

Draft Annex 5 - Key Performance Indicators

For the purposes of this Annex:

“KPI Default” means, in relation to any part of your performance under this Contract measured by a KPI, any failure by you to achieve the level of performance for the KPI specified in the table below measured over any KPI Period.

“KPI Period” means, in respect of any KPI (with the exception of KPI 6 and 7), a calendar month provided that the first KPI Period shall commence on the Service Commencement Date and end on the last day of the calendar month in which the Service Commencement Date falls. For the purposes of KPI 6, the KPI Period means each three month period, with the first KPI Period including the calendar month in which the Service Commencement Date falls together with the following two calendar months. For KPI 7 the KPI Period means each six month period, with the first KPI Period including the calendar month in which the Service Commencement Date falls together with the following five calendar months.

“Urgent” means a matter which may require immediate action or attention, based on the available information, because either:

- (a) there is, or could be, a risk to the life, liberty or physical safety of the Client or their family: or
- (b) there is, or could be, a risk that the Client could lose their home or become homeless; or
- (c) any potential delay could adversely impact the Client by causing unreasonable hardship to the Client or irretrievable problems in the handling of the case, because, for example, there are impending court proceedings or time limitations.

1. Each of the KPIs will apply from the Service Commencement Date. You shall provide Contract Work in accordance with the KPIs.
2. Notwithstanding any provision of this Contract and in particular this Annex and without prejudice to any other rights we may have, if at any time you anticipate, or you are, failing to meet any KPIs we may at our sole discretion consider a request from you to reduce your allocation of Cases.

KPI	Description	Consequence of failure
1. Calls answered (both Front Door Calls (from the Operator Service) and	All calls referred to you from the Operator Service or received from Clients or Exempted Persons via the Backdoor Telephone Number must be answered by an Adviser in person	If less than 80% of all calls received during any KPI Period are answered by an Adviser in person (and not by automated message) then Paragraph 4 below will apply.

Backdoor Calls (from Clients)	(and not by automated message) within 30 seconds.	If the average time you take to answer all calls received during any KPI Period is greater than 20 seconds then Paragraph 4 below shall apply.
2. Contact with Clients (message from Operator Service or message service and messages to the Backdoor Telephone Number requiring Call Backs)	<p>Where you receive a message, either from the Operator Service or the message service, stating that a Client has requested that you call the Client, an Adviser must call such Client within 2 Business Hours if the matter is Urgent or within 1 Business Day where you are certain the matter is non-urgent.</p> <p>Each Client or Exempted Person who leaves a message on the Backdoor Telephone Number will be called by the relevant Adviser who is dealing with that Client Case (or in the case of a message from an Exempted Person who is not a Client, by an appropriate Adviser) within 2 Business Hours if the matter is Urgent or within 1 Business Day where you are certain the matter is non-urgent.</p>	If, in any KPI Period, the percentage of such Clients you call within 2 Business Hours (if the matter is urgent) or within 1 Business Day (for non-urgent matters) is less than 95% of all such messages received during such KPI Period then Paragraph 4 below shall apply.
3. Availability of Back Door telephony Services where provided by you	Where provided directly by you, the Back Door telephony service should be available 99.95% of the time within Business Hours.	If the Back Door telephony service is not available for 99.95% of Business Hours during such KPI Period then Paragraph 4 shall apply.
4. Unaccessed Cases	In respect of each Case referred to you by the Operator Service, you must access such Case entered on the Case Handling System ("CHS") and add an outcome code within 24 Business Hours from the	If, in any KPI Period, you access and add an outcome code for less than 95% of the Cases referred to you in such KPI Period within 24 Business Hours then Paragraph 4 below shall apply.

	time of the referral.	
5. Cases resulting in a positive outcome code	For each KPI Period, not less than 50% of all your Cases which are closed in that KPI Period must result in a Positive Outcome Code (as defined in the CLA Operations Manual).	If less than 50% of all of your Cases which closed in a KPI Period result in a Positive Outcome Code then Paragraph 4 below shall apply.
6. Value: Controlled Work Assessment reduction	The aggregate amount by which the costs claimed by you in all relevant Cases which exceed 900 minutes in any KPI Period are reduced by us on Assessment (after any appeals have been completed) by no more than 10%.	If, in any KPI Period, the aggregate value claimed by you in all relevant Cases which exceed 900 minutes are reduced by LAA on Assessment (after any appeals have been completed) by more than 10% then paragraph 4 shall apply.
7. User Satisfaction	You must achieve an average user satisfaction rating of 85% or above for the delivery of this service.	If in any KPI Period you receive less than 85% user satisfaction ratings, then paragraph 4 below shall apply.

3. In respect of KPIs 2 and 3 you are required to self-report to your Contract Manager by 5pm on the 10th of each month setting out your performance against the KPI in the previous KPI Period. If you provide the Backdoor Telephony yourself then in respect of KPI 1 you are required to self-report to your Contract Manager by 5pm on the 10th of each month setting out your performance for answering Backdoor calls against the KPI in the previous KPI Period. In respect of KPI 6, you are required to self-report to your Contract Manager by 5pm on the 10th of the month following the completion of the KPI period.
4. In the event of a KPI Default against any KPI, we may require you to produce, within 10 Business Days of our written request, a detailed action plan which sets out the clear steps you will take, (including the time period in which you will take those steps) to remedy the KPI Default and/or to ensure that such KPI Default is not repeated. If we accept your proposed plan, you must proceed to comply with the terms of such action plan and any time periods specified within it. If, after 10 Business Days you have not proposed an action plan, which in our reasonable opinion, is likely to remedy the KPI Default and/or ensure that such KPI Default is not repeated, or if such plan is otherwise unacceptable to us, then we shall be entitled to apply a Sanction and the provisions of Clause 24 of the Standard Terms shall apply.
5. If in any KPI Period following the implementation of an action plan you commit a KPI Default in relation to a KPI which was the subject of that action plan, this shall amount to a breach of this Contract which shall entitle us to apply a Sanction and the provisions of Clause 24 of the Standard Terms shall apply.

6. Without prejudice to any of our other rights under this Contract in the event that you commit a KPI Default:
- in any KPI Period then you shall notify us of each such KPI Default;
 - in respect of the same KPI in any 3 out of 9 consecutive KPI Periods, then this shall be a material breach of this Contract.

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