
STATUTORY INSTRUMENTS

2014 No. 3337

The Single Source Contract Regulations 2014

PART 6

Reports on overheads and forward planning etc

General requirements

- 33.**—(1) Every report provided under this Part must contain the following information—
- (a) the name, position and contact details of—
 - (i) the individual submitting the report; and
 - (ii) an individual to be notified if any compliance notice or penalty notice is given in relation to the report;
 - (b) the date the report is due;
 - (c) the date the report is submitted; and
 - (d) the relevant financial year to which the report relates.
- (2) A report provided under any of regulations 34 to 39 must contain the following information—
- (a) the name of the QBU to which it relates;
 - (b) the relevant accounting period to which the report relates; and
 - (c) an address to which correspondence relating to the report may be sent.
- (3) Where a report requires an analysis of staffing costs, that must include—
- (a) the total number of employees;
 - (b) the proportion of the cost of employing those employees recovered through cost recovery rates, and the proportion recovered through direct costs;
 - (c) the total number of contractors; and
 - (d) the proportion of the cost of engaging those contractors recovered through cost recovery rates, and the proportion recovered through direct costs.
- (4) In this regulation, “contractor” means any individual who provides services under contract for the purposes of activities undertaken by a QBU, but who is not employed by the designated person or any person associated with the designated person.
- (5) All reports provided under this Part must be provided to the Secretary of State and to the SSRO.
- (6) All reports under this Part, except a strategic industry capacity report (regulation 40), must be provided in electronic form.
- (7) A strategic industry capacity report must be provided either in electronic form or in hard copy.
- (8) In preparing reports, the designated person must have regard to any relevant guidance issued by the SSRO.