

## Schedule to variation letter

### Amendments to Appendix 1 - Specification

	Reference	Amendment
1	paragraph 2 – Services - insert new paragraph 2.8	2.8 Where a contract has been in place for over 12 weeks the Council will give the Provider 48 hours' notice prior to termination of the contract and pay a termination fee to the Provider. This will be calculated on either a daily or trip rate depending on the tender. For contracts held for less than 12 weeks there will be no cancellation fees paid to the Provider.
2	paragraph 4 Service Levels insert new paragraph 4.15	4.15 Approved Providers of the Council can fit CCTV cameras to their vehicles, should they wish to do so. They must ensure each vehicle has appropriate signage to notify service users they are being recorded. Signage must advise if it is a visual or audio footage or both. Providers must appoint a designated person who is responsible for all aspects of CCTV. All CCTV data must be encrypted and only shared with third parties with the Council's permission.
3	paragraph 5Drivers and Passenger Escorts Insert new paragraph 5.11	5.11 The Provider shall ensure that all passengers escorts are recruited following the guidance set out in Keeping Children Safe in Education 2023. This can be found on the following website  <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>
4	paragraph 6 Vehicles Insert new sub- paragraph 6.1(m)	6.1(m) Where CCTV is fitted to vehicles signage must be clearly shown. Signage must advise if it is a visual footage/ audio or both.
5	paragraph 7 – Communication – insert new paragraph 7.3	7.3 The Provider shall report any clients that are not travelling to PTS and email PTS on that day with the reason for no travel / no show and also after 3 days the Provider shall email PTS again and put transport on hold. Once transport is suspended no further charges will be incurred.
6	paragraph 8 – Safeguarding Insert new sub- paragraph 8.1(g)	8.1(g) Providers must ensure they have records of all drivers who are using CCTV in vehicles whilst carrying out the service for Bradford Council.
7	paragraph 10 Complaints Insert new paragraph 10.5	10.5 CCTV footage from vehicles can only be viewed with permission from the Council.

8	<p>paragraph 11.3 GDPR</p> <p>Insert new sub- paragraphs</p>	<p>(m) Providers must have a privacy policy to cover the use of CCTV.</p> <p>(n) Providers must ensure all CCTV footage is deleted after 30 days. Footage can only be kept for longer periods of time if there is an ongoing investigation.</p> <p>( o) All footage must be stored securely and access to this information must be strictly confidential and only for the designated person once permission has been sought by the Council.</p> <p>(p) All Providers must appoint a designated person who is responsible for all aspects of CCTV</p> <p>(q )Providers are responsible for notifying the Council if any of their drivers are using CCTV.</p> <p>(r ) Providers must ensure all recording footage is encrypted.</p>
9	<p>Schedule 3</p> <p>Minimum standards</p> <p>Insert new paragraphs under section 1 - "Drivers"</p>	<p>1.40 Drivers must not view any CCTV footage without the permission of their contracted operator.</p> <p>2. 1 Drivers must ensure they do not allow anyone to view the CCTV footage unless they are asked to do so by their designated person.</p> <p>2.2 Drivers must ensure their vehicle is showing clear signage of CCTV in use. Signage must advise if it is a visual footage/ audio or both.</p> <p>3. Drivers must ensure they do not allow anyone to view the CCTV footage unless they are asked to do so by their designated person.</p>
10	<p>Schedule 3</p> <p>Minimum standards</p> <p>Insert new paragraph under section 3 - "Passenger vehicles must"</p>	<p>3.13 Drivers must ensure their vehicle is showing clear signage of CCTV in use. Signage must advise if it is a visual footage/ audio or both.</p>
11	<p>Schedule 7 – Payment - CPI</p>	<p>Delete existing wording under heading CPI and insert new wording as follows:</p> <p>Inflation (CPI) will only be considered on an anniversary of the Contract to reflect only an increase in the Operator’s operating costs and shall only be considered for agreement by the Council if reasonable, supported by documentary evidence and in any event to a maximum of the increase of the CPI over the previous 12 months. The Provider shall give the Council 14 days’ notice of the implementation of any agreed increase.</p>

12	Schedule 8 Receiving and Holding Data Insert new sub-paragraph	5. All CCTV footage must be deleted within a 30 day period unless there is an ongoing investigation. If there is an ongoing investigation the relevant CCTV footage must be kept until the conclusion of the investigation.
13	Schedule 8 Distributing and Using Data Insert new sub-paragraphs	14. Each operator must have a designated person who is responsible for CCTV footage.  15. The sharing of CCTV footage must be done either face to face or via encrypted email.  16. All CCTV footage must be stored securely and access to this information must be strictly confidential and only accessed by the designated person.
14	Schedule 8 Disposal of Data Insert new sub-paragraph	20. All CCTV data must be disposed of within a 30 day period unless there is an ongoing investigation. If there is an ongoing investigation the relevant CCTV data must be kept until the conclusion of the investigation.
15	Schedule 9 Under heading "Provider" insert new sub-paragraphs	16. Operators must ensure they have records of drivers who are using CCTV in vehicles whilst carrying out service for Bradford Council. 17. Operators must ensure the vehicle has the correct signage to show the use of CCTV. 18. Operators must ensure all recording footage is encrypted.  19. Operators must have a designated person who can view footage and be authorised by Bradford Council. The designated person is responsible for ensuring they have had the appropriate authorisation to view the footage and the necessary IT packages in place to encrypt and send video footage.  20. Operators must ensure they seek permission from the Council's Passenger Transport Service before they view any footage/images or voice recordings.  21. Operators are responsible for ensuring all CCTV footage is deleted within 30 days. They must also make sure their drivers understand when data can be viewed and who they can share it with.  22. All CCTV recording equipment must be encrypted.
16	Schedule 9 under heading "Drivers" insert new sub-paragraphs	12. Drivers must ensure they have the correct signage in their vehicles to show CCTV is in use.  13. Driver must ensure they do not allow anyone to view the CCTV footage unless they are asked to do so by their designated person.

		14. Drivers must ensure that all footage is encrypted.
17	Schedule 9 Under heading "Vehicles" insert new sub- paragraph	19. Vehicles must have appropriate signage in the vehicles to notify service users they are being recorded. Signage must advise if it is a visual footage/ audio or both.
18	Schedule 10 Under heading "Operator" insert new sub- paragraphs	13. Operators must ensure they have records of drivers who are using CCTV in vehicles whilst carrying out service for Bradford Council.  14. Operators must ensure the vehicle has the correct signage to show the use of CCTV. 15. Operators must ensure all recording footage is encrypted. 16. Operators must have a designated person who can view footage and be authorised by Bradford Council to view any footage from CCTV cameras onboard home to school and social care contract work. 17. Operators must ensure they seek permission from the Council's Passenger Transport Service before they view any footage/images or voice recordings. 18. Operators are responsible for ensuring all CCTV footage is deleted within 30 days. They must also make sure their drivers understand when data can be viewed and who they can share this with. 19. All CCTV recording equipment must be encrypted.
19	Schedule 10 Under heading "Vehicles" amend second sub- paragraph	21. Operators must have a scheduled maintenance programme in place and in accordance with the operator licence.
20	Schedule 10 Under heading "Vehicles" insert new sub- paragraph	23. Operators must have appropriate signage in their vehicles to notify service users they are being recorded. Signage must advise if it is a visual footage/ audio or both.
21	Schedule 10 Under heading "Drivers" insert new sub- paragraphs	30. Drivers must ensure they have the correct signage in the vehicles to show CCTV is in use.  31. Drivers must ensure they do not allow anyone to view the CCTV footage unless they are asked to do so by their designated person.  32. Drivers must ensure that all footage is encrypted.