



GOODS CONTRACT

THE COUNTY COUNCIL OF DURHAM (1)
AS COUNCIL

AND

[PROVIDER NAME] (2)
AS PROVIDER

CONTRACT FOR THE
PROVISION OF [CONTRACT TITLE]

PROCONTRACT REFERENCE: DN[]
OJEU REFERENCE: []
DATE OF AGREEMENT:

Helen Lynch
Head of Legal and Democratic Services
Durham County Council
County Hall
Durham
DH1 5UL

DURHAM COUNTY COUNCIL

CONTRACT FOR []

CONTRACT PARTICULARS

Contract Title	Contract for []	
Council	The Council of the County of Durham	
Contractor	<i>Insert name of organisation</i>	
Documents included in the Contract	Contract Particulars; Terms and Conditions: Schedules: <ol style="list-style-type: none">1. Clarifications2. Pricing Schedule3. Specification4. Form of Tender5. Tender6. Data Processing and Data Subjects7. Supply Chain Agreements	
Commencement Date	<i>insert</i>	
Contract Period (and any option to extend)	<i>insert</i>	
Description of Goods	<i>Insert or refer to Specification</i>	
Price	<i>[£] or [see attached Pricing Schedule]</i>	
Payment Terms	<i>Insert or [see attached Pricing Schedule]</i>	
Delivery Instructions	<i>Insert or [see Specification]</i>	
Monitoring Requirements	<i>Insert where applicable or [see Specification]</i>	
Key Personnel	<i>Insert where applicable</i>	
Council Authorised Officer(s)		
Name	Position	Contact Details
<i>insert</i>		

Contract Manager	
Name	Contact Details
<i>insert</i>	

Insurance <i>(delete/amend as applicable)</i>	
Insurance type:	Minimum level
Employer's Liability Insurance	£[] million
Public Liability Insurance	£[] million
Professional Indemnity Insurance	£[] million
Product Liability Insurance	£[] million
Motor Vehicle	<i>insert</i>

Signed on behalf of THE COUNTY COUNCIL OF DURHAM by

Name

Position

Signed on behalf of THE COUNTY COUNCIL OF DURHAM by

Name

Position

Signed on behalf of the Contractor by

Name

Position

[Signed] [Witnessed] on behalf of the Contractor by

Name

Position

[Address]

[Delete as applicable]

DURHAM COUNTY COUNCIL

STANDARD TERMS AND CONDITIONS FOR GOODS

1. GENERAL PROVISIONS

Definitions

In the Contract, unless the context otherwise requires the following provisions shall have the meanings given to them below:

"Approval" and "Approved"	means the written consent of the Council
"Auditor"	means the National Audit Office or an auditor appointed by the Audit Commission as the context requires
"Bribery Act"	the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation;
"Business Continuity Plan"	means the plan setting out the Provider's proposed methodology to ensure continuance of the Contract in the event of an emergency;
"Change in Law"	the coming into effect or repeal (without re-enactment or consolidation) in England of any Law, or any amendment or variation to any Law, or any judgement of a relevant court of law which changes binding precedent in England in each case after the date of this Contract;
"Commencement Date"	means the commencement date set out in the Contract Particulars
"Commercially Sensitive Information"	means any Confidential Information comprised of information: (a) which is provided by the Provider and designated as commercially sensitive information by the Council for the period set out in that Contract Particulars and/or (b) that constitutes a trade secret
"Confidential Information"	means: (a) any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party and all personal data and sensitive personal data within the meaning of the DPA; and (b) the Commercially Sensitive Information and does not include any information: (i) which was public knowledge at the time of disclosure (otherwise than by breach of Clause 6.22 -6.29 (Confidential Information)); (ii) which was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party; (iii) which is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or (iv) is independently developed without access to the Confidential Information
"Contract Particulars"	means the document detailing the specific core terms agreed between the parties with regard to the Goods which shall include but not be limited to, the Commencement Date, Authorised Officer, Contract

	Manager, Key Personnel, Contract Period and Monitoring Requirements
"Contract Price"	means the price (exclusive of any applicable VAT), payable to the Provider by the Council under the Contract, as set out in the Contract Particulars, for the full and proper performance by the Provider of its obligations under the Contract
"Contracting Authority"	means any contracting authority as defined in Regulation 2 of the Public Contracts Regulations 2015 <i>other</i> than the Council.
"Controller"	takes the meaning given in the GDPR;
"Council"	means the County Council of Durham of County Hall, Durham DH1 5UL
"Default"	means any breach of the obligations of the relevant Party (including but not limited to fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or negligent statement of the relevant Party or the Staff in connection with or in relation to the subject-matter of the Contract and in respect of which such Party is liable to the other
"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Contractor under this Agreement, and/or actual or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach;
"Data Protection Legislation"	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) Data Protection Act 2018, to the extent that relates to processing of personal data and privacy; (iii) all applicable Law about processing of personal data and privacy;
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
"Data Protection Officer"	has the meaning given to it in the GDPR;
"Data Subject"	has the meaning given to it in the GDPR;
"Data Subject Request"	A request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
"DPA 2018"	the Data Protection Act 2018;
"FOIA"	the Freedom of Information Act 2000;
"Force Majeure"	means any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventative action by that Party, including fire; flood; violent storm; pestilence; explosion; malicious damage; armed conflict; acts of terrorism; nuclear, biological or chemical warfare; or any other disaster, natural or man-made, but excluding: <ul style="list-style-type: none"> (a) any industrial action occurring within the Provider's or any sub-contractor's organisation; or (b) the failure by any sub-contractor to perform its obligations under any sub-contract
"Fraud"	means any offence under Laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud a Contracting Authority or the Council
"GDPR"	the General Data Protection Regulations (Regulation (EU) 2016/6790

"Goods"	means the goods to be supplied as specified and all associated services provided by the Provider in relation to those goods;
"Information"	has the meaning given under Section 84 of the FOIA
"Intellectual Property Rights" and "IPRs"	means patents, inventions, trademarks, service marks, logos, design rights (whether registerable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off
"Law"	means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any Regulatory Body of which the Provider is bound to comply
"LED"	Law Enforcement Directive (<i>Directive (EU) 2016/680</i>)
"Liabilities"	all costs, actions, demands, expenses, losses, damages, claims, proceedings, awards, fines, orders and other liabilities (including reasonable legal and other professional fees and expenses) whenever arising or brought;
"Month"	means calendar month
"Parent Company"	means any company which is the ultimate Holding Company of the Provider or any other company of which the ultimate Holding Company of the Provider is also the ultimate Holding Company and which is either responsible directly or indirectly for the business activities of the Provider or which is engaged by the same or similar business to the Provider. The term "Holding Company" shall have the meaning ascribed in Section 1159 of the Companies Act 2006 or any statutory re-enactment or amendment thereto
"Party"	means the Provider or the Council
"Payment Terms"	Means the payment terms set out in the Contract Particulars and Clause 4
"Personal Data"	has the meaning given to it in the GDPR;
"Personal Data Breach"	has the meaning given to it in the GDPR;
"Premises"	means the delivery address where the Goods are to be supplied, as set out in the delivery instructions
"Processor"	has the meaning given to it in the GDPR;
"Protective Measures"	appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it;
"Quality Standards"	means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardisation or other reputable or equivalent body, (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Provider would reasonably and ordinarily be expected to comply with (as may be further detailed in the Specification) and any other quality standards set out in the Specification

"Regulatory Body / Bodies"	means those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the Council
"Replacement Provider"	means any third party provider of Goods appointed by the Council to supply any goods which are substantially similar to any of the Goods, and which the Council receives in substitution for any of the Goods following the expiry, termination or partial termination of the Contract
"Request for Information"	shall have the meaning set out in the FOIA or the Environmental Information Regulations as relevant (where the meaning set out for the term "Request" shall apply)
"Staff"	means all persons employed by the Provider to perform its obligations under the Contract together with the Provider's servants, agents, suppliers and sub-contractors used in the performance of its obligations under the Contract
"Sub-processor"	Any third party appointed to process Personal Data on behalf of the Contractor related to this Contract;
"Tender"	means the tender or quotation document(s) submitted by the Provider to the Council in response to the Council's invitation to providers for offers to supply it with Goods
"Terms and Conditions"	the terms and conditions set out in this document;
"VAT"	means value added tax in accordance with the provisions of the Value Added Tax Act 1994
"Working Day"	means any day other than a Saturday or Sunday or public holiday in England and Wales.

Interpretation

- 1 The interpretation and construction of the Contract including any schedules and appendices shall be subject to the following provisions:
 - 1.1 words importing the singular meaning include where the context so admits the plural meaning and vice versa;
 - 1.2 words importing the masculine include the feminine and the neuter;
 - 1.3 the words "include", "includes" and "including" are to be construed as if they were immediately followed by the words "without limitation";
 - 1.4 references to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
 - 1.5 references to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
 - 1.6 headings are included in the Contract for ease of reference only and shall not affect the interpretation or construction of the Contract; and
 - 1.7 reference to a clause is a reference to the whole of that clause unless stated otherwise.

Provider's Status

- 1.2 At all times during the Contract the Provider shall be an independent Provider and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between

the Parties and, accordingly, neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract.

Council's Obligations

- 1.3 Save as otherwise expressly provided, the obligations of the Council under the Contract are obligations of the Council in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation upon, or in any other way fetter or constrain the Council in any other capacity, nor shall the exercise by the Council of its duties and powers in any other capacity lead to any liability under the Contract (howsoever arising) on the part of the Council to the Provider.

Entire Agreement

- 1.4 This Contract constitutes the entire agreement and understanding between the Parties in respect of the matters dealt with in it and supersedes, cancels or nullifies any previous agreement between the Parties in relation to such matters.
- 1.5 Each of the Parties acknowledges and agrees that in entering into the Contract it does not rely on, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) other than as expressly set out in the Contract. The only remedy available to either Party for any such statements, representation, warranty or understanding shall be for breach of contract under the terms of the Contract.
- 1.6 Nothing in Clauses 1.4 and 1.5 shall operate to exclude Fraud or fraudulent misrepresentation.
- 1.7 In the event of and only to the extent of any conflict between the Contract Particulars, the clauses of the Contract and any document referred to in those clauses, the conflict shall be resolved in accordance with the following order of precedence:
- (a) the Order;
 - (b) Clarifications;
 - (c) Pricing Schedule;
 - (d) Terms and Conditions;
 - (e) Specification;
 - (f) Form of Tender;
 - (g) Tender;
 - (h) The remaining Schedules (if any); and
 - (i) any other document referred to in the clauses of the Contract;
 - (j) Supply Chain Agreements.
- 1.8 The Contract may be executed in counterparts each of which when executed and delivered shall constitute an original but all counterparts together shall constitute one and the same instrument.

Notices

- 1.9 Except as otherwise expressly provided within the Contract, no notice or other communication from one Party to the other shall have any validity under the Contract unless made in writing by or on behalf of the Party sending the communication.
- 1.10 Any notice or other communication which is to be given by either Party to the other shall be given by letter (sent by hand, post, registered post or by the recorded delivery service), by facsimile transmission or electronic mail. Such letters shall be addressed to the other Party in the manner referred to in Clause 1.15 Provided the relevant communication is not returned as undelivered, the notice or communication shall be deemed to have been given two (2) Working Days after the day on which the letter was posted, or four (4) hours, in the case of electronic mail or facsimile transmission or sooner where the other Party acknowledges receipt of such letters, facsimile transmission or item of electronic mail.

1.11 For the purposes of Clause 1.14 the address of each Party shall be:

- a) for the Council: the address set out in the Contract Particulars;
- b) for the Provider: the address set out in the Contract Particulars.

1.12 Either Party may change its address for service by serving a notice in accordance with this Clause.

Mistakes in Information

1.13 The Provider shall be responsible for the accuracy of all drawings, documentation and information supplied to the Council by the Provider in connection with the supply of the Goods and shall pay the Council any extra costs occasioned by any discrepancies, errors or omissions therein.

Conflicts of Interest

1.14 The Provider shall take appropriate steps to ensure that neither the Provider nor any Staff are placed in a position where (in the reasonable opinion of the Council), there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Provider or Staff and the duties owed to the Council under the provisions of the Contract.

1.15 The Provider shall promptly notify the Council (and provide full particulars to the Council) if any conflict referred to in Clause 1.14 above arises or is reasonably foreseeable.

1.16 The Council reserves the right to terminate the Contract immediately by giving notice in writing to the Provider and/or to take such other steps it deems necessary where, in the reasonable opinion of the Council, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Provider and the duties owed to the Council under the provisions of the Contract. The actions of the Council pursuant to this Clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Council.

Prevention of Fraud

1.17 The Provider shall take all reasonable steps to prevent any Fraud by Staff and the Provider (including its shareholders, members and directors) in connection with the receipt of monies from the Council.

1.18 The Provider shall notify the Council immediately if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.

1.19 If the Provider or its Staff commits any Fraud in relation to this or any other contract with a Contracting Authority or the Council the Council may:

- a) terminate the Contract with immediate effect by giving the Provider notice in writing and recover from the Provider the amount of any loss suffered by the Council resulting from the termination including the cost reasonably incurred by the Council of making other arrangements for the supply of the Goods and any additional expenditure incurred by the Council throughout the remainder of the Contract Period; and/or
- b) recover in full from the Provider any other loss sustained by the Council in consequence of any breach of this Clause 1.19.

1.20 This Clause shall apply for the duration of the Contract and for a period of two (2) years after expiry of the Contract.

2. SUPPLY OF GOODS

The Goods

2.1 The Provider shall supply the Goods in accordance with the Council's requirements as stated in the Specification, and in accordance with any obligations implied by Section 12 or 14 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982.

2.2 If requested by the Council the Provider shall provide the Council with samples of Goods for evaluation and approval, at the Provider's cost and expense and such requests shall be acted upon immediately.

- 2.3 The Provider shall ensure that the Goods are fully compatible with any of the Council's equipment, to the extent set out in the Specification.
- 2.4 The Provider acknowledges that the Council relies on the skill and judgment of the Provider in the supply of the Goods and the performance of its obligations under the Contract.

Delivery

- 2.5 The Provider shall deliver the Goods at the time(s) and date(s) specified in the delivery instructions.
- 2.6 Delivery lead times from point of order to receipt of goods should not exceed four (4) working days.
- 2.7 Unless otherwise stated in the delivery instructions, where the Goods are delivered by the Provider, the point of delivery shall be when the Goods are removed from the transporting vehicle at the Premises.
- 2.8 Except where otherwise provided in the delivery instructions, delivery shall include the unloading, stacking or installation of the Goods by the Staff or the Provider's suppliers or carriers at such place as the Council or duly authorised person shall reasonably direct.
- 2.9 Time of delivery shall be of the essence and if the Provider fails to deliver the Goods within the time specified in the delivery instructions, the Council may release itself from any obligation to accept and pay for the Goods and/or terminate the Contract, in either case without prejudice to any other rights and remedies of the Council.
- 2.10 The Council shall be under no obligation to accept or pay for any Goods delivered in excess of the quantity ordered. If the Council elects not to accept such over-delivered Goods it shall give notice in writing to the Provider to remove them within five (5) Working Days and to refund to the Council any expenses incurred by it as a result of such over-delivery (including but not limited to the costs of moving and storing the Goods), failing which the Council may dispose of such Goods and charge the Provider for the costs of such disposal. The risk in any over-delivered Goods shall remain with the Provider unless they are accepted by the Council. The Council shall be under no obligation to accept or pay for any Goods supplied earlier than the date for delivery stated in the delivery instructions.
- 2.11 Unless expressly agreed to the contrary, the Council shall not be obliged to accept delivery by instalments. If, however, the Council does specify or agree to delivery by instalments, delivery of any instalment later than the date specified or agreed for its delivery shall, without prejudice to any other rights or remedies of the Council, entitle the Council to terminate the whole of any unfulfilled part of the Contract without further liability to the Council.
- 2.12 The Provider shall deliver the Goods in accordance with the requirements of the Supply Chain Agreement relevant to the appropriate delivery point. See Schedule 7.

Ownership and Risk

- 2.13 Title and risk in the Goods shall, without prejudice to any other rights or remedies of the Council, pass to and remain with the Council on the supply, installation or delivery of the Goods whichever is the earliest.

Non-Delivery

- 2.14 Where specified by the Council on dispatch of any consignment of the Goods the Provider shall send the Council an advice note specifying the means of transport, the place and date of dispatch, the number of packages and their weight and volume. Where the Goods, having been placed in transit, fail to be delivered to the Council on the due date for delivery, the Council shall, (provided that the Council has been advised in writing of the dispatch of the Goods), within ten (10) Working Days of the notified date of delivery, give notice to the Provider that the Goods have not been delivered and may request the Provider free of charge to deliver substitute Goods within the timescales specified by the Council or terminate the Contract.

Inspection, Rejection and Guarantee

- 2.15 The Council or its authorised representatives may inspect or test the Goods either completed or in the process of manufacture during normal business hours on reasonable notice at the Provider's premises and the Provider shall provide all reasonable assistance in relation to any such inspection or test free of charge. No failure to make complaint at the time of any such inspection or test and no approval given during or after such inspection or test shall constitute a waiver by the Council of any rights or remedies in respect of the Goods and the Council reserves the right to reject the Goods in accordance with Clause 2.16.

- 2.16 The Council may by written notice to the Provider reject any of the Goods which fail to conform to the approved sample or fail to meet the Contract requirements. Such notice shall be given within a reasonable time after delivery to the Council of such Goods. If the Council rejects any of the Goods pursuant to this Clause the Council may (without prejudice to other rights and remedies) either:
- (a) have such Goods promptly, and in any event within 3 Working Days, either repaired by the Provider or replaced by the Provider with Goods which conform in all respects with the approved sample or with the Specification and due delivery shall not be deemed to have taken place until such repair or replacement has occurred; or
 - (b) treat the Contract as discharged by the Provider's breach and obtain a refund from the Provider in respect of the Goods concerned together with payment of any additional expenditure reasonably incurred by the Council in obtaining other goods in replacement provided that the Council uses its reasonable endeavours to mitigate any additional expenditure in obtaining replacement goods.
- 2.17 The issue by the Council of a receipt note for the Goods shall not constitute any acknowledgement of the condition, quantity or nature of those Goods.
- 2.18 Any Goods rejected or returned by the Council as described in Clause 2.16 shall be returned to the Provider at the Provider's risk and expense.

Labelling and Packaging

- 2.17 The Goods shall be packed and marked in a proper manner and in accordance with the Council's instructions and any statutory requirements and any requirements of the carriers. In particular the Goods shall be marked with the batch number, order number (or other reference number if appropriate) and the net, gross and tare weights, the name of the contents shall be clearly marked on each container and all containers of hazardous Goods (and all documents relating thereto) shall bear prominent and adequate warnings.

3. CONTRACT PERFORMANCE

- 3.1 The Provider shall perform its obligations under the Contract:
- (a) with appropriately experienced, qualified and trained Staff with all due skill, care and diligence;
 - (b) in a timely manner; and
 - (c) in compliance with all applicable Laws, including but not limited to, any obligations implied by Section 12 and 14 of the Sale of Goods Act 1979 and Section 2 of the Supply of Goods and Services Act 1982.
- 3.2 The Provider shall ensure that:
- (a) the Goods conform in all respects with the Specification and, where applicable, with any sample approved by the Council;
 - (b) the Goods operate in accordance with the relevant technical specifications and correspond with any other requirements set out in the Specification;
 - (c) the Goods conform in all respects with all applicable Laws; and
 - (d) the Goods are free from defects in design, materials and workmanship and fit and sufficient for all the purposes for which such Goods are ordinarily used and for any particular purpose made known to the Provider by the Council.
 - (e) Any complaints received from the Council are investigated and responded to within 48 hours.
- 3.3 For the avoidance of doubt in relation to services provided by the Provider in relation to the Goods:
- a) in consideration of the payment of the Price, the Provider shall supply the services during the Contract Period in relation to this Contract in a proper, skilful and workmanlike manner; and in accordance with the Council's requirements

- b) The Council may inspect and examine the manner in which the Provider provides the services on reasonable notice.
- c) Timely supply of the services shall be of the essence of this Contract, including in relation to commencing the supply of the services within the time agreed or on a specified date.
- d) For the avoidance of doubt, the Provider shall at all times comply with the Quality Standards, and where applicable shall maintain accreditation with the relevant Quality Standards authorisation body. To the extent that the standard of services has not been specified in this Contract, the Provider shall agree the relevant standard of the services with the Council prior to the supply of the services and, in any event, the Provider shall perform its obligations under this Contract in accordance with the Law and Good Industry Practice.
- e) The Provider shall ensure that a sufficient number of Employees are in place to supply the services and that all Employees supplying the services shall do so with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper supply of the Services.
- f) The Council shall have the right to require the Provider to attend such ad hoc performance review meetings as the Council (acting reasonably) shall request.
- g) If the Provider at any time becomes aware of any material matter that could affect the performance of the services in accordance with this Contract, the Provider shall inform the Council immediately.

4. PRICE AND PAYMENT

Contract Price

- 4.1 In consideration of the Provider's performance of its obligations under the Contract, the Council shall pay the Contract Price in accordance with Clauses 4.3 to 4.11 inclusive (Payment and VAT).
- 4.2 The Council shall, in addition to the Contract Price and following evidence of a valid VAT invoice, pay the Provider a sum equal to the VAT chargeable on the value of the Goods supplied in accordance with the Contract.

Payment and VAT

- 4.3 In consideration of the Provider performing its obligations under the Contract, the Council shall pay all sums due to the Provider, thirty (30) days from the receipt of a valid invoice, submitted in accordance with the Payment Terms set out in the Contract Particulars.
- 4.4 All payments to the Provider will be made via either BACS transfer or using a Procurement Card. The Council is under no obligation to make payments to the provider by any method other than BACS transfer or Procurement Card, unless they have specifically agreed in writing to do so. Where Procurement Cards are to be used the Council may allocate a specific embedded or lodged card to the Provider. Where this option is used, the Provider shall hold the card details securely and shall use the embedded card details to charge against the purchase of goods. The Provider shall ensure that each invoice contains all appropriate references and a detailed breakdown of the Goods supplied and that it is supported by any other documentation reasonably required by the Council to substantiate the invoice.
- 4.5 If the Council agrees to delivery by instalments in accordance with Clause 2.11 payments may also be made in corresponding instalments at the discretion of the Council.
- 4.6 Where the Provider enters into a sub-contract with a supplier or Provider for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in such a sub-contract which requires payment to be made of all sums due by the Provider to the sub-contractor within a specified period not exceeding thirty (30) days from the receipt of a valid invoice.
- 4.7 The Provider shall add VAT to the Contract Price at the prevailing rate as applicable.
- 4.8 The Provider shall indemnify the Council on a continuing basis against any liability, including any interest, penalties or costs incurred which is levied, demanded or assessed on the Council at any time in respect of the Provider's failure to account for or to pay any VAT relating to payments made to the Provider under the Contract. Any amounts due under this Clause shall be paid by the Provider

to the Council not less than five (5) Working Days before the date upon which the tax or other liability is payable by the Council.

- 4.9 The Provider shall not suspend the supply of the Goods unless the Provider is entitled to terminate the Contract under Clause 9.4 – 9.5 (Termination on Default) for failure to pay undisputed sums of money.
- 4.10 Interest shall be payable by the Council on the late payment of any undisputed sums of money properly invoiced under the provisions of this Clause 4 in accordance with the Late Payment of Commercial Debts (Interest) Act 1998

Recovery of Sums Due

- 4.11 Wherever under the Contract any sum of money is recoverable from or payable by the Provider (including any sum which the Provider is liable to pay to the Council in respect of any breach of the Contract), the Council may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Provider under the Contract or under any other agreement or contract with the Council.
- 4.12 Any overpayment by either Party, whether of the Contract Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.
- 4.13 The Provider shall make any payments due to the Council without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Provider has a valid court order requiring an amount equal to such deduction to be paid by the Council to the Provider.
- 4.14 All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

Euros

- 4.15 Any requirement of Law to account for the Goods in Euros (or to prepare for such accounting) instead of and/or in addition to Pounds Sterling, shall be implemented by the Provider free of charge to the Council.
- 4.16 The Council shall provide all reasonable assistance to facilitate compliance with Clause 4.16 by the Provider.

5. STATUTORY OBLIGATIONS AND REGULATIONS

Prevention of Bribery

- 5.1 The Provider:
- a) shall not, and shall procure that any Employee shall not, in connection with this Contract commit a Prohibited Act which for the purposes of these clauses 5.1 -5.9 only shall be as defined in the Bribery Act;
 - b) warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by the Council, or that an agreement has been reached to that effect, in connection with the execution of this Contract, excluding any arrangement of which full details have been disclosed in writing to the Council before execution of this Contract.
- 5.2 The Provider shall:
- a) if requested, provide the Council with any reasonable assistance to enable the Council to perform any activity required by any relevant government or agency in any relevant jurisdiction for the purpose of compliance with the Bribery Act;
 - b) within 5 Working Days, of the Commencement Date, and annually thereafter, certify to the Council in writing (such certification to be signed by an officer of the Provider) compliance with clause 5.1 by the Provider and all persons associated with it or other persons who are supplying goods or services in connection with this Contract. The Provider shall provide such supporting evidence of compliance as the Council may reasonably request.

- 5.3 If breach of clause 5.1 is suspected or known, the Provider must notify the Council immediately.
- 5.4 If the Provider notifies the Council that it suspects or knows that there may be a breach of clause 5.1, the Provider must respond promptly to the Council's enquiries, co-operate with any investigation, and allow the Council to audit books, records and any other relevant documentation.
- 5.5 Without prejudice to any other rights and remedies available under this Contract, the Council may terminate this Contract by written notice with immediate effect if the Provider or an Employee (in all cases whether or not acting with the Provider's knowledge) breaches clause 5.1 and recover from the Provider the amount of any loss suffered by the Council arising from the termination, including the cost reasonably incurred by the Council of making other arrangements for the provision of the services and any additional expenditure incurred by the Council throughout the remainder of the Contract Period. In determining whether to exercise the right of termination under this clause H5.5, the Council shall give all due consideration, where appropriate, to action other than termination of this Contract unless the Prohibited Act is committed by the Provider or a senior officer of the Provider or by an Employee not acting independently of the Provider. The expression "not acting independently of" (when used in relation to the Provider or a Sub-Contractor) means and shall be construed as acting:
- a) with the Provider; or,
 - b) with the actual knowledge of any one or more of the directors of the Provider or the Sub-Contractor (as the case may be); or
 - c) in circumstances where any one or more of the directors of the Provider or the Sub-Contractor ought reasonably to have had knowledge.
- 5.6 Any notice of termination under clause 5.5 must specify:
- a) the nature of the Prohibited Act;
 - b) the identity of the party whom the Council believes has committed the Prohibited Act; and
 - c) the date on which this Contract will terminate.
- 5.7 Notwithstanding clauses 10.2 – 10.6 (Dispute Resolution), any dispute relating to:
- a) the interpretation of these clauses 5.1 - 5.9; or
 - b) the amount or value of any gift, consideration or commission,
- shall be determined by the Council and its decision shall be final and conclusive
- 5.8 Any termination under clause 5.5 will be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Council.
- 5.9 For the avoidance of doubt, the Provider shall be responsible for the acts and omissions of any Sub-Contractor and for the purpose of these clauses 5.1 – 5.9, any act, default or omission of any Sub-Contractor shall be deemed to be an act, default or omission of the Provider.

Discrimination

- 5.10 The Provider shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise).
- 5.11 The Provider shall take all reasonable steps to secure the observance of Clause 5.10 by all servants, employees or agents of the Provider and all suppliers and sub-contractors employed in the execution of the Contract.

The Contracts (Rights of Third Parties) Act 1999

- 5.12 A person who is not a Party to the Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without

the prior written agreement of the Parties, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

Environmental Requirements

5.13 The Provider shall perform its obligations under the Contract in accordance with the Council's environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

Business Continuity Plan

5.14 The Civil Contingencies Act 2004 requires the Council to maintain plans to ensure it can continue to perform all of its ordinary functions in the event of an emergency. Organisations providing services or goods which underpin the Council's service provision must be able to continue to provide in the event of an emergency. The Provider shall use its reasonable endeavours:-

- a) to prepare a robust Business Continuity Plan that ensures the continuation of this Contract;
- b) on request, to disclose to the Council the contents of its Business Continuity Plan (including any revisions made to it from time to time);
- c) to allow the Council at its discretion from time to time to monitor the Provider's business continuity arrangements;
- d) to notify the Council if an incident occurs which activates the Provider's Business Continuity Plan (such notification to be given prior to the issue of any notification to the press or other media); and
- e) to provide the Council with details of how the Provider managed any incident which resulted in the activation of the Provider's Business Continuity Plan and any consequential amendments made to the Provider's processes and/or procedures thereafter.

6. PROTECTION OF INFORMATION

DATA PROTECTION

6.1 The Parties acknowledge their respective obligations arising under Data Protection Legislation and must assist each other as necessary to enable each other to comply with these obligations. For the purposes of this Contract [the Council is the Controller and the Provider is the Processor] OR [the Provider is Controller]. *OR [the Parties are joint Controllers, see Legal Services for alternative DP clauses]*

6.2 Notwithstanding the general obligations of clause 6, the Provider shall;

- a) provide the Council with such information as the Council may require to satisfy itself that the Provider is complying with its obligations under the DPA 2018 promptly and in any event within 5 working days;
- b) promptly notify the Council of any breach of the security measures required to be put in place pursuant to this clause 6.2
- c) ensure it does not knowingly or negligently do or omit to do anything which places the Council in breach of any of its obligations under the DPA 2018;
- d) notify the Council when any Data Subject Request is received relating to data for which the Council is the Controller

6.3 The Provider must:

- a) nominate an Information Governance Lead, to be responsible for information governance;
- b) where relevant nominate a Caldicott Guardian;
- c) ensure that the Council is kept informed at all times of the identities of the Information Governance Lead and, where relevant, the Caldicott Guardian;

Controller Responsibilities

- 6.4 Where the **Schedule 6 / Specification** states specific obligations relating to the processing of data, the Parties acknowledge that:
- a) in relation to Personal Data collected and processed by the Provider for the purpose of delivering the Goods the Provider will be sole Controller; and
 - b) in relation to Personal Data provided by the Council to the Provider for the purpose of delivering the Goods the Council will be the sole Controller and the Provider will be the Processor; and
 - c) in relation to Personal Data required by the Council for the purposes of quality assurance, performance management and contract management, the Council and the Provider will be joint Controllers.

The Provider as a Controller

- 6.5 The Provider must ensure that all Personal Data processed by the Provider in the course of supplying the Goods is processed in accordance with the relevant Parties' joint obligations under the DPA 2018.
- 6.6 The Provider's obligations in relation to Personal Data processed by the Provider in the course of delivering the Goods include:
- a) maintaining and operating policies relating to confidentiality, data protection and information disclosures that comply with Data Protection Legislation and where relevant the Caldicott Principles;
 - b) maintaining and operating policies that describe the personal responsibilities of Staff for handling Personal Data and applying those policies conscientiously;
 - c) maintaining and operating agreed protocols to govern the disclosure of Personal Data.
- 6.7 The Provider must where relevant have in place a communications strategy and implementation plan to ensure that customers are provided with, or have made readily available to them, the following information:
- a) the identity of the Controller,
 - b) if it has nominated a representative for the purposes of the Data Protection Legislation, the identity of that representative,
 - c) the purpose or purposes for which the Personal Data are intended to be processed, and
 - d) any further information which is necessary, having regard to the specific circumstances in which the Personal Data are or are to be processed, to enable processing in respect of the customer to be fair.
- 6.8 The parties acknowledge that for the purposes of the Data Protection Legislation, the Council is the Controller and the Provider is the Processor. The only processing that the Provider is authorised to do is listed in the **Schedule 6 / Specification** by the Council and may not be determined by the Provider.
- 6.9 The Provider shall notify the Council immediately if it considers that any of the Council's instructions infringe the Data Protection Legislation.
- 6.10 The Provider shall provide all reasonable assistance to the Council in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Council, include:
- 6.10.1 a systematic description of the envisaged processing operations and the purpose of the processing;
 - 6.10.2 an assessment of the necessity and proportionality of the processing operations in relation to the Goods;
 - 6.10.3 an assessment of the risks to the rights and freedoms of Data Subjects; and
 - 6.10.4 the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

- 6.11 The Provider shall, in relation to any Personal Data processed in connection with its obligations under this Agreement:
- 6.11.1 process that Personal Data only in accordance with the **Schedule 6 / Specification**, unless the Provider is required to do otherwise by Law. If it is so required the Contractor shall promptly notify the Council before processing the Personal Data unless prohibited by Law;
 - 6.11.2 ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event having taken account of the:
 - (a) nature of the data to be protected;
 - (b) harm that might result from a Data Loss Event;
 - (c) state of technological development; and
 - (d) cost of implementing any measures;
 - 6.11.3 ensure that :
 - (a) the Contractor Personnel do not process Personal Data except in accordance with this Agreement (and in particular the **Schedule 6 / Specification**);
 - (b) it takes all reasonable steps to ensure the reliability and integrity of any Contractor Personnel who have access to the Personal Data and ensure that they:
 - (i) are aware of and comply with the Provider's duties under this clause;
 - (ii) are subject to appropriate confidentiality undertakings with the Provider or any Sub-processor;
 - (iii) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Council or as otherwise permitted by this Agreement; and
 - (iv) have undergone adequate training in the use, care, protection and handling of Personal Data; and
 - 6.11.4 not transfer Personal Data outside of the European Economic Area unless the prior written consent of the Council has been obtained and the following conditions are fulfilled:
 - (a) the Council or the Provider has provided appropriate safeguards in relation to the transfer;
 - (b) the Data Subject has enforceable rights and effective legal remedies;
 - (c) the Provider complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and
 - (d) the Provider complies with any reasonable instructions notified to it in advance by the Council with respect to the processing of the Personal Data;
 - 6.11.5 at the written direction of the Council, delete or return Personal Data (and any copies of it) to the Council on termination of the Agreement unless the Provider is required by Law to retain the Personal Data.
- 6.12 Subject to clause 6.6, the Provider shall notify the Council immediately if it:
- 6.12.1 receives a Data Subject Request (or purported Data Subject Request);
 - 6.12.2 receives a request to rectify, block or erase any Personal Data;
 - 6.12.3 receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - 6.12.4 receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;

- 6.12.5 receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
- 6.12.6 becomes aware of a Data Loss Event.
- 6.13 The Provider's obligation to notify under clause 6.2 shall include the provision of further information to the Council in phases, as details become available.
- 6.14 Taking into account the nature of the processing, the Provider shall provide the Council with full assistance in relation to either party's obligations under Data Protection Legislation and any complaint, communication or request made under Clause 6.2 (and insofar as possible within the timescales reasonably required by the Council) including by promptly providing:
 - 6.14.1 the Council with full details and copies of the complaint, communication or request;
 - 6.14.2 such assistance as is reasonably requested by the Council to enable the Council to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;
 - 6.14.3 the Council, at its request, with any Personal Data it holds in relation to a Data Subject;
 - 6.14.4 assistance as requested by the Council following any Data Loss Event;
 - 6.14.5 assistance as requested by the Council with respect to any request from the Information Commissioner's Office, or any consultation by the Council with the Information Commissioner's Office.
- 6.15 The Provider shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Provider employs fewer than 250 staff, unless:
 - 6.15.1 the Council determines that the processing is not occasional;
 - 6.15.2 the Council determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and
 - 6.15.3 the Council determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 6.16 The Provider shall allow for audits of its Data Processing activity by the Council or the Council's designated auditor.
- 6.17 The Provider shall designate a data protection officer if required by the Data Protection Legislation.
- 6.18 Before allowing any Sub-processor to process any Personal Data related to this Agreement, the Provider must:
 - 6.18.1 notify the Council in writing of the intended Sub-processor and processing;
 - 6.18.2 obtain the written consent of the Council;
 - 6.18.3 enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause F3 such that they apply to the Sub-processor; and
 - 6.18.4 provide the Council with such information regarding the Sub-processor as the Council may reasonably require.
- 6.19 The Contractor shall remain fully liable for all acts or omissions of any Sub-processor.
- 6.20 The Council may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Agreement).
- 6.21 The Parties agree to take account of any guidance issued whether before or after the Commencement Date by the Information Commissioner's Office or the Crown Commercial Service. The Council may on not less than 30 Working Days' notice to the Provider amend this Contract to

ensure that it complies with any guidance issued by the Information Commissioner's Office or the Crown Commercial Service.

Confidential Information

- 6.22 Except to the extent set out in this Clause or where disclosure is expressly permitted elsewhere in this Contract, each Party shall:
- (a) treat the other Party's Confidential Information as confidential and safeguard it accordingly; and
 - (b) not disclose the other Party's Confidential Information to any other person without the owner's prior written consent.
- 6.23 Clause 6.22 shall not apply to the extent that:
- (a) such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA or the Environmental Information Regulations pursuant to Clauses 6.30 - 6.36 inclusive (Freedom of Information);
 - (b) such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
 - (c) such information was obtained from a third party without obligation of confidentiality;
 - (d) such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or
 - (e) it is independently developed without access to the other party's Confidential Information.
- 6.24 The Provider may only disclose the Council's Confidential Information to its Staff who are directly involved in the provision of the Goods and who need to know the information, and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.
- 6.25 The Provider shall not, and shall procure that its Staff do not, use any of the Council's Confidential Information received otherwise than for the purposes of this Contract.
- 6.26 At the written request of the Council, the Provider shall procure that those members of the Staff identified in the Council's notice signs a confidentiality undertaking prior to commencing any work in accordance with this Contract.
- 6.27 Nothing in this Agreement shall prevent the Council from disclosing the Provider's Confidential Information:
- (a) to any other Contracting Authority. All Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Contracting Authorities, (where relevant) on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Contracting Authority;
 - (b) for the purpose of the examination and certification of the Council's accounts;
 - (c) for any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Council has used its resources.
 - (d) where such information is in the Tender information/documentation (submitted to the Council during the Tender process) to other Contracting Authorities for the purpose of ensuring effective public sector procurement processes, including the bench-marking of costs against other organisations to ensure value for money is being obtained.
- 6.28 The Council shall use all reasonable endeavours to ensure that any person to whom the Provider's Confidential Information is disclosed pursuant to Clause 6.27 is made aware of the Council's obligations of confidentiality.
- 6.29 Nothing in these Clauses 6.22 – 6.29 inclusive shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.

Freedom of Information

- 6.30 The Provider acknowledges that the Council is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations.
- 6.31 The Provider shall and shall procure that its Sub-contractors shall:
- (a) transfer to the Council all Requests for Information that it receives as soon as practicable and in any event within two (2) 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 (5) Working Days (or such other period as the Council may specify) of the Council's request; and
 - (c) provide all necessary assistance as reasonably requested by the Council to enable the Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.
- 6.32 The Council shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.
- 6.33 In no event shall the Provider respond directly to a Request for Information unless expressly authorised to do so by the Council.
- 6.34 The Provider acknowledges that (notwithstanding the provisions of Clause 6.31) the Council may, acting in accordance with the Secretary of State for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("the Code"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Provider or the Goods:
- (a) in certain circumstances without consulting the Provider; or
 - (b) following consultation with the Provider and having taken their views into account;
 - (c) provided always that where 6.31 applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Provider advanced notice, or failing that, to draw the disclosure to the Provider's attention after any such disclosure.
- 6.35 The Provider shall ensure that all Information is retained for disclosure and shall permit the Council to inspect such records as requested from time to time.
- 6.36 The Provider acknowledges that where it notifies the Council of its view that information is considered to constitute Commercially Sensitive Information such notification is of indicative value only and that the Council may be obliged to disclose it in accordance with Clause 6.34.

Publicity, Media and Official Enquiries

- 6.37 The Provider shall not make any press announcements or publicise the Contract in any way without the Council's prior Approval and shall take reasonable steps to ensure that its servants, employees, agents, sub-contractors, suppliers, professional advisors and consultants comply with this Clause.
- 6.38 The Council shall be entitled to publicise the Contract in accordance with any legal obligation upon the Council, including any examination of the Contract by the Auditor.
- 6.39 The Provider shall not do anything or cause anything to be done, which may damage the reputation of the Council or bring the Council into disrepute.

Security

- 6.40 The Provider shall comply with all reasonable security requirements of the Council while on the Premises and shall ensure that all Staff complies with such requirements.
- 6.41 The Council shall provide the Provider upon request copies of its written security procedures and shall afford the Provider upon request an opportunity to inspect its physical security arrangements.

Records and Audit Access

- 6.42 The Provider shall keep and maintain until one (1) year after the date of termination or expiry (whichever is the earlier) of the Contract (or as long a period as may be agreed between the Parties), full and accurate records and accounts of the operation of the Contract including the Goods provided under it, the Call-Off Contracts entered into with the Contracting Authority and the amounts paid by each Contracting Authority.
- 6.43 The Provider shall keep the records and accounts referred to in Clause 6.42 above in accordance with good accountancy practice.
- 6.44 The Provider shall on request afford the Council, the Council's representatives and/or the Auditor such access to such records and accounts as may be required from time to time.
- 6.45 The Provider shall provide such records and accounts (together with copies of the Provider's published accounts) during the Contract Period and for a period of one (1) year after the expiry of the Contract Period to the Council and the Auditor.
- 6.46 The Council shall use reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Provider or delay the supply of the Goods save insofar as the Provider accepts and acknowledges that control over the conduct of audits carried out by the Auditor is outside of the control of the Council.
- 6.47 Subject to the Council's rights of Confidential Information, the Provider shall on demand provide the Auditor with all reasonable co-operation and assistance in relation to each audit, including:
- (a) all information requested by the Council within the scope of the audit;
 - (b) reasonable access to sites controlled by the Provider and to Equipment used in the provision of the Goods; and
 - (c) access to Staff.
- 6.48 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Clause 6.42 – 6.47 inclusive, unless the audit reveals a material Default by the Provider in which case the Provider shall reimburse the Council for the Council's reasonable costs incurred in relation to the audit.

7. CONTROL OF THE CONTRACT

Transfer and Sub-Contracting

- 7.1 The Provider shall not assign, novate, sub-contract or in any other way dispose of the Contract or any part of it without prior Approval. Sub-contracting any part of the Contract shall not relieve the Provider of any obligation or duty attributable to the Provider under the Contract.
- 7.2 Where the Authority considers whether there are grounds for the exclusion of a subcontractor under Regulation 57 of the Public Contracts Regulations 2015, then:
- (a) if the Authority finds there are compulsory grounds for exclusion, the Supplier shall replace or shall not appoint the Sub-contractor;
 - (b) if the Authority finds there are non-compulsory grounds for exclusion, the Authority may require the Supplier to replace or not to appoint the Subcontractor and the Supplier shall comply with such a requirement.
- 7.3 The Provider shall be responsible for the acts and omissions of its sub-contractors as though they are its own.
- 7.4 Where the Council has consented to the placing of sub-contracts, copies of each sub-contract shall, at the request of the Council, be sent by the Provider to the Council as soon as reasonably practicable.
- 7.5 Subject to Clause 7.7, the Council may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:

- (a) any Contracting Authority; or
- (b) any other body established under statute in order substantially to perform any of the functions that had previously been performed by the Council; or
- (c) any private sector body which substantially performs the functions of the Council;

provided that any such assignment, novation or other disposal shall not increase the burden of the Provider's obligations under the Contract.

7.6 Any change in the legal status of the Council such that it ceases to be a Contracting Authority shall not, subject to Clause 7.7, affect the validity of the Contract. In such circumstances, the Contract shall bind and inure to the benefit of any successor body to the Council.

7.7 If the rights and obligations under the Contract are assigned, novated or otherwise disposed of pursuant to Clause 7.5, to a body which is not a Contracting Authority, or if there is a change in the legal status of the Council, such that it ceases to be a Contracting Authority, (in the remainder of this Clause both such bodies being referred to as "**the Transferee**"):

- (a) the rights of termination of the Council in Clauses 9.1 (Termination on insolvency and change of control) and 9.4 - 9.5 (Termination on Default) shall be available to the Provider in the event of, respectively, the bankruptcy or insolvency, or Default of the Transferee; and
- (b) the Transferee shall only be able to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the previous consent in writing of the Provider.

7.8 The Council may disclose to any Transferee any Confidential Information of the Provider which relates to the performance of the Provider's obligations under the Contract. In such circumstances the Council shall authorise the Transferee to use such Confidential Information only for purposes relating to the performance of the Provider's obligations under the Contract and for no other purposes and shall take all reasonable steps to ensure that the Transferee gives a Confidential Information undertaking in relation to such Confidential Information.

7.9 Each Party shall at its own cost and expense carry out, or use all reasonable endeavours to ensure the carrying out of, whatever further actions (including the execution of further documents) the other Party reasonably requires from time to time for the purpose of giving that other Party the full benefit of the provisions of the Contract.

Waiver

7.10 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.

7.11 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with Clause 1.3 -1.6 inclusive (Notices).

7.12 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

Variation

7.13 Subject to the provisions of these Clauses 7.13 – 7.16, the Council may request a variation to Goods ordered provided that such variation does not amount to a material change to the Order. Such a change is hereinafter called a "Variation".

7.14 The Council may request a Variation by completing and sending a Variation form ("**the Variation Form**") to the Provider giving sufficient information for the Provider to assess the extent of the Variation and any additional cost that may be incurred. The Provider shall respond to a request for a Variation within the time limits specified in the Variation Form. Such time limits shall be reasonable having regard to the nature of the Order.

7.15 In the event that the Provider is unable to provide the Variation to the Goods or where the Parties are unable to agree a change to the Contract Price, the Council may:

- a) agree to continue to perform their obligations under the Contract without the Variation; or
 - b) terminate the Contract with immediate effect, except where the Provider has already delivered part or all of the Order in accordance with the delivery instructions or where the Provider can show evidence of substantial work being carried out to fulfil the Order, and in such a case the Parties shall attempt to agree upon a resolution to the matter. Where a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution Procedure detailed at Clauses 10.2 – 10.6.
- 7.16 If the Parties agree the Variation and any variation in the Contract Price, the Provider shall carry out such Variation and be bound by the same provisions so far as is applicable, as though such Variation was stated in the Contract.

Severability

- 7.17 If any provision of the Contract is held invalid, illegal or unenforceable for any reason, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated.
- 7.18 In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of the Contract, the Council and the Provider shall immediately commence good faith negotiations to remedy such invalidity.

Remedies in the event of inadequate performance

- 7.19 Where a complaint is received about the standard of Goods or about the manner in which any Goods have been supplied or about the materials or procedures used or about any other matter connected with the performance of the Provider's obligations under the Contract, then the Council shall take all reasonable steps to investigate the complaint. The Council may, in its sole discretion, uphold the complaint, or take further action in accordance with Clauses 9.4 – 9.5 (Termination on Default) of the Contract.
- 7.20 In the event that the Council is of the reasonable opinion that there has been a material breach of the Contract by the Provider, then the Council may, without prejudice to its rights under Clause 9.4 – 9.5 (Termination on Default), do any of the following:
- (a) without terminating the Contract, itself supply or procure the supply of all or part of the Goods until such time as the Provider shall have demonstrated to the reasonable satisfaction of the Council that the Provider will once more be able to supply all or such part of the Goods in accordance with the Contract;
 - (b) without terminating the whole of the Contract, terminate the Contract in respect of part of the Goods only (whereupon a corresponding reduction in the Contract Price shall be made) and thereafter itself supply or procure a third party to supply such part of the Goods;
 - (c) terminate, in accordance with Clause 9.4 – 9.5 (Termination on Default), the whole of the Contract; and/or
 - (d) charge the Provider for and the Provider shall pay any costs reasonably incurred by the Council (including any reasonable administration costs) in respect of the supply of any part of the Goods by the Council or a third party to the extent that such costs exceed the payment which would otherwise have been payable to the Provider for such part of the Goods and provided that the Council uses its reasonable endeavours to mitigate any additional expenditure in obtaining replacement Goods.
- 7.21 If the Provider fails to supply any of the Goods in accordance with the provisions of the Contract and such failure is capable of remedy, then the Council shall instruct the Provider to remedy the failure and the Provider shall at its own cost and expense remedy such failure (and any damage resulting from such failure) within three (3) Working Days of the Council's instructions or such other period of time as the Council may direct.
- 7.22 In the event that the Provider:
- (a) fails to comply with Clause 7.21 above and the failure is materially adverse to the interests of the Council or prevents the Council from discharging a statutory duty; or
 - (b) persistently fails to comply with Clause 7.21 above;
- the Council may terminate the Contract with immediate effect by giving the Provider notice in writing.

7.23 Without prejudice to any other right or remedy which the Council may have, if any Goods are not supplied in accordance with, or the Provider fails to comply with any of the terms of, the Contract the Council shall be entitled to avail itself of any one or more of the following remedies at its discretion whether or not any part of the Goods have been accepted by the Council:

- (a) to rescind the Order;
- (b) to reject the Goods (in whole or in part) and return them to the Provider at the risk and cost of the Provider on the basis that a full refund for the Goods so returned shall be paid forthwith by the Provider;
- (c) at the Council's option to give the Provider the opportunity at the Provider's expense to either remedy any defect in the Goods or to supply replacement Goods and carry out any other necessary work to ensure that the terms of the Contract are fulfilled;
- (d) to refuse to accept any further deliveries of the Goods but without any liability to the Council;
- (e) to carry out at the Provider's expense any work necessary to make the Goods comply with the Contract; and
- (f) to claim such damages as may have been sustained in consequence of the Provider's breach or breaches of the Contract.

Cumulative Remedies

7.24 Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

Monitoring of Contract Performance

7.25 The Provider shall comply with the monitoring arrangements set out in the Contract Particulars and Specification including, but not limited to, providing such data and information as the Provider may be required to produce under the Contract.

8. LIABILITIES

Liability, Indemnity and Insurance

8.1 Nothing in the Contract shall be construed to limit or exclude either Party's liability for:

- (a) death or personal injury caused by its negligence or that of its Staff;
- (b) Fraud or fraudulent misrepresentation by it or its Staff; or
- (c) any breach of any obligations implied by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982;

8.2 Subject to Clause 8.3 the Provider shall indemnify and keep indemnified the Council in full from and against all claims, proceedings, actions, damages, costs, expenses and any other liabilities which may arise out of, or in consequence of, the supply, or late or purported supply, of the Goods or the performance or non-performance by the Provider of its obligations under the Contract or the presence of the Provider or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Provider, or any other loss which is caused directly or indirectly by any act or omission of the Provider. The Provider shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Council or by breach by the Council of its obligations under the Contract.

8.3 Subject to Clause 8.1., in no event shall either Party be liable to the other for any:

- (a) loss of profits;
- (b) loss of business;
- (c) loss of revenue;
- (d) loss of or damage to goodwill;
- (e) loss of savings (whether anticipated or otherwise); and/or
- (f) any indirect or consequential loss or damage.

8.4 The Council may, amongst other things, recover as a direct loss:

- (a) any additional operational and/or administrative expenses arising from the Provider's Default;
 - (b) any wasted expenditure or charges rendered unnecessary and/or incurred by the Council arising from the Provider's Default; and
 - (c) the additional cost of procuring replacement Goods following termination of the Contract as a result of a Default by the Provider.
- 8.5 Nothing in the Contract shall impose any liability on the Council in respect of any liability incurred by the Provider to any other person, but this shall not be taken to exclude or limit any liability of the Council to the Provider that may arise by virtue of either a breach of the Contract or by negligence on the part of the Council, or the Council's employees, servants or agents.
- 8.6 The Provider shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover (which as a minimum shall comply with the level of cover set out in the Tender) in respect of all risks which may be incurred by the Provider, arising out of the Provider's performance of its obligations under the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Provider. Such insurance shall be maintained during the period over which the Contract is performed and for a minimum of 6 (six) years following the expiration or earlier termination of the Contract.
- 8.7 The Provider shall hold employer's liability insurance in respect of Staff in accordance with any legal requirement from time to time in force.
- 8.8 The Provider shall give the Council, on request, copies of all insurance policies referred to in this Clause 8 or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
- 8.9 If, for whatever reason, the Provider fails to give effect to and maintain the insurances required by the provisions of the Contract the Council may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Provider.
- 8.10 The provisions of any insurance or the amount of cover shall not relieve the Provider of any liabilities under the Contract. It shall be the responsibility of the Provider to determine the amount of insurance cover that will be adequate to enable the Provider to satisfy any liability referred to in Clause 8.1(b).

Warranties and Representations

- 8.11 The Provider warrants and represents that:
- (a) it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its Parent Company) to enter into and perform its obligations under the Contract;
 - (b) the Contract is executed by a duly authorised representative of the Provider;
 - (c) in entering the Contract it has not committed any Fraud;
 - (d) as at the Commencement Date, all information, statements and representations contained in the Tender and (where relevant) the Pre-Qualification Questionnaire response are true, accurate and not misleading save as may have been specifically disclosed in writing to the Council prior to execution of the Contract and it will advise the Council of any fact, matter or circumstance of which it may become aware which would render any such information, statement or representation to be false or misleading;
 - (e) no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or its assets which will or might affect its ability to perform its obligations under the Contract;
 - (f) it is not subject to any contractual obligation, compliance with which is likely to have an adverse effect on its ability to perform its obligations under the Contract;
 - (g) no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Provider or for its dissolution or for

the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Provider's assets or revenue;

- (h) it owns, has obtained or is able to obtain valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;
- (i) the obligations undertaken by the Provider shall be discharged and carried out by appropriately experienced, qualified and trained Staff with all due skill, care and diligence;
- (j) in the three (3) years prior to the date of the Contract:
 - (i) it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts; and
 - (ii) it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and
 - (iii) it has not done or omitted to do anything which could have an adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract.

9. DEFAULT, DISRUPTION AND TERMINATION

Termination on insolvency and change of control, or disqualification

- 9.1 The Council may terminate the Contract with immediate effect by giving notice in writing where the Provider is a company and in respect of the Provider:
- (a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors; or
 - (b) a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation); or
 - (c) a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to Section 98 of the Insolvency Act 1986; or
 - (d) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or
 - (e) an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given; or
 - (f) it is or becomes insolvent within the meaning of Section 123 of the Insolvency Act 1986; or
 - (g) being a "small company" within the meaning of Section 382 of the Companies Act 2006, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
 - (h) any event similar to those listed in Clause 9.1 (a) - (g) occurs under the law of any other jurisdiction.
- 9.2 The Council may terminate the Contract with immediate effect by notice in writing where the Provider is an individual and:
- (a) an application for an interim order is made pursuant to Sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Provider's creditors; or
 - (b) a petition is presented and not dismissed within 14 days or order made for the Provider's bankruptcy; or

- (c) a receiver, or similar officer is appointed over the whole or any part of the Provider's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets; or
- (d) the Provider is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of Section 268 of the Insolvency Act 1986; or
- (e) a creditor or encumbrancer 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 the Provider's assets and such attachment or process is not discharged within 14 days; or
- (f) being an individual, dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983; or
- (g) the Provider suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business.

9.3 The Provider shall notify the Council immediately if the Provider undergoes a change of control as defined by section 450, 451, 707 and 1124 of the Corporation Tax Act 2010 ("**Change of Control**"). The Council may terminate the Contract by notice in writing with immediate effect within six months of:

- (a) being notified that a Change of Control has occurred; or
- (b) where no notification has been made, the date that the Council becomes aware of the Change of Control;

but shall not be permitted to terminate where an Approval was granted prior to the Change of Control.

Termination on Default

9.4 The Council may terminate the Contract by giving written notice to the Provider with immediate effect if the Provider commits a Default and if:

- (a) the Provider has not remedied the Default to the satisfaction of the Council within three (3) Working Days, or such other period as may be specified by the Council, after issue of a written notice specifying the Default and requesting it to be remedied; or
- (b) the Default is not, in the opinion of the Council, capable of remedy; or
- (c) the Default is a material breach of the Contract.

9.5 If the Council fails to pay the Provider undisputed sums of money when due, the Provider shall notify the Council in writing of such failure to pay. If the Council fails to pay such undisputed sums within ninety (90) Working Days of the date of such written notice, the Provider may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the Council exercising its rights under Clause 4.12 – 4.15 (Recovery of Sums Due).

Break

9.6 The Council shall have the right to terminate the Contract at any time by giving ninety (90) days written notice to the Provider.

The Public Contracts Regulations 2015

9.7 The Council reserves the right to terminate the Contract where:

- a) the Contract has been subject to a substantial modification which would have required a new procurement procedure in accordance with regulation 72(9) of the Public Contracts Regulations 2015; or
- b) the Contractor has, at the time of contract award, been in one of the situations referred to in regulation 57(1) of the Public Contracts Regulations 2015, including as a result of the application of regulation 57(2), and should therefore have been excluded from the procurement procedure; or

- c) the contract should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and the Public Contracts Directive that has been declared by the Court of Justice of the European Union in a procedure under Article 258 of TFEU.

Consequences of Expiry or Termination

- 9.8 Where the Council terminates the Contract under Clause 9.4 – 9.5 (Termination on Default) and then makes other arrangements for the supply of Goods, the Council may recover from the Provider the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Council throughout the remainder of the Contract Period. The Council shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under Clause 9.4 – 9.5 (Termination on Default), no further payments shall be payable by the Council to the Provider until the Council has established the final cost of making those other arrangements.
- 9.9 Subject to Clause 8 where the Council terminates the Contract under Clauses 9.6 (Break) and 9.7 (The Public Contracts Regulations 2015), the Council shall indemnify the Provider against any commitments, liabilities or expenditure which would otherwise represent an unavoidable loss by the Provider by reason of the termination of the Contract, provided that the Provider takes all reasonable steps to mitigate such loss. Where the Provider holds insurance, the Provider shall reduce its unavoidable costs by any insurance sums available. The Provider shall submit a fully itemised and costed list of such loss, with supporting evidence, of losses reasonably and actually incurred by the Provider as a result of termination under Clause 9.6 (Break) or Clause 9.7 (The Public Contracts Regulations 2015).
- 9.10 The Council shall not be liable under Clause 9.9 to pay any sum which:
- (a) was claimable under insurance held by the Provider, and the Provider has failed to make a claim on its insurance, or has failed to make a claim in accordance with the procedural requirements of the insurance policy; or
 - (b) when added to any sums paid or due to the Provider under the Contract, exceeds the total sum that would have been payable to the Provider if the Contract had not been terminated prior to the expiry of the Contract Period.
- 9.11 Save as otherwise expressly provided in the Contract:
- (a) termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and
 - (b) termination of the Contract shall not affect the continuing rights, remedies or obligations of the Council or the Provider under Clauses 4.3 – 4.11 (Payment and VAT), Clauses 4.12 – 4.15 (Recovery of Sums Due), Clauses 5.1 – 5.9 (Prevention of Bribery), Clauses 6.22 – 6.29 (Confidential Information), Clauses 6.10 – 6.16 (Freedom of Information), Clauses 6.42 – 6.48 (Records and Audit Access), Clause 7.24 (Cumulative Remedies), Clause 8 (Liability, Indemnity and Insurance), Clauses 9.9 – 9.11 (Consequences of Expiry or Termination), and Clause 10.1 (Governing Law and Jurisdiction).

Disruption

- 9.12 The Provider shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Council, its employees or any other Provider employed by the Council.
- 9.13 The Provider shall immediately inform the Council of any actual or potential industrial action, whether such action be by their own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.
- 9.14 In the event of industrial action by the Staff, the Provider shall seek the Council's Approval to its proposals for the continuance of the supply of the Goods in accordance with its obligations under the Contract.
- 9.15 If the Provider's proposals referred to in Clause 9.15 are considered insufficient or unacceptable by the Council acting reasonably then the Contract may be terminated with immediate effect by the Council by notice in writing.

- 9.16 If the Provider is temporarily unable to fulfil the requirements of the Contract owing to disruption of normal business by direction of the Council, an appropriate allowance by way of extension of time will be approved by the Council. In addition, the Council will reimburse any additional expense reasonably incurred by the Provider as a direct result of such disruption.

Recovery upon Termination

- 9.17 On the termination of the Contract for any reason, the Provider shall:
- (a) immediately return to the Council all Confidential Information and any IPRs belonging to the Council, in its possession or in the possession or under the control of any permitted suppliers or sub-contractors, which was obtained or produced in the course of providing the Goods;
 - (b) immediately deliver to the Council all property (including materials, documents, information and access keys) that may have been provided to the Provider by the Council. Such property shall be handed back in good working order (allowance shall be made for reasonable wear and tear);
 - (c) assist and co-operate with the Council to ensure an orderly transition of the provision of the Goods to the Replacement Provider and/or the completion of any work in progress.
 - (d) promptly provide all information concerning the provision of the Goods which may reasonably be requested by the Council for the purposes of adequately understanding the manner in which the Goods have been provided or for the purpose of allowing the Council or the Replacement Provider to conduct due diligence.
- 9.18 If the Provider fails to comply with Clause 9.17 (a) and (b), the Council may recover possession thereof and the Provider grants a licence to the Council or its appointed agents to enter (for the purposes of such recovery) any premises of the Provider or its permitted suppliers or sub-contractors where any such items may be held.
- 9.19 Where the end of the Contract Period arises due to the Provider's Default, the Provider shall provide all assistance under Clause 9.17 (c) and (d) free of charge. Otherwise, the Council shall pay the Provider's reasonable costs of providing the assistance and the Provider shall take all reasonable steps to mitigate such costs.

Force Majeure

- 9.20 Neither Party shall be liable to the other Party for any delay in performing, or failure to perform, its obligations under the Contract (other than a payment of money) to the extent that such delay or failure is a result of Force Majeure. Notwithstanding the foregoing, each Party shall use all reasonable endeavours to continue to perform its obligations under the Contract for the duration of such Force Majeure. However, if such Force Majeure prevents either Party from performing its material obligations under the Contract for a period in excess of 6 Months, either Party may terminate the Contract with immediate effect by notice in writing.
- 9.21 Any failure or delay by the Provider in performing its obligations under the Contract which results from any failure or delay by an agent, sub-contractor or supplier shall be regarded as due to Force Majeure only if that agent, sub-contractor or supplier is itself impeded by Force Majeure from complying with an obligation to the Provider.
- 9.22 If either Party becomes aware of a Force Majeure event or occurrence which gives rise to or which is likely to give rise to any such failure or delay on its part as described in Clause 9.22 it shall immediately notify the other by the most expeditious method then available and shall inform the other of the period during which it is estimated that such failure or delay shall continue.

10. DISPUTES AND LAW

Governing Law and Jurisdiction

- 10.1 The Contract shall be governed by and interpreted in accordance with English law and the Parties submit to the exclusive jurisdiction of the English courts and agree that the Contract is to be governed exclusively by and construed under English law.

Dispute Resolution

- 10.2 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within twenty (20) Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the finance director (or equivalent) of each Party.

- 10.3 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- 10.4 If the dispute cannot be resolved by the Parties pursuant to Clause 10.2 the Parties shall refer it to mediation pursuant to the procedure set out in Clause 10.6 unless:
- (a) the Council considers that the dispute is not suitable for resolution by mediation; or
 - (b) the Provider does not agree to mediation.
- 10.5 The obligations of the Parties under the Contract shall not be suspended, cease or be delayed by the reference of a dispute to mediation (or arbitration) and the Provider and the Staff shall comply fully with the requirements of the Contract at all times.
- 10.6 The procedure for mediation and consequential provisions relating to mediation are as follows:
- (a) a neutral adviser or mediator ("**the Mediator**") shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within 10 Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within 10 Working Days from the date of the proposal to appoint a Mediator or within 10 Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution ("CEDR") to appoint a Mediator;
 - (b) the Parties shall within 10 Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from CEDR to provide guidance on a suitable procedure;
 - (c) unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;
 - (d) if the Parties reach agreement on the resolution of the dispute, the agreement shall be reduced to writing and shall be binding on the Parties once it is signed by their duly authorised representatives;
 - (e) failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative opinion in writing. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties; and
 - (f) if the Parties fail to reach agreement in the structured negotiations within sixty (60) Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the courts.

**SCHEDULE 1
CLARIFICATIONS**

[NOT USED]

SCHEDULE 2
PRICING SCHEDULE

**SCHEDULE 3
SPECIFICATION**

**SCHEDULE 4
FORM OF TENDER**

SCHEDULE 5
TENDER

SCHEDULE 6

PROCESSING OF PERSONAL DATA AND DATA SUBJECTS

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The Controller's Data Protection Officer is contactable at:

DPO@durham.gov.uk or alternatively write to; DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF.

2. The contact details of the Processor's Data Protection Officer are:

[Provider to insert here:.....]

3. The Contractor shall comply with any further written instructions with respect to processing by the Customer.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of Controller and Processor	<i>The Council is the Controller and the Provider is the Processor</i> <i>Where Parties are joint Controllers, see Legal Services for alternative DP clauses and Joint Controller Agreement to be included within contract</i>
Subject matter of the processing	<i>This should be a high level, short description of what the processing is about i.e. its subject matter</i>
Duration of the processing	<i>Insert contract dates/duration plus options to extend</i>
Nature and purposes of the processing	<i>[Please be as specific as possible, but make sure that you cover all intended purposes.</i> <i>The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.</i> <i>The purpose might include: employment processing, statutory obligation, recruitment assessment etc]</i>
Type of Personal Data	<i>[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc]</i>
Categories of Data Subject	<i>[Examples include: Staff (including volunteers, agents, and temporary workers), customers/clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc]</i>
Plan for return and destruction of the data once the processing is complete UNLESS	Records and accounts of the operation of the Contract including the Services provided under it, the Contracts entered into with the Council and the

<p>requirement under union or member state law to preserve that type of data</p>	<p>amounts paid by the Council shall be retained for six years from the date of termination or expiry of the Contract.</p> <p>Any Service User Personal Data should be returned to the Council or a person nominated by the Council immediately at the end of the Contract.</p>
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SCHEDULE 7

SUPPLY CHAIN AGREEMENTS

Supply chain agreements will include the following points as a minimum:

- All deliveries must be made by personnel wearing clean, protective clothing and an identification badge bearing the company name and the person's name.
- Vehicles must be clean, to food standard (where relevant), well maintained and be suitable for the category being delivered.
- Speed limits at sites must be observed and if no speed limits are shown then 5 miles per hour must not be exceeded.
- Vehicles must have their engines switched off whilst parked or making a delivery.
- Deliveries must be accompanied by a delivery note showing quantity, description and order number.
- The delivery note must be given to the receiving officer at the beginning of the delivery so that goods can be checked at the time of the delivery.
- Where appropriate all bulk deliveries must be palletised. Multi-product pallets will be accepted where an additional pallet is used to separate each and every product line.