

BIRMINGHAM CITY COUNCIL TERMS AND CONDITIONS

1. THE CONTRACT BETWEEN US

1.1 This contract is made between you (the "Provider") and Birmingham City Council ("the Council") and is described in the purchase order, goods and/or the supply of services ("the Order"), and these Terms and Conditions, (together the "Contract"). Nothing discussed prior to the Provider's signature of the Order forms part of the Contract unless it is specifically set out in this Contract. No variations to the Order or these Terms and Conditions shall be permitted or authorised unless the variations are documented and agreed in writing between us ("the Parties") or individually ("the Party").

1.2 If the Provider has already started work, (e.g., supplied goods or are providing the services) then the Provider agrees that this Contract applies retrospectively from the start of the Provider's work.

1.3 The definitions set out in these Terms and Conditions, and in the Order (including in any appendices or enclosures) shall have the same meaning throughout this Contract. If there is a conflict between these Terms and Conditions and the Order, these Terms and Conditions shall prevail.

Commencement, expiry, and duration

1.4 The Contract shall begin from the date specified in the Order ("the Commencement Date") and expire on the date specified in the Order ("the Expiry Date"). Unless the Contract is terminated earlier, the Contract shall be in force from the Commencement Date to the Expiry Date ("the Term")

1.5 The Council shall nominate a contract manager to act on its behalf ("the Council's Representative") for the purposes of managing this Contract.

1.6 The Provider shall identify to the Council a competent contract manager ("Providers Representative"), with full authority to act and deliver on all matters arising under this Contract on behalf of the Provider.

Contracting parties, assignment, publicity, and conflict

1.7 This Contract is between the Council and the Provider. The Provider agrees that the Provider's relationship is solely with the Council as the entity contracting with the Provider to receive the goods and/or services in accordance with the Order.

1.8 In entering into this Contract nothing shall be construed as creating a partnership, a contract of employment or a relationship of principal and agent between the Council and the Provider.

1.9 The Order is personal to the Provider and the Provider shall not assign or transfer or purport to assign or transfer to any other person any of its rights or sub-contract any of its obligations under the Contract without first obtaining the written consent of the Council.

1.10 The Provider agrees that the Provider shall not advertise or communicate to third parties that the Provider is providing goods or services to the Council, unless the Provider has obtained the Council's prior written consent.

- (i) keep it confidential.
- (ii) use it only in connection with providing the Goods or Services; and
- (iii) not to disclose it to any other person without the Council's prior written consent.

1.11 In entering into this Contract, the Provider confirms that:

- a) it is not aware of any conflict of interest which may affect the performance of this Contract.
- b) The Council reserves the right to terminate this 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 Provider's pecuniary or personal interests and the duties owed to the Council under the provisions of this Contract. The action of the Council pursuant to this Condition shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Council.
- c) it is not party to any existing or previous arrangement or arrangements which prevent the Provider from entering into this Contract.
- d) it shall not perform Services or supply Goods similar to, or in the nature of those to be provided under this Contract for any person or body if such performance could in the reasonable opinion of the Council lead to a conflict with the Provider's obligations under this Contract.
- e) it shall safeguard the Council against fraud generally and, in particular, fraud on the Provider's part or the Provider's staff. The Provider shall notify the Council immediately if the Provider has reason to suspect that any fraud has occurred or is occurring or is likely to occur. The Council reserves the right to terminate this Contract where fraud has occurred, or in the reasonable opinion of the Council, is likely to occur. The action of the Council pursuant to this Condition shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Council.

2. SPECIFICATION

The scope and or description of the goods and/or services to be supplied to the Council under this Contract (together the "Goods" and/or "Services") are as described in the Order. The Provider shall use all reasonable efforts to supply the Goods and/or Services in accordance with the Council's requirements specified and any timetable referred to in the Order or otherwise specified by the Council in writing.

Data Protection, Confidentiality, and Information

2.1 Where in the performance of the Goods or Services the Provider is required to process personal data, the Provider shall comply fully with all applicable data protection and privacy legislation in force from time to time in the UK including the retained EU law version of the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018 (and regulations made thereunder); the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable to a Party from time to time. Where necessary the Council may require the Provider to enter into a separate data processing agreement, in the form as may be supplied by the Council.

2.2 Where the Provider is in possession of information about the Council that is by its nature confidential, or is designated as such by the other (whether in writing or orally), including this Contract ("Confidential Information"), the Provider undertakes to: -

where the requests relate to information of Personal Data processed in the course of carrying out its obligations under this Contract, the Provider shall within 2 working days of the receipt of either request for either the information or a request for an internal review against a decision to withhold information requested under the Access to Information Legislation, notify the Council with details of the request.

2.3 The Provider will be entitled to disclose Confidential Information: -

- 2.3.1 that is reasonably required by persons engaged in the performance of its obligations under the Contract.
- 2.3.2 any Confidential Information which a Party can demonstrate is already generally available and in the public domain otherwise than as a result of a breach of Condition 2.2.
- 2.3.3 any disclosure to enable a determination to be made under the Condition 9 (Dispute Resolution).
- 2.3.4 any disclosure which is required by any Legislation (including any order of a court of competent jurisdiction), and Parliamentary obligation or the rules of any stock exchange or governmental or regulatory authority having the force of law.
- 2.3.5 any disclosure of Confidential Information which is already lawfully in the possession of the receiving Party, prior to its disclosure by the disclosing Party.
- 2.3.6 any disclosure by the Council of Confidential Information relating to the provision of Goods or Services and such other information as may be reasonably required for the purpose of conducting a due diligence exercise for any proposed successor provider should the Council decide to re-tender the Contract.
- 2.3.7 any examination pursuant to the Audit Commission Act 1998 of the economy, efficiency, and effectiveness with which the Council has used its resources.
- 2.3.8 disclosure to a Party's professional advisers; or
- 2.3.9 any disclosure by the Council under the Freedom of Information Act 2000.

2.4 The Provider shall return to the Council any data and Confidential Information belonging to the Council in the Provider's possession, power or control, either in its then current format or in a format nominated by the Council (in which event the Council will reimburse the Provider's reasonable data conversion expenses), together with all training manuals and other related documentation, and any other information and all copies thereof owned by the Council.

2.5 Access to Information Legislation

2.5.1 The Parties recognise and accept that the Council is a Public Authority for the purposes of Access to Information Legislation, including the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations 2004, and is obliged to disclose information held by itself, or on its behalf, unless the information falls under one or more exemptions, and that the Council may be required to disclose the information where the public interest test lies in disclosure.

2.5.2 In the event that the Provider receives either: -

- (i) a request under the Access to Information Legislation; or
- (ii) request for an internal review in respect of a decision not to disclose information requested under the Access to Information Legislation, where the information requested is deemed to be exempt from disclosure,

2.5.3 In the event that the Council receives either: -

- (i) a request under the Access to Information Legislation; or
- (ii) a request for an internal review in respect of a decision not to disclose information requested under the Access to Information Legislation, where the information requested is deemed to be exempt from disclosure,

where the requests relate to information of Personal Data processed in the course of carrying out its obligations under this Contract, the Council shall within 2 working days of the receipt of either request for either the information or a request for an internal review against a decision to withhold information requested under the Access to Information Legislation, notify the Provider with details of the request.

2.5.4 The Provider shall provide the Council with a copy of all information in its possession or power in the form that the Council requires within 5 Working Days (or such other period as the Council may specify) of the Council requesting that information from the Provider.

2.5.5 Following the Council notifying the Provider of the request or asking the Provider to provide comments, the Provider shall provide any such comments, with detailed reasoning, within 5 working days (or other such period as the Council may specify), as to what Confidential Information, if any, should be withheld and the reasons why, to allow the Council to consider the public interest considerations applicable under the relevant Access to Information Legislation.

2.5.6 In the event that such comments, with detailed reasoning are not received within the 5 working days, the Council shall be entitled to consider the applicability of an exemption without further reference to the Provider, save for the provisions of Condition 2.5.7.

2.5.7 The Council shall provide to the Provider, no less than 3 working days prior to the release of any information requested, a copy of the response to the request.

2.5.8 The Council shall be responsible for determining at its absolute discretion whether any information:

- (i) Is exempt from disclosure in accordance with the provisions of the Access to Information Legislation.
- (ii) Is to be disclosed in response to a request and in no event shall the Provider respond directly to a request unless expressly authorised to do so by the Council.

2.5.9 The Provider shall ensure that all information produced in the course of this Contract or relating to the Contract is retained for disclosure and shall permit the Council to inspect such records as requested from time to time.

2.5.10 The Provider acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Council may nevertheless be obliged to disclose the Confidential Information.

2.6 Transparency

2.6.1 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the text of this Contract, and any Schedules to this Contract, are not confidential information. The Council shall be responsible for determining in its absolute discretion whether any part of the Contract or its Schedules is exempt from disclosure in accordance with the provisions of the FOIA.

Marking of Tender Documents

2.7 If the Provider considers that any other part of its tender (other than price) apart from Parts entitled "Payment by BACS", "Financial References Authority", "Statement of Insurance Cover", "Tenderer's Proposals/Method Statement" and "Tender Pricing Summary" is confidential it should appropriately mark that part of its document and explain the justification for so doing. It would in all circumstances be inappropriate merely to mark all parts of a tender as confidential. In law confidentiality will not arise by simply marking a document confidential.

3. COUNCIL'S RESPONSIBILITIES

3.1 The Council shall issue an Order containing the instructions, specification and/or scope of the Goods or Services to be provided.

3.2 The Council may specify the requirements as to performance of the Goods or Services, the timetable, the level of Charges or fees to be paid, in the Order or separately in writing following the Provider's acceptance of the Order in accordance with Condition 4.2.

3.3 The Council shall be entitled to, but not required to, order the provision of Goods or Services at any time during the Contract Term.

3.4 The Council shall make payment for Goods delivered or Services rendered in accordance with Condition 7.

3.5 The Council shall make known to the Provider all requirements concerning the conduct of the Provider at the Council's premises and the Provider shall ensure compliance with all such requirements and shall otherwise act at all times in a lawful and proper manner.

3.6 If required, the Council may assist the Provider in performing the Goods or Services by:

- (i) taking decisions and obtaining management approvals promptly; and
- (ii) give the Provider full and prompt access to the Council's personnel and premises, together with all necessary administrative support.
- (iii) obtain any approvals, licences, and security clearances promptly (including any relating to third parties, and any subcontractors); and
- (iv) keep the Provider promptly informed of any proposals or developments affecting the provision of Goods or the Services to be provided under this Contract.

4. PROVIDERS RESPONSIBILITIES

4.1 The Provider shall provide the provision of Goods or Services with all due care, skill and ability and use best endeavours to promote the interests of the Council.

4.2 The Order will lapse unless unconditionally accepted by the Provider in writing within seven days of its date.

4.3 Where the Council does not or cannot specify the method of working, the Provider shall endeavour to determine the best method and shall endeavour to provide the provision of Goods or Services in the most effective way

4.4 The Provider shall comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations, and all Legislation relating to health and safety in the performance of this Contract.

Equality Act 2010 and Equality Policy

4.5 The Provider shall adopt a policy to comply with all statutory obligations under the Equality Act 2010 and with all regulations and Codes of Practice, made under the Equality Act 2010.

Living Wage

4.6 Where instructed by the Council, the Provider shall implement the Council's rate of pay ("the Real Living Wage") to all staff engaged in the provision of Goods or Services as per Appendix 1 to this Contract.

Business Charter

4.7 Where instructed by the Council, the Provider shall comply with the Council's policy relating to the improvement of the economical, social, and environmental well-being of Birmingham ("the Business Charter") as per Appendix 2 to this Contract.

Goods

4.8 The Provider shall in the provision of Goods:

4.8.1 supply to the Council the quantities of Goods stated in the Order or as may be specified elsewhere in writing.

4.9 The Provider shall in the provision of Goods:

4.9.1 supply to the Council the quantities of Goods stated in the Order or as may be specified elsewhere in writing.

4.9.2 Provide all necessary labour, materials and equipment required for the off-loading and placing in position of any Goods.

4.9.3 shall supply a delivery note, quoting the Order number with all Goods supplied.

4.9.4 The Goods shall be transported and off loaded at the sole risk of the Provider.

4.9.5 The Goods shall be at the Providers risk until delivery in accordance with the Order.

4.9.6 Title in the Goods shall pass to the Council on delivery of the Goods in accordance with Condition 4.8.9 above

4.10 The Council shall at all times have full power to inspect the Goods at all stages of the manufacture and shall be at liberty at all such times to reject any Goods which do not comply with this Contract. If the Council fails to reject Goods, this shall not constitute an acceptance or prejudice the Council's right to reject Goods after delivery.

4.11 In the event that the Provider fails to deliver the Goods at the agreed time or fail to perform an obligation under this Contract the Council may recover from the Provider for late performance or non-performance liquidated damages, and not by way of penalty, a sum equivalent to the additional cost incurred by the Council as a direct result of such late performance, provided that the sum so recoverable shall be directly attributable to that part of this Contract that is the subject of the late or non-performance.

4.12 The Council may cancel any specific Orders issued against this Contract if delivery of any Goods has not been made within the time prescribed under this Contract.

4.13 In the event the Council elects to cancel an Order or any part of it the Council shall not be liable to the Provider for such cancellation.

4.14 Goods supplied in accordance with this Contract must comply at the time of their supply with:

4.14.1.1 the express terms of this Contract.

4.14.1.2 any applicable implied conditions, warranties and terms contained in the Sale of Goods Act 1979 and the Supply of Goods and Services Act 1982 and any related statutes and any re-enactments or modifications.

4.14.1.3 all applicable European Union Directives relevant and applicable to the Goods and to the extent that they are applicable all Goods supplied must be endorsed as being fully compliant with such standards by the application of the CE mark in a position on the Goods which shall meet the requirements of the applicable European Union Directive.

4.14.1.4 any specification of the British Standards Institute (or equivalent) which is relevant to the Goods at the time of supply.

Services

4.15 In the provision of Services, the Provider confirms that: -

4.15.1 it is a Provider having the service expertise specified in the Order and the Provider agrees to perform the Services in accordance with the instructions of the Council and to comply with Terms and Conditions of this Contract.

4.15.2 it shall exercise all the skill, care, and diligence in the discharge of the Services to be expected of an appropriately qualified competent Provider experienced in carrying out Services of the relevant nature, size, scope, and complexity as described in the Order.

4.15.3 shall comply promptly with all reasonable instructions given to the Provider by the Council on any matter connected with the Services.

4.15.4 Service deliverables (including all records, reports, documents, papers, drawings, designs, transparencies, photos, graphics, logos, typographical arrangements, software programmes, inventions, ideas, discoveries, developments, improvements or innovations and all materials in whatever form, including but not limited to hard copy and electronic form), ("the Deliverables") prepared by the Provider in connection with the provision of the Goods or Services shall be supplied in a timely manner or in accordance with the time specified in the Order (if so specified).

4.15.5 The Council shall use Deliverables for the purpose stated in the Order and shall reasonably seek the express consent of the Provider where it seeks to use it for any other purpose.

Staff

4.16 The Provider shall engage appropriately qualified, experienced, and competent staff in the delivery of the Goods and/or performance of the Services. The Council may at any time require the replacement of any personnel where his or her performance or conduct is or has been unsatisfactory. The Provider shall remove and replace promptly the person specified.

4.17 The Provider shall give to the Council, if so requested, full particulars of all persons who are or may be at any time engaged in the performance of this Contract.

4.18 The Provider shall be entirely responsible for the employment and conditions of service of the staff engaged for the purpose of this Contract.

4.19 When instructed by the Council the Provider shall ensure: -

- a) that when, subject to Data Protection Legislation, all individuals involved in the provision of the Goods or Services, are subject to a valid [enhanced] disclosure check undertaken through the Disclosure and Barring Service established under the Protection of Freedoms Act 2012, including a check against the adults' barred and the children's barred list, as appropriate; and
- (b) that the level and validity of checks is monitored for each individual.

5. NOTICE

5.1 Any notice given under this Contract shall be in writing and signed by or on behalf of the Party giving it and shall be served by delivering it personally or sending it by pre-paid recorded delivery or registered post to the relevant Party at the address identified by the respective Parties or by sending it by fax to the fax number notified by the relevant Party.

5.2 Any such notice shall be deemed to have been received: -

- (a) if delivered personally, at the time of delivery.
- (b) in the case of pre-paid recorded delivery or registered post, [48] hours from the date of posting, or
- (c) in the case of fax, at the time of transmission]
- (d) [in the case of electronic mail, [at the time of transmission

5.3 In providing such service it shall be sufficient to prove that the envelope containing such notice was addressed to the address of the relevant Party and delivered either to that address or into the custody of the postal authorities as a pre-paid recorded delivery or registered post (or that the notice was transmitted by fax to the fax number of the relevant Party).

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

5.5 For the purposes of Condition 5.1 the address of the Parties shall be that contained in the Order.

6. Ownership and intellectual property

6.1 The copyright and all other intellectual property and proprietary rights whatsoever ("Intellectual Property Rights" or "IPR") in any document, material, idea, data or other information (including systems and methodologies, reports, preparatory works, drafts, working papers, correspondence and advice, patents, trademarks, designs, design rights, copyright, inventions, trade secrets, know-how and confidential information)) developed by the Provider in connection with the performance of the provision of Goods or Services shall vest in the Council upon the date of such production or provision (the "Developed IP"). To the extent necessary, the Provider hereby assigns (by way of present and future assignment) absolutely all Developed IP to the Council. To the extent that any Developed IP does not vest in the Council either pursuant to this Contract or otherwise under law, the Provider shall hold such Developed IP in trust for and always for the benefit of the Council. The Provider shall do all things reasonably necessary at the Council's request to perfect such vesting, both during and after the expiry of this Contract.

6.2 Condition 6.1 shall not apply to Intellectual Property Rights not created by the Provider at the request of the Council or specifically for the purpose of performing the provision of Goods or Services and shall not, subject to Conditions 2.2, 2.3, 2.4 and 2.6 operate to prevent the Provider from making use of the principles and ideas created or produced by the Provider in any document, material, idea, data or other information, (including systems and methodologies, reports, preparatory works, drafts, working papers, correspondence and advice), except those created or supplied by the Council, in future assignments or in relation to potential future assignments.

6.3 Where pre-existing deliverables are incorporated into the provision of Goods or Services, the Council has a non-exclusive, perpetual, transferable, irrevocable, worldwide royalty-free licence to use, modify and distribute such pre-existing works, for the purposes of this Contract only.

6.4 The Provider undertakes:

- (a) not to register nor attempt to register any of the IPR in the Deliverables unless requested to do so by the Council.
- (b) to do all acts necessary to confirm that absolute title in all IPR in the Deliverables has passed, or will pass, to the Council; and
- (c) to ensure that any sub-contractor and all personnel of the Provider assign all Developed IP to the Council on creation and otherwise comply with this Condition 6.

6.5 The Provider warrants that:

- (a) the Provider has not given and will not give permission to any third party to use any of the Deliverables nor any of the IPR in the Deliverables.
- (b) the Provider is unaware of any use by any third party of any of the Deliverables or IPR in the Deliverables; and
- (c) the use of the Deliverables or the IPR in the Deliverables by the Council will not infringe the rights of any third party.

6.6 If during the Term, the Provider becomes aware of any threatened or actual unauthorised use or any misuse of the Developed IP, the Provider shall notify the Council in writing without delay of the possible infringement or infringement and include all of the facts in reasonable detail.

6.7 The Provider acknowledges and agrees that the Council and its licensors (as appropriate) have the exclusive right to take action against third parties in respect of any unauthorised use of the Developed IP, and that the Provider shall not be entitled to call upon the Council to take any action in respect of any infringement of the rights provided by or forming part of the Developed IP, whether pursuant to applicable laws or otherwise. The Provider will, at the request of the Council, provide all reasonable co-operation to the Council or the relevant licensor (including the provision of documentation and making relevant personnel of the Provider available) in any action, claim or proceedings brought or threatened in respect of Developed IP. The Council will be responsible for the Provider's reasonable costs incurred in connection therewith, provided always that the Council has consented in advance to their incurrence (including as to the anticipated amount thereof).

6.8 Notwithstanding any other provision of this Contract, and for the avoidance of doubt, nothing in this Contract shall operate to give any right of ownership or use of the methods and systems employed by the Council.

6.9 The Provider agrees to indemnify the Council and keep it indemnified at all times against all or any costs, claims, damages, or expenses incurred by the Council, or for which the Council may become liable, with respect to any intellectual property infringement claim or other claim relating to the Deliverables supplied by the Provider to the Council during the course of the providing the Goods or Services.

6.10 The Provider acknowledge that no further remuneration or compensation other than that provided for in this Contract is or may become due to the Provider in respect of the performance of the Provider's obligations under these Condition 6.

6.11 To the full extent permissible by law, the Provider shall procure waivers of moral rights arising as a result of the provision of Goods or Services from its employees or any other party it shall engage in the provision of Goods or Services. The Provider will not (and will procure that any relevant third parties do not) assert any right to be identified as the author of the Developed IP pursuant to section 78 of the Copyright, Designs and Patents Act 1988 in connection with this Contract.

7. LIABILITY AND INSURANCE PROVISIONS

7.1 The Provider will perform the provision of Goods and Services with reasonable skill and reasonable care.

7.2 The Provider shall have liability for and shall indemnify the Council against any data breach, all direct losses, and losses arising out of any claims, demands, fines, penalties, actions, investigations or proceedings and costs (including reasonable legal costs), arising out of the negligent performance or non-performance of the provision of Goods or Services and shall accordingly maintain in force during the Contract Term full and comprehensive insurance policies.

7.3 Subject to the provisions of Condition 6.2 above, neither Party shall have any liability to the other under, or in connection with this Contract howsoever arising in respect of indirect or consequential loss or damage however caused.

7.4 The Provider shall take out and maintain for the duration of the Services with reputable insurers: -

- (a) Public liability insurance of an appropriate level for any one event or series of connected events; and/or
- (b) Professional indemnity insurance of an appropriate level of per annum in aggregate of all claims in connection with this Contract or otherwise; and/or
- (c) Employers' liability insurance as required by the Employers' Liability (Compulsory Insurance) Act 1969, as amended

7.5 In any event, or notwithstanding any other term in this Contract, the Providers liability in contract, tort (including negligence or statutory duty) or otherwise arising by reason of or in connection with this Contract (except in relation to death or personal injury caused by negligence) shall be limited in aggregate per year to:

- (a) Where under the terms of Condition 6.4 or otherwise under this Contract, the Provider are obliged to hold insurance in respect of the matter from which the liability arises, the insurance levels set by the Provider under Condition 6.4 or otherwise required under this Contract.
- (b) In respect of matters for which the Provider are not obliged to hold insurance under the terms of Condition 6.4, or otherwise under this Contract, the Price payable by the Council to the Provider in the year in which the liability arises.

7.6 The Council's liability in contract, tort (including negligence or statutory duty) or otherwise arising by reason of or in connection with this Contract (except in relation to death or personal injury caused by negligence) shall be limited to in aggregate per year to [one hundred per cent (100%) of the Fee] payable by the Council to the Provider in the year in which the liability arises.

7.7 For the purposes of Conditions 6.4 and 6.5 "year" shall mean the period of 12 months from the Commencement Date or any anniversary thereof.

7.8 The Provider shall on request supply to the Council copies of the insurance policies and evidence that the relevant premiums have been paid.

8. PRICE AND PAYMENT

8.1 The Council shall pay the fee ("the Price") for the Goods or Services to the Provider as stated in the Order or in any subsequently agreed Variation.

8.2 The Provider may invoice the Council on or at any time after delivery of the Goods or performance of the Services, as the case may be, and each invoice shall quote the number of the Order.

8.3 Payment of any undisputed invoice will be made no later than thirty (30) days following the date of receipt of the invoice by the Council.

8.4 The Council reserves the right to withhold payment of the relevant part of the Price without payment of interest where the Provider have either failed to provide the provision of Goods or Services at all or have provided the Services inadequately and any invoice relating to such Goods or Services will not be paid unless or until the Goods or Services have been performed to the Council's satisfaction.

8.5 Any overdue sums will bear interest from the due date until payment is made at 3% per annum over the Barclays Banks plc base rate from time to time. The Provider is not entitled to suspend provision of the Goods or Services as a result of any overdue sums.

8.6 The Council may set off against the Price any sums owed to the Council by the Provider.

9. TERMINATION

9.1 Subject to the provisions of condition [10] (Force Majeure) the Council may terminate the Contract with immediate effect by notice in writing to the Provider on or at any time if the Provider: -

- a) becomes bankrupt, insolvent, makes any composition with its creditors, has a receiver appointed under the Mental Health Act 1983 or dies.
- b) are convicted of a criminal offence.
- c) ceases or threatens to cease to carry on the Provider's business.
- d) has a change in Control which the Council believes will have a substantial impact on the performance of the Contract.
- e) there is a risk or a genuine belief that there is a risk that reputational damage to the Council will occur as a result of the Contract continuing.
- f) is in breach of any of the Provider's obligations under this Contract that is capable of remedy, and which has not been remedied to the satisfaction of the Council within 14 days, or such other reasonable period as may be specified by the Council after issue of a written notice specifying the breach and requesting it to be remedied.
- g) there is a material or substantial breach by the Provider of any of the Provider's obligations under this Contract which is incapable of remedy; or
- h) the Provider commits persistent minor breaches of this Contract whether remedied or not.

9.2 The Council reserves the right to terminate the Contract in part in the case of termination under Conditions 8.1 (f), (g) and (h).

9.3 The Council has the right to terminate any individual Order or Orders or the whole Contract under the provisions of Condition 8.1.

9.4 The Council reserves the right to terminate the Contract at will, in whole or in part, at any time with or without notice except that it will give as much notice as possible in the circumstances.

Prevention of Corruption

9.5 The Council shall be entitled forthwith to terminate this Contract by delivery of written notice to the Provider if the Provider shall have: -

- a) offered, promised, or given a financial or other advantage to another person; and either:
- b) the Provider intended the advantage to induce a person to perform improperly a relevant function or activity in relation to the obtaining or execution of the Contract or any other contract with the Council; or
- c) The Provider knows or believes that the acceptance of the advantage would itself constitute the improper performance of the relevant function or activity in relation to the obtaining or execution of the Contract or any other contract with the Council; or
- d) If the like act or acts shall have been done by any person employed by the Provider or associated with the Provider (whether with or without the Provider's knowledge); or
- e) If in relation to any contract with the Council the Provider or any person employed by the Provider or associated with the Provider shall have: -
 - (i) committed an offence or offences under the Bribery Act 2010; or
 - (ii) given any fee or reward to an officer of the Council the acceptance of which is an offence under Section 117(2) Local Government Act 1972.

9.6 Such termination shall not affect the continuing application of any provisions of the Contract, which are expressed as or are capable of having effect after the termination of the Contract.

Consequences Of Termination

9.7 If this Contract is terminated in whole or in part the Council shall:

9.8 Upon the termination of the Contract for any reason, subject as otherwise provided in this Contract and to any rights or obligations which have accrued prior to termination, neither Party shall have any further obligation to the other under the Contract.

Termination by the Provider

9.9 If the Council shall fail to pay to the Provider any sum due under this Contract and the Council shall fail to remedy such breach within [28 days] of the service of a written notice upon the Council specifying such breach, then the Provider shall be entitled to terminate this Contract by [28 days] written notice to the Council.

Consequences of Termination by the Provider

- 9.10 If the Provider shall terminate this Contract under Condition 8.9 the Provider shall be entitled to receive: -
- a) payment for the performance of the Services up to the date of termination; and
 - b) any direct loss and/or expense arising out of the termination of the Contract.

10. DISPUTE RESOLUTION

10.1 If a dispute arises between the Council and the Provider in connection with this Contract, the Council's Representative and the Providers Representative shall each use reasonable endeavours to resolve such dispute by means of prompt discussion.

10.2 If a dispute is not resolved within fourteen (14) days of referral under Condition 9.1 then either party may refer it to a senior manager or appropriate nominated officer of each Party for resolution who shall meet for discussion within 14 days or longer period as the parties may agree.

Mediation

10.3 If any dispute is not resolved under Conditions 9.1 & 9.2, either of the Parties may initiate mediation by giving an Alternative Dispute Resolution ("ADR Notice") to the other in writing requesting mediation. A copy of the ADR Notice shall also be sent to Centre for Effective Dispute Resolution (CEDR).

10.4 The Procedure in the CEDR's Model Procedure shall be amended to take account of: -
any relevant provision in this Contract; and any other additional agreement which the Parties may enter into in relation to the conduct of the mediation.

10.5 The Procedure in the CEDR's Model Procedure shall be amended to take account of: -
any relevant provision in this Contract; and
any other additional agreement which the Parties may enter into in relation to the conduct of the mediation.

10.6 The mediation will start not later than 4 weeks after the date of the ADR Notice

10.7 Neither of the Parties may terminate the mediation until each of the Parties has made its opening presentation and the mediator has met each of the parties separately for 1 hour. Thereafter Paragraph 14 of the Model Procedure will apply.

11. GENERAL TERMS

Force majeure

11.1 Neither Party shall be liable for failure to perform its obligations under the Contract if such failure results from any event or occurrence which is outside the reasonable control of the Party concerned and which is attributable to any act or failure to take preventative action by that Party including strike, lock-out, fire, explosion or accident or any stoppage of either Party's business or work beyond the Party's control or any other event or circumstance (whether arising from natural causes human agency or otherwise) beyond the control of the Party concerned ("Force Majeure").

11.2 If the Council or the delivery location is affected by circumstance of Force Majeure, the Council shall be entitled to, totally or partially, suspend the date or dates for delivery of the Goods or Services until the circumstances of the Force Majeure have ceased. The suspension shall not give rise to any claim by the Provider against the Council nor entitle the Provider to terminate the Contract.

11.3 Industrial action by, or illness or shortage of the Provider's staff, agents or subcontractors, failure, or delay by any of the Provider's suppliers to supply goods, components, services or materials and breach of any of the Provider's warranties under Conditions 1.11, 4.8 and 4.18 shall not be regarded as an event of Force Majeure.

11.4 If the event of Force Majeure continues for more than two (2) months either Party may give written notice to the other to terminate the Contract immediately or on a set termination date.

11.5 If the Contract is terminated in accordance with Condition 10.4 neither Party will have any liability to the other except that any rights and liabilities which accrued prior to termination will continue to exist.

Governing law jurisdiction

11.6 The Contract and our relationship is governed by and interpreted in accordance with English law. A claim may only be brought against the other Party (in contract, tort or otherwise) if it can be brought in English law without reference to the law of any other country.

11.7 The Courts of England and Wales shall have exclusive jurisdiction to settle any dispute (including claims for set-off and counterclaim) that may arise in connection with any aspect of the legal relationship established by the Contract or otherwise arising in connection with this Contract. The Parties each submit irrevocably to the jurisdiction of the Courts of England and Wales.

Third Party Rights

11.8 Subject to Condition 4.6, a person who is not party to this Contract ("Third Party") has no right to enforce any term of this Contract, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to

the Contracts (Rights of Third Parties) Act 1999. If the Parties rescind this contract or vary any of its terms in accordance with the relevant provisions of this contract, such rescission or variation will not require the consent of any Third Party.

11.9 Notwithstanding the provisions of Condition 10.8, any of the Benefitting Employees shall have the right to enforce their rights under Condition 4.6 (Payment of Living Wage) of this Contract.

No Waiver

11.10 Failure by either party at any time to enforce any one or more of the provisions of this Contract or to require performance by the other Party of any of the provisions shall not constitute or be construed as a waiver of the provision or of the right at any time subsequently to enforce all terms and conditions of this Contract nor affect the validity of the Contract or any part of it or the right of the parties to enforce any provision in accordance with its terms.

Severance

11.11 If any provision of the Contract shall become or shall be declared by any court of competent jurisdiction to be invalid or unenforceable in any way, such invalidity shall not impair or affect any other provision all of which shall remain in full force and effect.

Additional Clause:

No marketing rights

The Supplier shall not and shall procure that their subcontractors, representatives, agents and/or advisors do not do any of the following without obtaining the prior written consent of the Contracting Authority:

- .1 make a public statement or communicate in any form with the media in connection with this agreement.
- .2 use any trademarks, logos or other intellectual property rights associated with the Contracting Authority and/or Games Partners.
- .3 represent that the Supplier is directly or indirectly associated in any way with the Commonwealth Games, Games Partners, the Contracting Authority and/or its stakeholders or that its or their respective products and/or services are in any way endorsed by the Contracting Party and/or its stakeholders; or
- .4 do anything or refrain from doing anything which would have an adverse effect on or embarrass the Contracting Authority, Games Partners and/or its stakeholders.

At no time will the Supplier or its subcontractors, representatives, agents and/or advisors have the right to use:

- .1 Any Commonwealth Games marks, symbols, terminology, or derivatives thereof; or
 - .2 Any logos, symbols associated with the Birmingham 2022 Commonwealth games or derivatives thereof.
- save as may be expressly permitted by the prior written consent of the Contracting Authority.

APPENDIX 1

("Living Wage Policy")

The Provider shall comply with the following provisions in respect of its compliance with Condition 4.6 of the Contract at all times and where applicable:

1.0 BACKGROUND

- 1.1 The Leader's Statement in June 2012 communicated the intention to introduce the Living Wage, as part of a Business Charter for Social Responsibility, for Council employees and the promotion of this amongst Birmingham businesses.
- 1.2 The Council has paid the Living Wage as set out by the Living Wage Foundation to its employees since July 2012, including Community, Community special, Voluntary Controlled and Maintained Nursery Schools.
- 1.3 In October 2012 the Council obtained Living Wage employer accreditation where it committed to work towards the adoption of the Living Wage within its supply chain.
- 1.4 The Council's Living Wage Policy was approved by Cabinet in April 2013, along with the inter-linked Birmingham Business Charter for Social Responsibility (BBC4SR) and Social Value policies. These policies were adopted against the backdrop of the recently enacted Public Services (Social Value) Act 2012. They are aimed at maximising the social, economic, and environmental value of the Council's area derived from its significant procurement spend.
- 1.5 In April 2014 the Real Living Wage was applied by the Council to all its contracted agency staff.
- 1.6 The Council's Living Wage Policy ensures that people working on behalf of the Council are paid the same minimum rate as if they worked directly for the Council. We also believe that since our procurement policies mean that more of them will be Birmingham residents, then putting more money into those people's pockets will help local shops and businesses, creating a virtuous spiral that can treble its value to the local economy. There is plenty of evidence that paying the Real Living Wage, as set out by the Living Wage Foundation, boosts flexibility and performance, reduces sickness and aids staff retention.

2.0 WHAT WE MEAN BY THE REAL LIVING WAGE

- 2.1 The Real Living Wage is not the same as the National Living Wage which is a legal requirement. The Real Living Wage is that set out by the Living Wage Foundation and independently determined on an annual basis by the Centre for Research in Social Policy at Loughborough University. The current rate can be found at: <https://www.livingwage.org.uk/>. This Living Wage is not a statutory requirement but a voluntary undertaking.
- 2.2 The Real Living Wage as described above is intended to recognise the dignity of work and the importance for individuals, families and society of people being able to earn a living. The idea is rooted in notions of contribution, reciprocity, and community.

For employees, the Living Wage Foundation's Living Wage means no longer having to work multiple jobs, getting some sleep and being able to provide for and spend time with their family.

For employers, it means higher staff morale, better quality work, improved rates of retention, lower rates of sickness and absence, and reputational gain. For local authorities, it can mean more money being spent by local employees in the local economy.

3.0 THE POLICY CONTEXT

3.1 The strategic context for the Council's Living Wage policy was derived from the following key Council policies:

- Leader's statement (June 2012), specifically:
 - a) To tackle inequality and deprivation, promote social cohesion across all communities in Birmingham, and ensure dignity, in particular for our elderly and safeguarding for children.
 - b) To lay the foundation for a prosperous city, built on an inclusive economy.
 - c) To involve local people and communities in the future of their local area and public services – a city with local services for local people.
- Giving hope, changing lives (the Social Inclusion green paper).

3.2 This Policy continues to be a key Council priority as a major contributor to creating a stronger local economy through better jobs and improved skills. It builds on the achievements to date and recognises that a living wage generates value locally, prosperity shared and harnesses the distinct and different strengths of our communities. Employment is the route to independence and out of poverty.

4.0 IMPLEMENTATION

4.1 The City Council will therefore require, to the extent permitted by law, that any contractor, including subcontractors, who supplies an employee (other than an intern or apprentice) who provides a service or completes works, involving 2 or more hours of work in any given day in a week, for 8 or more consecutive weeks on:

- Council premises; and/or
- Property owned or occupied by the Council; and/or
- Land which the Council is responsible for maintaining or on which it is required to work

will pay employees the Real Living Wage in respect of their time working on a Council contract or grant funded service.

Where the 8 consecutive week threshold is achieved the payment of the Real Living Wage will be made in respect of all of those weeks and any additional weeks worked by such employees.

4.1.1 The following qualifications apply to the above:

- Grants for the purchase of capital assets are exempt from this policy
- Contracts and grants solely for the supply of goods are exempt from this policy.

4.2 Adherence to the Real Living Wage, in accordance with this policy, will be through the standard terms and conditions of Council contracts and Conditions of Grant Aid (COGA).

4.3 Any supplier/contractor not willing to apply the Real Living Wage will be deselected during the procurement process.

4.4 The Council will implement the annually revised Real Living Wage rate as set out by the Living Wage Foundation within 6 months of the date on which any increase in the UK Living Wage is officially announced, and will require all suppliers/contractors, sub-contractors, and grant recipients to do the same as part of the terms of the contract/grant.

4.5 If the application of the Real Living Wage is not considered to be appropriate this will need to be justified by the Chief Officer who is commissioning the relevant works or services and be approved by the Cabinet Member for Finance and Resources. Reports that are not advocating the application of the Real Living Wage will not be eligible for inclusion in the Council's Procurement Governance Arrangements irrespective of the value.

- 4.6 Where the application of the Real Living Wage is considered to be appropriate regardless of the location, this will need to be financially justified by the Chief Officer who is commissioning the relevant works or services and approved by the Cabinet Member for Finance and Resources Efficiency. It will then be included in the appropriate report.
- 4.7 The care sector is a challenging area for the paying the Real Living Wage. Following consultation, a report was agreed at Cabinet 12 December 2017 which included details of how the Council will implement the Birmingham Living Wage in the care sector. Further information can be found in the Commissioning Strategy for Adult Social Care – December 2017. [Real Living Wage Report](#)

5.0 REPORTING ON THE REAL LIVING WAGE

- 5.1 Birmingham City Council will:
- a) Report and promote the suppliers/contractors & grant recipients who have adopted the Real Living Wage within their organisation and supply chain.
 - b) Monitor contracts to check that suppliers continue to pay the Real Living Wage, especially after the annual uplift which takes place every November.