



# Runnymede Borough Council

## Standard terms and conditions for the supply of Goods and Services for Purchase Orders only

### 1. INTERPRETATION

The following definitions and rules of interpretation apply in this agreement.

#### 1.1 Definitions:

**Business Day:** a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

**Commencement Date:** has the meaning given in Clause 2.2.

**Conditions:** these terms and conditions as amended from time to time in accordance with Clause 16.8.

**Contract:** the contract between the Customer and the Supplier for the supply of Goods and/or Services in accordance with these Conditions.

**Control:** has the meaning given in section 1124 of the Corporation Tax Act 2010, and the expression **change of control** shall be construed accordingly.

**Customer:** Runnymede Borough Council of Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH

**Customer Materials:** has the meaning set out in Clause 5.3(j).

**Data Protection Legislation:** the UK Data Protection Legislation and any other European Union legislation relating to personal data and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of personal data (including, without limitation, the privacy of electronic communications); and the guidance and codes of practice issued by the relevant data protection or supervisory authority and applicable to a party.

**Deliverables:** all documents, products and materials developed by the Supplier or its agents, contractors and employees as part of or in relation to the Services in any form or media, including drawings, maps, plans, diagrams, designs, pictures, computer programs, data, specifications and reports (including drafts).

**Goods:** the goods (or any part of them) set out in the Order.

**Goods Specification:** the specification for the Goods, including any related plans and drawings, that is agreed in writing by the Customer and the Supplier.

**International Financial Reporting Standard 16 ('IFRS 16')**: a financial reporting standard that the Customer is required to comply with. IFRS 16 defines a lease as a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration. IFRS 16 requires all material operating leases to be recorded on the Customer's balance sheet and is effective for annual reporting periods beginning on or after 1 January 2019.

**Intellectual Property Rights:** patents, rights to inventions, copyright and related rights, trademarks and service marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world).

**Mandatory Policies:** the Customer's business policies, codes and procedures listed in Schedule 1.

**Order:** the Customer's order for the supply of Goods and/or Services, as set out in the Customer's purchase order form.

**Services:** the services, including any Deliverables, to be provided by the Supplier under the Contract as set out in the Service Specification.

**Service Specification:** the description or specification for Services agreed in writing by the Customer and the Supplier.

**Supplier:** the person or firm from whom the Customer purchases the Goods and/or Services.

**UK Data Protection Legislation:** all applicable data protection and privacy legislation in force from time to time in the UK including the General Data Protection Regulation ((EU) 2016/679); the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended.

## 1.2 Interpretation:

- a A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- b A reference to a party includes its personal representatives, successors and permitted assigns.
- c A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes all subordinate legislation made under that statute or statutory provision.
- d Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- e A reference to **writing** or **written** includes fax but not email.

## 2. BASIS OF CONTRACT

- 2.1 The Order constitutes an offer by the Customer to purchase Goods and/or Services from the Supplier in accordance with these Conditions.

2.2 The Order shall be deemed to be accepted on the earlier of:

- a the Supplier issuing written acceptance of the Order; or
- b any act by the Supplier consistent with fulfilling the Order,

at which point and on which date the Contract shall come into existence (**Commencement Date**).

2.3 These Conditions apply to the Contract to the exclusion of any other terms that the Supplier seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing. If the Supplier does not wish to accept these Conditions then the Supplier should not accept the Order and should inform the Customer immediately.

2.4 All of these Conditions shall apply to the supply of both Goods and Services except where the application to one or the other is specified.

### **3. SUPPLY OF GOODS**

3.1 The Supplier shall ensure that the Goods shall:

- a correspond with their quantity, type, sort, quality and description and any applicable Goods Specification;
- b be of satisfactory quality (within the meaning of the Sale of Goods Act 1979) and fit for any purpose held out by the Supplier or made known to the Supplier by the Customer, expressly or by implication, and in this respect the Customer relies on the Supplier's skill and judgement;
- c where they are manufactured products, be free from defects in design, materials and workmanship and remain so for 12 months after delivery; and
- d comply with all applicable statutory and regulatory requirements relating to the manufacture, labelling, packaging, storage, handling and delivery of the Goods.

3.2 The Supplier shall ensure that at all times it has and maintains all the licences, permissions, authorisations, consents and permits that it needs to carry out its obligations under the Contract in respect of the Goods.

3.3 The Customer may inspect and test the Goods at any time before delivery. The Supplier shall remain fully responsible for the Goods despite any such inspection or testing and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under the Contract.

3.4 If following such inspection or testing the Customer considers that the Goods do not comply or are unlikely to comply with the Supplier's undertakings at Clause 3.1, the Customer shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.

3.5 The Customer may conduct further inspections and tests after the Supplier has carried out its remedial actions.

### **4. DELIVERY OF GOODS**

4.1 The Supplier shall ensure that:

- a the Goods are properly packed and secured in such manner as to enable them to reach their destination in good condition;
- b each delivery of the Goods is accompanied by a delivery note which shows the date of the Order, the Order number (if any), the type and quantity of the Goods (including the code number of the Goods (where applicable)), special storage instructions (if any) and, if the Goods are being delivered by instalments, the outstanding balance of Goods remaining to be delivered; and

- c it states clearly on the delivery note any requirement for the Customer to return any packaging material for the Goods to the Supplier. Any such packaging material shall only be returned to the Supplier or disposed of by the Customer at the cost of the Supplier.

4.2 The Supplier shall deliver the Goods:

- a on the date specified in the Order or, if no such date is specified or agreed elsewhere in writing, then within 14 days of the date of the Order;
- b to the Customer's premises at Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH or such other location as is set out in the Order or as instructed by the Customer before delivery (**Delivery Location**); and
- c during the Customer's normal hours of business on a Business Day, or as instructed by the Customer.

4.3 Unless otherwise stated in the Order, the Supplier shall bear the costs of putting the Goods into a deliverable state.

4.4 Delivery of the Goods shall be completed on the completion of unloading of the Goods at the Delivery Location.

4.5 If the Supplier:

- a delivers less than 95% of the quantity of Goods ordered, the Customer may reject the Goods; or
- b delivers more than 105% of the quantity of Goods ordered, the Customer may at its sole discretion reject the Goods or the excess Goods,

and any rejected Goods shall be returnable at the Supplier's risk and expense. If the Supplier delivers more or less than the quantity of Goods ordered, and the Customer accepts the delivery, the Supplier shall make a pro rata adjustment to the invoice for the Goods.

4.6 The Supplier shall not deliver the Goods in instalments without the Customer's prior written consent. Where it is agreed that the Goods are delivered by instalments, they may be invoiced and paid for separately. However, failure by the Supplier to deliver any one instalment on time or at all or any defect in an instalment shall entitle the Customer to the remedies set out in Clause 6.1.

4.7 If the Customer cannot take delivery of the Goods for any good reason, the Supplier will store the Goods at the Supplier's risk and expense.

4.8 Title and risk in the Goods shall pass to the Customer on completion of delivery.

## 5. SUPPLY OF SERVICES

5.1 The Supplier shall from the Commencement Date and for the duration of the Contract supply the Services to the Customer in accordance with the terms of the Contract.

5.2 The Supplier shall meet any performance dates for the Services specified in the Order or that the Customer notifies to the Supplier and time is of the essence in relation to any of those performance dates.

5.3 In providing the Services, the Supplier shall:

- a co-operate with the Customer in all matters relating to the Services, and comply with all instructions of the Customer;
- b perform the Services with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade;

- c use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Supplier's obligations are fulfilled in accordance with the Contract;
- d ensure that the Services and Deliverables will conform with all descriptions and specifications set out in the Service Specification, and that the Deliverables shall be fit for any purpose that the Customer expressly or impliedly makes known to the Supplier;
- e provide all equipment, tools and vehicles and such other items as are required to provide the Services;
- f use the best quality goods, materials, standards and techniques, and ensure that the Deliverables, and all goods and materials supplied and used in the Services or transferred to the Customer, will be free from defects in workmanship, installation and design;
- g obtain and at all times maintain all licences, permissions, authorisations, permits and consents which may be required for the provision of the Services;
- h comply with all applicable laws, regulations, regulatory policies, guidelines or industry codes which may apply to the provision of the Services, and with the Mandatory Policies;
- i observe all health and safety rules and regulations and any other security requirements that apply at any of the Customer's premises;
- j hold all materials, equipment and tools, drawings, specifications and data supplied by the Customer to the Supplier (**Customer Materials**) in safe custody at its own risk, maintain the Customer Materials in good condition until returned to the Customer, and not dispose or use the Customer Materials other than in accordance with the Customer's written instructions or authorisation;
- k not do or omit to do anything which may cause the Customer to lose any licence, authority, consent or permission upon which it relies for the purposes of conducting its business, and the Supplier acknowledges that the Customer may rely or act on the Services;
- l comply with any additional obligations as set out in the Service Specification.

## **6. CUSTOMER REMEDIES**

- 6.1 If the Supplier fails to deliver the Goods and/or perform the Services by the applicable date, the Customer shall, without limiting or affecting other rights or remedies available to it, have one or more of the following rights:
- a to terminate the Contract with immediate effect by giving written notice to the Supplier;
  - b to refuse to accept any subsequent performance of the Services and/or delivery of the Goods which the Supplier attempts to make;
  - c to recover from the Supplier any costs incurred by the Customer in obtaining substitute goods and/or services from a third party;
  - d to require a refund from the Supplier of sums paid in advance for Services that the Supplier has not provided and/or Goods that it has not delivered; and
  - e to claim damages for any additional costs, loss or expenses incurred by the Customer which are in any way attributable to the Supplier's failure to meet such dates.
- 6.2 If the Supplier has delivered Goods that do not comply with the undertakings set out in Clause 3.1, then, without limiting or affecting other rights or remedies available to it, the Customer shall have one or more of the following rights, whether or not it has accepted the Goods:
- a to terminate the Contract with immediate effect by giving written notice to the Supplier;

- b to reject the Goods (in whole or in part) whether or not title has passed and to return them to the Supplier at the Supplier's own risk and expense;
- c to require the Supplier to repair or replace the rejected Goods, or to provide a full refund of the price of the rejected Goods (if paid);
- d to refuse to accept any subsequent delivery of the Goods which the Supplier attempts to make;
- e to recover from the Supplier any expenditure incurred by the Customer in obtaining substitute goods from a third party; and
- f to claim damages for any additional costs, loss or expenses incurred by the Customer arising from the Supplier's failure to supply Goods in accordance with Clause 3.1.

6.3 These Conditions shall extend to any substituted or remedial services and/or repaired or replacement goods supplied by the Supplier.

6.4 The Customer's rights under the Contract are in addition to its rights and remedies implied by statute and common law.

## **7. CUSTOMER'S OBLIGATIONS**

7.1 The Customer shall:

- a provide the Supplier with reasonable access at reasonable times to the Customer's premises for the purpose of providing the Services;
- b provide such necessary information for the provision of the Services as the Supplier may reasonably request.

## **8. CHARGES AND PAYMENT**

8.1 The price for the Goods:

- a shall be the price set out in the Order, or if no price is quoted, the price set out in the Supplier's published price list in force at the Commencement Date; and
- b shall be inclusive of the costs of packaging, insurance and delivery of the Goods. No extra charges shall be effective unless agreed in writing and signed by the Customer.

8.2 The charges for the Services shall be set out in the Order, and shall be the full and exclusive remuneration of the Supplier in respect of the performance of the Services. Unless otherwise agreed in writing by the Customer, the charges shall include every cost and expense of the Supplier directly or indirectly incurred in connection with the performance of the Services.

8.3 In respect of the Goods, the Supplier shall invoice the Customer on or at any time after completion of delivery. In respect of Services, the Supplier shall invoice the Customer on completion of the Services. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including but not limited to the relevant purchase order number.

8.4 The Customer shall accept and process for payment an electronic invoice submitted for payment by the Supplier where the invoice is undisputed and where it complies with the standard on electronic invoicing. An electronic invoice complies with the standard on electronic invoicing where it complies with the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.

8.5 In consideration of the supply of Goods and/or Services by the Supplier, the Customer shall pay the invoiced amounts within 30 days of the date of a correctly rendered and undisputed invoice to a bank account nominated in writing by the Supplier. The obligations set out in this clause shall be replicated

throughout the Supplier's supply chain where that supply chain is wholly or substantially performing or contributing to the performance of the whole or any part of the Contract.

- 8.6 The Supplier's bank account and sort code details must be provided to the Customer in the prescribed form annexed at Schedule 2 prior to a purchase order being raised. Payment will be made via BACS into the Supplier's bank account. A Supplier email address must be provided to the Customer for the receipt of emailed remittance advices.
- 8.7 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of Value Added Tax chargeable from time to time (**VAT**). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to the Customer, the Customer shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Goods and/or Services at the same time as payment is due for the supply of the Goods and/or Services.
- 8.8 If the Customer fails to make a payment due to the Supplier under the Contract by the due date, then the Customer shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this Clause 8.6 will accrue each day at 8% a year above the Bank of England's base rate from time to time, but at 8% a year for any period when that base rate is below 0%.
- 8.9 The Supplier shall maintain complete and accurate records of the time spent and materials used by the Supplier in providing the Services, and the Supplier shall allow the Customer to inspect such records at all reasonable times on request.
- 8.10 The Customer may at any time, without notice to the Supplier, set off any liability of the Supplier to the Customer against any liability of the Customer to the Supplier, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under the Contract. If the liabilities to be set off are expressed in different currencies, the Customer may convert either liability at a market rate of exchange for the purpose of set-off. Any exercise by the Customer of its rights under this clause shall not limit or affect any other rights or remedies available to it under the Contract or otherwise.
- 8.11 If credit is due to the Customer from the Supplier, the Customer requests a refund of the sum rather than the issue of a credit note.

## **9. INTELLECTUAL PROPERTY RIGHTS**

- 9.1 All Intellectual Property Rights in or arising out of or in connection with the Services (other than Intellectual Property Rights in any Customer Materials or bespoke services produced for the Customer) shall be owned by the Supplier.
- 9.2 The Supplier grants to the Customer, or shall procure the direct grant to the Customer of, a fully paid-up, worldwide, non-exclusive, royalty-free perpetual and irrevocable licence (with a right to sub-licence) to copy and modify the Deliverables (excluding Customer Materials) for the purpose of receiving and using the Services and the Deliverables.
- 9.3 The Customer grants the Supplier a fully paid-up, non-exclusive, royalty-free non-transferable licence to copy and modify any materials provided by the Customer to the Supplier for the term of the Contract for the purpose of providing the Services to the Customer.
- 9.4 All Customer Materials are the exclusive property of the Customer.

## **10. INDEMNITY**

- 10.1 The Supplier shall indemnify the Customer against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by the Customer arising out of or in connection with:

- a any claim made against the Customer for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with, the manufacture, supply or use of the Goods, or receipt, use or supply of the Services (excluding the Customer Materials);
- b any claim made against the Customer by a third party for death, personal injury or damage to property arising out of, or in connection with, defects in the Goods, as delivered, or the Deliverables;
- c any claim for breach of confidentiality;
- d any claim made against the Customer by a third party arising out of or in connection with the supply of the Goods, as delivered, or the Services; and
- e any losses the Customer incurs directly as a result of the Supplier's breaches or defaults.

10.2 This Clause 10 shall survive termination of the Contract.

## **11. INSURANCE**

11.1 During the term of the Contract and for a period of 6 years thereafter, the Supplier shall maintain in force, with a reputable insurance company, professional indemnity insurance, product liability insurance and public liability insurance to cover the liabilities that may arise under or in connection with the Contract, and shall, on the Customer's request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium in respect of each insurance.

## **12. CONFIDENTIALITY**

12.1 Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party, except as permitted by Clause 12.2.

12.2 Each party may disclose the other party's confidential information:

- a to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information must comply with this Clause 12; and
- b as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

12.3 Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

12.4 Any confidential information in the Supplier's possession at the date of the completion or termination of the contract shall be returned to the Customer at the Supplier's expense.

## **13. TERMINATION**

13.1 Without affecting any other right or remedy available to it, the Customer may terminate the Contract:

with immediate effect by giving written notice to the Supplier if:

- a there is a change of control of the Supplier; or
- b the Supplier's financial position deteriorates to such an extent that in the Customer's opinion the Supplier's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or
- c the Supplier commits a breach of Clause 5.3(h),

d for convenience by giving the Supplier 6 months written notice.

13.2 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:

- a the other party commits a material breach of any term of the Contract which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 14 days after being notified in writing to do so;
- b the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business or, if the step or action is taken in another jurisdiction, in connection with any analogous procedure in the relevant jurisdiction; or
- c the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business.

#### **14. CONSEQUENCES OF TERMINATION**

14.1 On termination of the Contract, the Supplier shall immediately deliver to the Customer all Deliverables whether or not then complete, and return all Customer Materials. If the Supplier fails to do so, then the Customer may enter the Supplier's premises and take possession of them. Until they have been returned or delivered, the Supplier shall be solely responsible for their safe keeping and will not use them for any purpose not connected with the Contract.

14.2 Termination or expiry of the Contract shall not affect the parties' rights and remedies that have accrued as at termination or expiry, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.

14.3 Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination or expiry of the Contract shall remain in full force and effect.

#### **15. FORCE MAJEURE**

15.1 Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under it if such delay or failure results from events, circumstances or causes beyond its reasonable control. If the period of delay or non-performance continues for 6 weeks, the party not affected may terminate this agreement by giving 7 days written notice to the affected party.

#### **16. GENERAL**

##### **IFRS 16**

16.1 Upon request, the Supplier shall provide the Customer with all necessary information in order for the Customer to fulfil their accounting requirements under IFRS 16 and a Supplier employee nominee that the Customer can contract in relation to IFRS 16.

##### **Best Value**

16.2 The Supplier shall:

- a. comply with all reasonable stipulations of the Customer aimed at minimising product packaging directly provided to the Customer as part of the performance of the Contract;
- b. manage electrical equipment and associated consumables at end of life to facilitate recovery, treatment, recycling and provide any information which the Customer may reasonably require from time to time regarding the costs of such activity; and
- c. promptly provide all such information regarding the environmental impact of any products

supplied or used under the Contract as may reasonably be required by the Customer.

16.3 The Supplier acknowledges that the Customer is subject to the Best Value duty imposed on the Customer by Part 1 of the Local Government Act 1999 and the Supplier shall throughout the Contract assist the Customer in discharging its Best Value duty.

#### **Information Laws**

16.4 The Customer and Supplier acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 ('the Information Legislation'), the contents of the Contract is not confidential information and the Supplier hereby gives its consent for the Customer to publish the Contract in its entirety to the general public (with any information that is exempt from disclosure redacted) including any changes to the contract agreed from time to time. The Customer may consult with the Supplier to inform its decision regarding any redactions but the Customer shall have absolute discretion whether any of the Contract is exempt from disclosure in accordance with the Information Legislation.

16.5 The Supplier acknowledges that the Customer is subject to duties under the Information Legislation which may require the release of information on request. Such information may include matters relating to, arising out of or under the Contract.

16.6 The Supplier will assist the Customer to comply with its obligations under the Information Legislation.

16.7 The Supplier acknowledges and accepts that under the Local Government Transparency Code 2015 the Customer has a duty as a Local Authority to also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a net value excluding recoverable VAT that exceeds £5,000.

#### **Data Security**

16.8 Both parties shall comply with all applicable requirements of the Data Protection Legislation.

16.9 When handling Customer data, the Supplier shall ensure the security of the data is maintained in accordance with the security requirements of the Customer as notified from time to time.

16.10 The Supplier shall provide the Customer with all reasonable assistance in relation to any audit or data subject access requests the Customer may conduct or be subject to in connection with the Contract.

#### **Dispute Resolution**

16.11 The Customer and Supplier shall attempt in good faith to negotiate a settlement to any dispute arising out of or in connection with the Contract. In the event a settlement cannot be reached within a reasonable period of time or within one month of the dispute arising (whichever is the shorter period), the Customer and Supplier may exercise any remedy it has under applicable law.

#### **Assignment and other dealings**

16.12 The Customer may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with all or any of its rights and obligations under the Contract.

16.13 The Supplier shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract without the prior written consent of the Customer.

#### **Notices**

- 16.14 Any notice or other communication given to a party under or in connection with the Contract shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at Runnymede Borough Council of Civic Centre, Station Road, Addlestone, Surrey KT15 2AH; or sent by fax to its main fax number.
- 16.15 A notice or other communication shall be deemed to have been received: if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address; if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting; if sent by fax, at the time of transmission, or, if this time falls outside business hours in the place of receipt, when business hours resume. In this Clause 16.2(b), business hours means 9.00am to 5.00pm Monday to Friday on a day that is not a public holiday in the place of receipt.
- 16.16 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any other method of dispute resolution.

### **Severance**

- 16.17 If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of the Contract.

### **Waiver**

- 16.18 A waiver of any right or remedy under the Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy. A failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under the Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

### **No partnership or agency**

- 16.19 Nothing in the Contract is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party the agent of the other, or authorise either party to make or enter into any commitments for or on behalf of the other party.

### **Entire agreement**

- 16.20 The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

### **Third party rights**

- 16.21 Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.
- 16.22 The rights of the parties to rescind or vary the Contract are not subject to the consent of any other person.

### **Variation**

- 16.23 Except as set out in these Conditions, no variation of the Contract, including the introduction of any additional terms and conditions, shall be effective unless it is agreed in writing and signed by the parties or their authorised representatives.

### **Governing law**

16.24 The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England.

**Jurisdiction**

16.25 Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

## **SCHEDULE 1 - MANDATORY POLICIES**

The Mandatory Policies are:

1. Anti-Fraud and Corruption Policy
2. Control of contractors procedure
3. Alcohol at work policy
4. Non-smoking policy
5. Bullying and harassment in the workplace policy
6. Privacy notice statement

**SCHEDULE 2 – BACS REQUEST FORM**