or for having done or promising to do, any action in relation to the obtaining or the execution of this Contract or any other Contract with the Council, or for showing or promising to show favour or disfavour to any person, in relation to this Contract or any other contract with the Council, or if the like acts shall have been done by it, or person employed by it or acting on its behalf (whether with or without the Supplier's knowledge) or if in relation to any contract with the Council the Supplier or any person employed by it or acting on its behalf shall have committed an offence under the Bribery Act 2010, or shall have given any fee or reward the receipt of which is an offence under Section 117 (2) and (3) of the Local Government Act 1972.

- (b) the Supplier or any person on its behalf is found to have canvassed prior to the submission of a tender or quotation.

15.3 Without limiting its other rights or remedies, the Council may terminate this Contract at any time by giving the Supplier one months' written notice.

16. CONSEQUENCES OF TERMINATION

On termination of the Contract or any part of it for any reason:

- (a) where the Services are terminated, the Supplier shall immediately deliver to the Council all Deliverables, whether or not then complete, and return all Council Materials. If the Supplier fails to do so, then the Council may without limiting its other rights or remedies enter the Supplier's premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract;
- (b) notwithstanding the obligations under clause 12 the Supplier shall procure that all Council Data shall be delivered to the Council forthwith and the Supplier shall certify full compliance with this clause;
- (c) the accrued rights and remedies of the parties as at termination shall not be affected, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination; and
- (d) any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of this contract including but not limited to 9,11,12,14 and 17 shall remain in full force and effect.

17. VARIATION

17.1 The Council reserves the right to vary the Contract this to include but not limited to addition sites or removal of sites as tendered from the Service provision under the Contract, Contract Term, as well as varying the Specification, standards and frequency of Service provision.

17.2 No variation of this agreement shall be valid unless it is in writing and signed by or on behalf of each of the parties.

18. PERFORMANCE AND SERVICE CREDITS

18.1 Performance to be in line with Key Performance Indicators as set out in the Specification document.

18.2 Failure of the Supplier to perform the Service in line with the Service Levels as set out in the Key Performance Indicators will be at the discretion of the Council subject to Service Credits.

18.3 Service Credits calculated in accordance with the Specification.

19. PUBLICITY

- 19.1 The Supplier shall not make any press announcements or publicise the existence or terms of the Contract or use the Councils name or brand in any promotion or marketing or announcement of orders without the Councils prior written consent and shall ensure these provisions are observed by its Representatives;
- 19.2 The Council shall be entitled to publicise this Contract for any reason without notice.

20. DISPUTE RESOLUTION

- 20.1 Where there is a dispute, the aggrieved party shall notify the other party in writing of the nature of the dispute with as much detail as possible about the deficient performance of the other party. A senior representative of each of the parties shall meet in person or communicate by telephone within 5 Working Days of the date of the written notification in order to reach an agreement about the nature of the deficiency and the corrective action to be taken by the respective parties. If the dispute cannot be resolved, or if the agreed upon completion dates in any written plan of corrective action are exceeded, either party may seek its remedies as provided below.
- 20.2 If the parties cannot resolve the dispute by the procedure set out above, the parties shall irrevocably submit to the exclusive jurisdiction of the courts of England and Wales for the purposes of hearing and determining any dispute arising out of this Contract. The Council reserves the right to select the independent arbitor, with the obligation on the Supplier to pay Council costs if the Supplier is the unsuccessful Party as result of any arbitration or dispute.

21. SAFEGUARDING

- 21.1 If appropriate, the Supplier shall put or have in place a safeguarding policy which reflects and complements the relevant statutory provisions relating to safeguarding children and/or vulnerable adults and;
- (a) the Council's safeguarding policies and procedures;
 - (i) as applicable and amended from time to time to ensure that all allegations, suspicions and incidents of abuse, harm or the risk of harm to children and / or vulnerable adults or where there is a concern about the behaviour of an individual are reported immediately to the Council's Representative The Supplier's safeguarding policies and procedures should include active encouragement to staff in whistle blowing if aware of suspected abuse.
- 21.2 If appropriate, the Supplier shall submit its safeguarding policy to the Council for approval. The Supplier must incorporate any amendments to the policy which may be advised by the Council.
- 21.3 Subject to the Government Review of the Vetting and Barring Scheme announced 16th June 2010, the Supplier must if appropriate adhere to the requirements under the scheme including, when appropriate, the referral of individuals to the Independent Safeguarding Authority where there is a

concern relating to harm or the risk of harm to children or vulnerable adults or where there is a concern about the behaviour or conduct of an individual. The Supplier shall comply with all statutory obligations in respect of safeguarding and shall act in accordance with the guidance issued by the Independent Safeguarding Authority as amended from time to time.

- 21.4 If appropriate, all Supplier personnel (paid and voluntary) engaged in a Regulated Activity on behalf of the Supplier must have undertaken an Enhanced Criminal Records Bureau Check and the Supplier shall provide the Council's Representative with details of individual Enhanced Criminal Records Bureau Check certificate reference numbers for all employees likely to be engaged in the provision of the Services concerned and ensure this information is updated as required.
- 21.5 The Supplier shall ensure that the organisation operates a recruitment and selection procedure which aligns with the Council's safer recruitment and disciplinary standards and which meets the requirements of legislation, equal opportunities and anti-discriminatory practice and ensures the protection of vulnerable children and adults. The selection of all Supplier personnel and volunteers should be fair, safe and effective and the Supplier will be expected to comply with all national requirements for registered providers and shall ensure the stringent checking of identification, qualifications, curriculum vitae and the scrutiny of at least two confidential references which specifically include a response to a question enquiring as to the suitability of the applicant for the post particularly in circumstances where the carrying out of Criminal Records Bureau Checks is not a statutory requirement.
- 21.6 If appropriate, the Supplier shall ensure that vulnerable children and adults are safeguarded from any form of abuse or exploitation including physical, financial, psychological and sexual abuse, neglect, discriminatory abuse or self harm or inhuman or degrading treatment through deliberate intent, negligent acts or omissions.
- 21.7 If appropriate, the Supplier shall ensure that all allegations, suspicions and incidents of abuse are reported immediately to the Council's Representative and shall promptly take appropriate disciplinary action against any member of staff who is engaged or is alleged to be engaged in any of the improper conduct. The Supplier shall promptly inform the Council's Representative of the initiation, nature and outcome of any disciplinary action taken against any member of staff and shall immediately suspend the member of staff from providing the Services pending investigation and completion of appropriate disciplinary action. The Council's Representative may require the Supplier to provide specific further training and support to the member of staff concerned and may request in writing that the Supplier monitors that member of staff's performance and submits a report to the Council's Representative. The Supplier shall ensure that the provisions of relevant contracts of employment of its staff provide for relevant staff consent to the sharing of the information / data described in this Condition.
- 21.8 If appropriate, the Supplier shall procure that all personnel engaged in the delivery of the Services regularly receive appropriate safeguarding vulnerable adults training according to their job role as detailed within the Specification or discussed and agreed at subsequent contract review meetings.

21.9 If appropriate, the Supplier shall appoint an individual of sufficient seniority for the safeguarding of vulnerable adults. This individual shall be responsible for the implementation and monitoring of the Supplier's safeguarding policies and procedures in accordance with the terms of this Agreement.

21.10 The Supplier shall:

- (a) have in place a process whereby its employees may report in confidence any alleged malpractice on the part of the Supplier as regards any part of the provision of the Services;
- (b) not take any action against any employee pursuant to its contractual rights in respect of that employee where such employee has in accordance with the process provided pursuant to Clause 19.10 (a) and in good faith reported alleged malpractice on the part of the Supplier.

22. EQUALITIES AND DIVERSITY

22.1 The Supplier shall:

- (a) perform its obligations under this Contract (including those in relation to the Services) in accordance with:
 - (i) all applicable equality law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise);
 - (iii) any other requirements and instructions which the Council reasonably imposes in connection with any equality obligations imposed on the Council at any time under applicable equality law;
- (b) take all necessary steps, and inform the Council of the steps taken, to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission or (any successor organisation).
- (c) take all reasonable steps to secure the observance of this clause by all Representatives of the Supplier and all suppliers and sub-contractors employed in performance of the Contract.

23. HUMAN RIGHTS

23.1 Insofar as it the Human Rights Act applies the Supplier shall (and shall use reasonable endeavours to ensure that its Representatives shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of the Contract.

23.2 The Supplier shall undertake or refrain from undertaking such acts as the Council requests so as to enable the Council to comply with its obligations under the Human Rights Act 1998.

24. FREEDOM OF INFORMATION

- 24.1 The Supplier acknowledges that the Council is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and co-operate with the Council (at the Supplier's expense) to enable the Council to comply with these information disclosure requirements.
- 24.2 The Supplier shall and shall procure that its Representatives shall:
- (a) transfer the Request for Information to the Council as soon as practicable after receipt and in any event within two Working Days of receiving a Request for Information;
 - (b) provide the Council with a copy of all Information in its possession or power in the form that the Council requires within five Working Days (or such other period as the Council may specify) of the Council requesting that Information;
 - (c) provide all necessary assistance as reasonably requested by the Council to enable the Council to respond to a Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.
- 24.3 The Council shall be responsible for determining at its absolute discretion whether the Information:
- (a) is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations; and/or
 - (b) is to be disclosed in response to a Request for Information.
- 24.4 In no event shall the Supplier respond directly to a Request for Information unless expressly authorised to do so by the Council.
- 24.5 The Supplier acknowledges that the Council may, acting in accordance with the Secretary of State for Constitutional Affairs' Code of Practice on the discharge of public authorities' functions under Part 1 of FOIA (issued under section 45 of the FOIA, November 2004), be obliged under the FOIA or the Environmental Information Regulations to disclose Information:
- (a) without consulting with the Supplier; or
 - (b) following consultation with the Supplier and having taken its views into account,
- provided always that where clause 24.5(b) applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier 's attention after any such disclosure.
- 24.6 The Supplier shall ensure that all Information produced in the course of the Contract or relating to the Contract is retained for disclosure and shall permit the Council to inspect such records as requested from time to time.

- 24.7 The Supplier acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Council may nevertheless be obliged to disclose Confidential Information in accordance with clause 11.2.

25. HEALTH AND SAFETY

- 25.1 The Supplier shall immediately notify the Council of any health and safety hazards, which may arise in connection with the performance of the Contract. The Council shall promptly notify the Supplier of any health and safety hazards that may exist or arise at the Facility and that may affect the Supplier in the performance of the Contract.
- 25.2 While on the Facility, the Supplier shall comply with any health and safety measures implemented by the Council in respect of staff and other persons working on the Facility.
- 25.3 The Supplier shall notify the Council immediately in the event of any incident occurring in the performance of the Contract on the Facility where that incident causes any personal injury or damage to property that could give rise to personal injury.
- 25.4 The Supplier shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to staff and other persons working on the Facility in the performance of the Contract.
- 25.5 The Supplier shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Council on request.
- 25.6 The Supplier shall comply with the Council's Health and Safety Policy in operation from time to time and available on request.

26. SUSTAINABILITY

Unless the Council specifies otherwise the Supplier in providing the Services shall wherever practicable by design or supply to conserve energy, reduce waste, use durable and upgradeable goods, use more sustainable products (i.e. those that minimise environmental, social and economic impacts) and influence their suppliers to develop same and contribute to the establishment of better sustainable supply chains, this would include but not limited to support of plastic free initiatives.

BEST VALUE

The Supplier shall use reasonable endeavours to ensure that the provision of the Services complies with the Councils statutory duty to provide best value and must make arrangements to secure continuous improvement in the way in which the Services are exercised, having regard to a combination of economy, efficiency and effectiveness.

27. GENERAL

27.1 Force majeure:

Neither party shall be liable to the other as a result of any delay or failure to perform its obligations under the Contract if and to the extent such delay or failure is caused by an event or circumstance which is beyond the reasonable control of that party which by its nature could not have been foreseen by such a party or if it could have been foreseen was unavoidable. If such event or circumstances prevent the Supplier from supplying the Services for more than two weeks, the Council shall have the right, without limiting its other rights or remedies, to terminate this Contract with immediate effect by giving written notice to the Supplier.

27.2 Assignment, novation and subcontracting:

- (a) The Supplier shall not, except where Clause 27.2 (b) of this Contract applies, assign, subcontract, novate, create a trust in, or in any other way dispose of the whole or any part of this Contract without the prior consent in writing of the Council such consent not to be unreasonably withheld or delayed. If the Supplier subcontracts any of its obligations under this Contract, every act or omission of the subcontractor shall for the purposes of this Contract be deemed to be the act or omission of the Supplier and the Supplier shall be liable to the Council as if such act or omission had been committed or omitted by the Supplier itself.
- (b) Notwithstanding Clause 27.2 (a) of this Contract, the Supplier may assign to a third party ("**Assignee**") the right to receive payment of any sums due and owing to the Supplier under this Contract for which an invoice has been issued. Any assignment under this Clause 27.2 (b) of this Contract shall be subject to:
 - (i) the deduction of any sums in respect of which the Council exercises its right of recovery under Clause 7.6 of this Contract;
 - (ii) all related rights of the Council in relation to the recovery of sums due but unpaid;
 - (iii) the Council receiving notification of the assignment and the date upon which the assignment becomes effective together with the Assignee's contact information and bank account details to which the Council shall make payment;
 - (iv) the provisions of Clause 7 of this Contract continuing to apply in all other respects after the assignment which shall not be amended without the prior written approval of the Council;
 - (v) payment to the Assignee being full and complete satisfaction of the Council's obligation to pay the relevant sums in accordance with this Contract.
- (c) Any authority given by the Council for the Supplier to subcontract any of its obligations under this Contract shall not impose any duty on the Council to enquire as to the competency of any authorised subcontractor. The Supplier shall ensure that any authorised subcontractor has the appropriate capability and capacity to perform the relevant obligations and that the obligations carried out by such subcontractor are fully in accordance with this Contract.

- (d) Where the Supplier enters into a subcontract in respect of any of its obligations under this Contract relating to the provision of the Services, the Supplier shall include provisions in each such subcontract, unless otherwise agreed with the Council in writing, which:
 - (i) contain at least equivalent obligations as set out in this Contract in relation to the performance of the Services to the extent relevant to such subcontracting;
 - (ii) contain at least equivalent obligations as set out in this Contract in respect of confidentiality, information security, data protection, Intellectual Property Rights, compliance with law and guidance and record keeping;
 - (iii) contain a prohibition on the subcontractor subcontracting, assigning or novating any of its rights or obligations under such subcontract without the prior written approval of the Council (such approval not to be unreasonably withheld or delayed);
 - (iv) contain a right for the Council to take an assignment or novation of the subcontract (or part of it) upon expiry or earlier termination of this Contract;
- (e) The Council shall upon written request have the right to review any subcontract entered into by the Supplier in respect of the provision of the Services and the Supplier shall provide a certified copy of any subcontract within five (5) Working Days of the date of a written request from the Council. For the avoidance of doubt, the Supplier shall have the right to redact any confidential pricing information in relation to such copies of subcontracts.
- (f) Where the Supplier enters into a subcontract in respect of any of its obligations under this Contract relating to the provision of the Services, the Supplier shall include provisions in each such subcontract, unless otherwise agreed with the Council in writing, which require payment to be made of all sums due to the subcontractor from the Supplier within a specified period not exceeding thirty (30) days from receipt by the Supplier of a valid invoice.
- (g) Where the Council pays the Supplier's undisputed invoices earlier than thirty (30) days from receipt in accordance with any applicable government prompt payment targets, the Supplier shall use its reasonable endeavours to pay its relevant subcontractors within a comparable timeframe from receipt by the Supplier of such undisputed invoices from its subcontractors.
- (h) The Council 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.

27.3 Transfer of Services:

- (a) Where the Council intends to continue to procure services equivalent to any or all of the Services after termination or expiry of the Contract, either by performing them itself or by the appointment of a replacement supplier, the Supplier shall use all reasonable endeavours to ensure the seamless transition of the Services to the Council or a replacement supplier and to ensure that the transition is effected with the minimum of disruption to the Council.
- (b) The Supplier shall co-operate fully during the transition period and provide full access to all written and electronic information, data, documents, manuals working instructions, and reports which the Council (acting reasonably) considers necessary.

27.4 **Notices:**

- (a) Any notice or other communication required to be given to a party under or in connection with this Contract shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post, recorded delivery or by commercial courier, at its registered office (if a company) or (in any other case) its principal place of business, or sent by fax to the other party's main fax number.
- (b) Any notice or communication shall be deemed to have been duly received if delivered personally, when left at the address referred to above or, if sent by prepaid first-class post or recorded delivery, at 9.00 am on the second Working Day after posting, or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed, or if sent by fax, on the next Working Day after transmission.
- (c) This clause 26.4 shall not apply to the service of any proceedings or other documents in any legal action. For the purposes of this clause, "writing" shall not include e-mails and for the avoidance of doubt notice given under this Contract shall not be validly served if sent by e-mail.

27.5 **Waiver and cumulative remedies:**

- (a) A waiver of any right under the Contract is only effective if it is in writing and shall not be deemed to be a waiver of any subsequent breach or default. No failure or delay by a party in exercising any right or remedy under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.
- (b) Unless specifically provided otherwise, rights arising under the Contract are cumulative and do not exclude rights provided by law.

27.6 **Severance:**

- (a) If a court or any other competent authority finds that any provision (or part of any provision) of the Contract is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- (b) If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

27.7 **Status:** Nothing in the Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party being the agent or employee of another party for any purpose. No party shall have authority to act as an employee or as agent for, or to bind, the other party in any way.

27.8 **Third parties:** A person who is not a party to the Contract shall not have any rights under or in connection with it.

27.9 **Variation:** Save for any variation required by paragraph 1.13 of Schedule One Data Protection any other variation, including any additional terms and conditions, to the Contract to which paragraph 1.13 is not applicable shall only be binding when agreed in writing and signed by the parties. For the avoidance of doubt in writing for the purpose of this clause does not include faxes or e-mails.

27.10 **Governing law and jurisdiction:** The Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

27.11 **Entire agreement:** This Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter. Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in this Contract.

IN WITNESS of which the parties hereto have executed and delivered this document as a deed the day and year first before written

Executed as a deed by

Portland Town Council Print name:

Acting by two councillors

In the presence of the proper

Officer of the Council: Print name:

Proper Officer:

Name , Town Clerk

SIGNED as a **DEED** by)

)

acting in the presence of:-)

Director

Director / Secretary

SCHEDULE 2 - STAFF INFORMATION AND THE APPLICATION OF TUPE AT THE END OF THE CONTRACT

“Actual Services Commencement Date”	means the date the Supplier actually commences delivery of all of the Services;
“Employment Liabilities”	means all claims, demands, actions, proceedings, damages, compensation, tribunal awards, fines, costs (including but not limited to reasonable legal costs), expenses and all other liabilities whatsoever;
“Interested Party”	means any organisation which has a legitimate interest in providing services of the same or similar nature to the Services in immediate or proximate succession to the Supplier or any subcontractor and who had confirmed such interest in writing to the Council;
“Subsequent Transfer Date”	means the point in time, if any, at which services which are fundamentally the same as the Services (either in whole or in part) are first provided by a Successor or the Council, as appropriate, giving rise to a relevant transfer under TUPE;
“Subsequent Transferring Employees”	means any employee, agent, consultant and/or contractor who, immediately prior to the Subsequent Transfer Date, is wholly or mainly engaged in the performance of services fundamentally the same as the Services (either in whole or in part) which are to be undertaken by the Successor or Council, as appropriate;
“Successor”	means any third party who provides services fundamentally the same as the Services (either in whole or in part) in immediate or subsequent succession to the Supplier upon the expiry or earlier termination of this Contract;
“Transfer Date”	means the Actual Services Commencement Date.
"TUPE"	means the Transfer of Undertakings (Protection of Employment) Regulations 2006 (2006/246) and/or any other regulations enacted for the purpose of implementing the Acquired Rights Directive (77/187/EEC, as amended by Directive 98/50 EC and consolidated in 2001/23/EC) into English law;
1.1	Upon the day which is no greater than nine (9) months before the expiry of this Contract or as soon as the Supplier is aware of the proposed termination of the Contract, the Supplier shall, within twenty eight (28) days of receiving a written request from the Council and to the extent permitted by law, supply to the Council and keep updated all information required by the Council as to the terms and conditions of employment and employment history of any Representatives (including all employee liability information identified in regulation 11 of TUPE) and the Supplier shall warrant such information is full, complete and accurate.
1.2	No later than twenty eight (28) days prior to the Subsequent Transfer Date, the Supplier shall or shall procure that any subcontractor shall provide a final list to the Successor and/or the Council, as appropriate, containing the names of all the Subsequent Transferring Employees whom the Supplier or subcontractor expects will transfer to the Successor or the Council and all employee liability information identified in regulation 11 of TUPE in relation to the Subsequent Transferring Employees.

- 1.3 The Supplier shall be liable to the Council for, and shall indemnify and keep the Council indemnified against, any loss, damages, costs, expenses (including without limitation legal costs and expenses), claims or proceedings that arise or result from any deficiency or inaccuracy in the information which the Supplier is required to provide under Clauses 1.1 and 1.2.
- 1.4 If the Supplier shall, in the reasonable opinion of the Council, deliberately not comply with its obligations under Clauses 1.1 and 1.2 of this Schedule 2, the Council may withhold payment under Clause 7.
- 1.5 Subject to Clauses 1.6 and 1.7 of this Schedule 2, during the period of nine (9) months preceding the expiry of this Contract or after notice of termination of this Contract has been served by either party, the Supplier shall not, and shall procure that any subcontractor shall not, without the prior written consent of the Council, such consent not to be unreasonably withheld or delayed:
- 1.5.1 make, propose or permit any material changes to the terms and conditions of employment or other arrangements of any of the Representatives;
- 1.5.2 increase or seek to increase the emoluments (excluding cost of living increases awarded in the ordinary course of business) payable to any of the Representatives;
- 1.5.3 replace any of the Representatives or increase the total number of employees providing the Services;
- 1.5.4 deploy any person other than the Representatives to perform the Services;
- 1.5.5 terminate or give notice to terminate the employment or arrangements of any of the Representatives;
- 1.5.6 increase the proportion of working time spent on the Services by any of the Representatives; or
- 1.5.7 introduce any new contractual term or customary practice concerning the making of any lump sum payment on the termination of employment of any of the Representatives.
- 1.6 Clause 1.5 of this Schedule 2 shall not prevent the Supplier or any subcontractor from taking any of the steps prohibited in that Clause in circumstances where the Supplier or subcontractor is required to take such a step pursuant to any changes in legislation or pursuant to a collective agreement in force at that time.
- 1.7 Where the obligations on the Supplier under Clause 1 of this Schedule 2 are subject to the DPL, the Supplier will, and shall procure that any subcontractor will, use its best endeavours to seek the consent of the Representatives to disclose any information covered under the DPL and utilise any other exemption or provision within the DPL which would allow such disclosure.
- 1.8 Having as appropriate gained permission from any subcontractor, the Supplier hereby permits the Council to disclose information about the Representatives to any Interested Party provided that the Council informs the Interested Party in writing of the confidential nature of the information.
- 1.9 The parties agree that where a Successor provides the Services or services which are fundamentally the same as the Services in the immediate or subsequent succession to the Supplier or subcontractor (in whole or in part) on expiry or early termination of this Contract (howsoever arising) TUPE, the Cabinet Office Statement and Fair Deal for Staff Pensions may apply in respect of the subsequent provision of the Services or services which are fundamentally the same as the Services. If TUPE, the Cabinet Office Statement and Fair Deal for Staff Pensions apply then Clause 1.11 to Clause 1.14 of this Schedule 2.

- 1.10 If on the termination or at the end of the Contract TUPE does not apply, then all Employment Liabilities and any other liabilities in relation to the Representatives shall remain with the Supplier or subcontractor as appropriate. The Supplier will, and shall procure that any subcontractor shall, indemnify and keep indemnified the Council in relation to any Employment Liabilities arising out of or in connection with any allegation or claim raised by any Representatives.
- 1.11 In accordance with TUPE, and any other policy or arrangement applicable, the Supplier shall, and will procure that any subcontractor shall, comply with its obligations to inform and consult with the appropriate representatives of any of its employees affected by the subsequent transfer of the Services or services which are fundamentally the same as the Services.
- 1.12 The Supplier will and shall procure that any subcontractor will on or before any Subsequent Transfer Date:
- 1.12.1 pay all wages, salaries and other benefits of the Subsequent Transferring Employees and discharge all other financial obligations (including reimbursement of any expenses and any contributions to retirement benefit schemes) in respect of the period between the Transfer Date and the Subsequent Transfer Date;
- 1.12.2 account to the proper authority for all PAYE, tax deductions and national insurance contributions payable in respect of the Subsequent Transferring Employees in the period between the Transfer Date and the Subsequent Transfer Date;
- 1.12.3 pay any Successor or the Council, as appropriate, the amount which would be payable to each of the Subsequent Transferring Employees in lieu of accrued but untaken holiday entitlement as at the Subsequent Transfer Date;
- 1.12.4 pay any Successor or the Council, as appropriate, the amount which fairly reflects the progress of each of the Subsequent Transferring Employees towards achieving any commission, bonus, profit share or other incentive payment payable after the Subsequent Transfer Date wholly or partly in respect of a period prior to the Subsequent Transfer Date;
and
- 1.12.5 subject to any legal requirement, provide to the Successor or the Council, as appropriate, all personnel records relating to the Subsequent Transferring Employees including, without prejudice to the generality of the foregoing, all records relating to national insurance, PAYE and income tax. The Supplier shall for itself and any subcontractor warrant that such records are accurate and up to date.
- 1.13 The Supplier will and shall procure that any subcontractor will indemnify and keep indemnified the Council and/or a Successor in relation to any Employment Liabilities arising out of or in connection with any claim arising from:
- 1.13.1 the Supplier's or subcontractor's failure to perform and discharge its obligations under Clause 1.12 of this Schedule 2;
- 1.13.2 any act or omission by the Supplier or subcontractor in respect of the Subsequent Transferring Employees occurring on or before the Subsequent Transfer Date;
- 1.13.3 any allegation or claim by any person who is not a Subsequent Transferring Employee but who alleges that their employment should transfer or has transferred to the Successor or the Council, as appropriate;
- 1.13.4 any emoluments payable to a person employed or engaged by the Supplier or subcontractor (including without limitation all wages, accrued holiday pay, bonuses, commissions, PAYE, national insurance contributions, pension contributions and other contributions) payable in respect of any period on or before the Subsequent Transfer Date;

1.13.5 any allegation or claim by any of the Subsequent Transferring Employees on the grounds that the Successor or Council, as appropriate, has failed to continue a benefit provided by the Supplier or subcontractor as a term of such Subsequent Transferring Employee's contract as at the Subsequent Transfer Date where it was not reasonably practicable for the Successor or Council, as appropriate, to provide an identical benefit but where the Successor or Council, as appropriate, has provided (or offered to provide where such benefit is not accepted by the Subsequent Transferring Employee) an alternative benefit which, taken as a whole, is no less favourable to such Subsequent Transferring Employee; and

1.13.6 any act or omission of the Supplier or any subcontractor in relation to its obligations under regulation 13 of TUPE, or in respect of an award of compensation under regulation 15 of TUPE except to the extent that the liability arises from the Successor's or Council's failure to comply with regulation 13(4) of TUPE.

1.14 The Supplier will, or shall procure that any subcontractor will, on request by the Council provide a written and legally binding indemnity in the same terms as set out in Clause 1.13 of this Schedule 2 to any Successor in relation to any Employment Liabilities arising up to and including the Subsequent Transfer Date.

1.15 The Supplier will indemnify and keep indemnified the Council and/or any Successor in respect of any Employment Liabilities arising from any act or omission of the Supplier or subcontractor in relation to any other Representatives who is not a Subsequent Transferring Employee arising during any period whether before, on or after the Subsequent Transfer Date.

1.16 If any person who is not a Subsequent Transferring Employee claims or it is determined that their contract of employment has been transferred from the Supplier or any subcontractor to the Council or Successor pursuant to TUPE or claims that their employment would have so transferred had they not resigned, then:

1.16.1 the Council will, or shall procure that the Successor will, within seven (7) days of becoming aware of that fact, give notice in writing to the Supplier;

1.16.2 the Supplier may offer (or may procure that a subcontractor may offer) employment to such person within twenty eight (28) days of the notification by the Council or Successor;

1.16.3 if such offer of employment is accepted, the Council will, or shall procure that the Successor will, immediately release the person from their employment; and

1.16.4 if after the period in Clause 1.16.2 of this Schedule 2 has elapsed, no such offer of employment has been made or such offer has been made but not accepted, the Council will, or shall procure that the Successor will (whichever is the provider of the Services or services of the same or similar nature to the Services), employ that person in accordance with its obligations and duties under TUPE and shall be responsible for all liabilities arising in respect of any such person after the Subsequent Transfer Date.