

**Standard Contract for Goods and/or Services – Order Form**

<b>1. Contract Reference Number</b>	CPD4130053	
<b>2. Customer</b>	The secretary of State for Housing, Communities & Local Government, Fry Building, 2 Marsham Street, London, SW1P 4DF. In entering into this contract the Buyer is acting as part of the crown and the Supplier shall be treated as contracting with the Crown as a whole.	
<b>3. Contractor(s)</b>	Van Zuylen Consulting Limited 43 Woodlands Park, Guildford, England, GU1 2TJ	
<b>4. MHCLG Group Members</b>	The following MHCLG Group members will receive the benefit of the Deliverables:  MHCLG Executive Team members	
<b>5. The Agreement</b>	<p>This Order is part of the Agreement and is subject to the terms and conditions appended at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ol style="list-style-type: none"> <li>this order;</li> <li>the terms and conditions at Appendix 1; and</li> <li>the remaining Appendices (if any) in equal order of precedence.</li> </ol>	
<b>6. Deliverables</b>	<b>Applicable Deliverables</b>	Goods only: Services only: X Goods and Services:
	<b>Services</b>	An agreed programme of Executive Team development activity comprising the following stages:  <b>Core:</b> <ol style="list-style-type: none"> <li>1. Diagnosis (Sept) including 60-min confidential interviews with each team member.</li> <li>2. Design (Sept)</li> <li>3. Kick-off workshop (Oct)</li> <li>4. Practice &amp; embed (Nov – Dec)</li> </ol>

		Optional, if required (at the sole discretion of MHCLG): 5. Additional half-day workshops
<b>7. Start Date</b>	01 September 2025	
<b>8. Expiry Date</b>	31 March 2026 – or upon completion of agreed services if earlier.	
<b>9. Charges</b>	<p>The Charges for the Goods and/or Services shall be as set out. The Charges are fixed for the duration of the Agreement.</p> <p>Core deliverables: [REDACTED]  Optional deliverables: [REDACTED]  Facilitator travel and consumables reimbursed at cost (up to cumulative limit [REDACTED])</p>	
<b>10. Payment</b>	Payments will be made upon submission of a Purchase Order to [REDACTED] within 30 days of receipt of a valid and uncontested invoice.	
<b>11. Contractor's Liability Cap (Clause 15)</b>	Professional Indemnity: Capped at £1,000,000.00.	
<b>12. Customer's Authorised Representative(s)</b>	For general liaison your contact will continue to be: [REDACTED]	
<b>13. Contractors Authorised Representative</b>	For general liaison your contact will continue to be: [REDACTED]	
<b>14. Optional Intellectual Property Rights ("IPR") Clauses</b>	Not applicable	
<b>15. Progress Meetings and Progress Reports</b>	Not applicable	
<b>16. Address for Notices</b>	<b>Customer:</b>	<b>Contractor:</b>
	<b>Name:</b> [REDACTED] <b>Email:</b> [REDACTED]	<b>Name:</b> [REDACTED] <b>Email:</b> [REDACTED]
<b>17. Key Personnel of the Contractor</b>	[REDACTED]	

<b>18. Procedures and Policies</b>	All activities to be conducted in accordance with professional standards. Location of events to be suitable for activities.
<b>19. Special Terms</b>	Not applicable
<b>20. Additional Insurance</b>	Not applicable
<b>21. Further Data Protection Provisions</b>	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: No: X</p>

Signed for and on behalf of the <b>Customer</b>		Signed for and on behalf of the <b>Contractor</b>	
<b>Name:</b>	[REDACTED]	<b>Name:</b>	[REDACTED]
<b>Role:</b>	[REDACTED]	<b>Role:</b>	[REDACTED]
<b>Date:</b>	02 September 2025	<b>Date:</b>	
<b>Signature:</b>	[REDACTED]	<b>Signature:</b>	[REDACTED]

### Appendix 1: Terms and Conditions

The Department's standard Terms and Conditions are attached herewith.