

**Schedule 11**

**Warranted Data**

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**Part 1 - Authority Employees<sup>1</sup>**

**Authority employees**

STAFF REF NO	CONTRACT HOURS	WTE	SEX (M/F)	AGE	D.O.B	DATE OF COMMENCEMENT	CONTINUOUS SERVICE START DATE	GRADE	CONTRACTED HOURS INC WHETHER FULL OR PART TIME	RATE/HOUR (£) INCLUDING SCALE AND POINT	N.I. CODE LETTER (A OR D)	SUPERANNUABLE <sup>2</sup> (Y/N) AND COMMENCEMENT OF PENSIONABLE SERVICE	EMPLOYER AND EMPLOYEE CONTRIBUTION RATES	ALLOWANCE/ DEDUCTION CODE	JOB TITLE & DESC	SITE & DEPT IN WHICH EMPLOYED	NOTICE PERIOD	ACCOM PROVIDED
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<sup>1</sup> The information referred to in this Schedule is by way of illustration only. Consideration should be given to the employee information to be given on a project specific basis.

<sup>2</sup> Background information to the LGPS Pension Scheme, including members and employers guides and booklets can be found at <http://www.lg-employers.gov.uk/pensions/index.html> if further information is required for the purposes of pricing or obtaining a GAD certificated broadly comparable pension scheme.

## Joint Service Centres Procurement Pack – Model Documentation

### Third Party Relevant Employees<sup>34</sup>

STAFF REF NO	CONTRACT HOURS	WTE	SEX (M/F)	AGE	D.O.B	DATE OF COMMENCEMENT	CONTINUOUS SERVICE START DATE	GRADE	CONTRACTED HOURS INC WHETHER FULL OR PART TIME	RATE/HOUR (£) INCLUDING SCALE AND POINT	N.I. CODE LETTER (A OR D)	SUPERANNUABLE (Y/N) AND COMMENCEMENT OF PENSIONABLE SERVICE	EMPLOYER AND EMPLOYEE CONTRIBUTION RATES	ALLOWANCE/ DEDUCTION CODE	JOB TITLE & DESC	SITE & DEPT IN WHICH EMPLOYED	NOTICE PERIOD	ACCOM PROVIDED
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<sup>3</sup> Note – this table will not be needed if all relevant employees are currently employed by the procuring authority

<sup>4</sup> Footnote 138 Not used

## Additional Employee Information

1. **Details of notice required to terminate each Employee’s contract of employment:**

Weekly paid staff: One weeks notice for each full year of service up to a maximum of twelve weeks.

Monthly paid staff: Minimum four weeks notice rising after 4 years service by one week for each complete year of service up to a maximum of twelve weeks.

2. **Salary, wages and overtime details:**

The rate per hour for each member of staff.

[Further Details]

3. **Pension details:**

[All staff are eligible for membership of the LGPS.]

4. **Fringe benefits/ facilities:**

[There are no fringe benefits or facilities granted to an employee in this staff group.]

5. **Details of contracts of employment:**

Terms and Conditions for this staff group is set out in:-

(i)

[Further details]

6. **Details of any commission or bonus scheme:**

[There are no commission or bonus schemes contractual or discretionary for this group.]

7. **Details of any trade union recognised in respect of the Employees:**

The following Trade Unions are recognised for this staff group:-

i) [♦]

The original recognition agreement with the Authority dates from [ ] and was reconfirmed from [♦].

8. **Details of all Employees who have been off sick for more than two weeks:**

[Details/ None known]

9. **Details of any Employee about to exercise or who has given notice to exercise or who has exercised a right to maternity leave and who, it may be possible, may elect to return to work after such leave:**

[Details/ None known]

10. **Details of any dispute whatsoever with any Employee whether brought under disciplinary or grievance procedures or otherwise or any matters which might give rise to such claims:**

[Details/ None known]

11. **Details of any litigation threatened, pending or ongoing in respect of the Employees including any county court claims, High Court claims or employment tribunal or arbitration claims or any matters which might give rise to such claims:**

[Details/ None known]

12. **Details of any enquiry by the Commission for Racial Equality in respect of the Employees and any outcome thereof:**

[Details/ None known]

13. **Details of any enquiry by the Equal Opportunities Commission in respect of the Employees and any outcome thereof:**

[Details/ None known]

14. **Details of any enquiry by the Disability Rights Commission in respect of the Employees and any outcome thereof:**

[Details/ None known]

15. **Details of any enquiry by the Health and Safety Inspectorate in respect of the Employees and any outcome thereof:**

[Details/ None known]

16. **Details of any enquiry by the HMRC or Contributions Agency in respect of the Employees and any outcome thereof:**

[Details/ None known]

17. **Details of any current appeals against dismissal:**

[Details/ None known]

18. **Details of any recent changes to terms and conditions in relation to any Employee:**

[National Terms and Conditions are subject to amendment via national negotiations. Local Policies and Procedures that are incorporated into Terms and Conditions are subject to change as necessary.]

19. **Details of any current employment tribunal award, county court order or High Court judgment in respect of any Employee dispute:**

[Details/ None known]

20. **Details of all employment tribunal or other court claims in the last 24 months:**

[Details/ None known]

21. **Details of any agreements, including individual collective or workforce, pursuant to the Working Time Regulations:**

[Currently no formal agreement however, staff are required to work within the main framework of the Regulations.]

22. **Copies of job descriptions:**

[Details]

23. **Details of any shift systems/patterns/rotas applying to each Employee together with details of any shift premia applying:**

[Details/ None known]

24. **Details of any matters notified by any Employee which could amount to a protected disclosure under the Public Interest Disclosure Act 1998:**

[Details/ None known]

25. **Job Descriptions**

[Details]

26. **Accommodation**

[Details]

27. **Details of any injury sustained or disease contracted as a result of anything any employee was required to do in carrying out his/her work (and which could eventually result in an Injury Allowance Claim).**
28. **Details of Attachment Orders**
29. **Details of limited protections e.g. limited pay protection following a recent downgrading**
30. **Details of any temporary upgrading/acting up**

**Part 2 - Contractor Warranted Data**

- 1 Registered Name of Contractor:**  
[Preferred Bidder To Complete]
- 2 Registered Office of Contractor:**  
[Preferred Bidder To Complete]
- 3 Company Registration Number of Contractor:**  
[Preferred Bidder To Complete]
- 4 Directors of Contractor:**  
[Preferred Bidder To Complete]
- 5 Shareholders of Contractor (with respective shareholdings):**  
[Preferred Bidder To Complete]
- 6 Registered Name of Contractor's Holding Company:**  
[Preferred Bidder To Complete]
- 7 Registered Office of Contractor's Holding Company:**  
[Preferred Bidder To Complete]
- 8 Company Registration Number of Contractor's Holding Company:**  
[Preferred Bidder To Complete]
- 9 Directors of Contractor's Holding Company:**  
[Preferred Bidder To Complete]
- 10 Shareholders of Contractor's Holding Company (with respective shareholdings):**  
[Preferred Bidder To Complete]

**Part 3 - Proposed Workforce Information**