**Code of Practice on Workforce Matters (Two Tier Code) – Annual Monitoring Form: 1 April 2019 – 31 March 2020**

**Name of organisation:**

**…………………………………………………………………………………………..**

**Name and role of person:**

**…………………………………………………………………………………………..**

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| --- | --- | --- | --- | --- | --- |
| **1** | Please provide the number of outsourcing contracts your organisation was involved in between 1 April 2019 - 31 March 2020 (your answer should include any on-going outsourcing contracts that were reported on in previous years). |  | | | |
| **2** | For each of the contracts included above please provide a short description of the function(s)/service(s) outsourced? |  | | | |
| **3** | Has the Code been included in each of these contracts in accordance with Procurement Advice Note – Revised Code of Practice on Workforce Matters? (please tick one box) | Yes |  | No |  |
| **3.1** | If you answered no to the above question please list which contract(s) the Code was not applied to. |  | | | |
| **3.2** | For each contract listed at (3.1) please provide an explanation why the Code was not applied. Please include sufficient detail to explain your organisation’s reasoning. |  | | | |
| **4** | Have you ensured, through monitoring arrangements, that the organisations you transferred staff to under the contracts referenced above are complying with the terms of the Code? (please tick one box) | Yes |  | No |  |
| **4.1** | If the answer is no to question 4 then please provide details of the contract(s) this relates to. |  | | | |
| **4.2** | For the contract(s) listed at 4.1, what steps are being taken, or are planned, to ensure the Code will be followed? |  | | | |
| **5** | Please provide any information on disputes which have engaged the Alternative Dispute Resolution process. |  | | | |

Please return to: SocialPartnership@gov.walesby9 November 2020.