



Defence
Infrastructure
Organisation

Call-Off Schedule 7

Key Staff

Built Estate

REF: RM6089

Version: 1.0 dated 01 Jun 21

CALL-OFF SCHEDULE 7 – KEY STAFF

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KEY STAFF

- 1.1 The Order Form lists the Key Roles and the names of the persons who the Supplier shall appoint to fill those Key Roles at the Effective Date are detailed in Call-Off Schedule 22.
- 1.2 The Supplier shall ensure that all Key Staff are qualified, experienced and competent to fulfil the Key Roles assigned to them.
- 1.3 The Supplier shall ensure that Key Staff have 100% of their working time dedicated to their assigned Key Roles, unless otherwise agreed with the Buyer.
- 1.4 The Supplier shall provide and maintain an organisation chart highlighting the Key Staff and their position in the organisation.
- 1.5 The organisation chart shall be submitted to the Buyer one (1) month following the Effective Date and thereafter on each change to the Supplier's organisation and / or Key Staff. The original and all updated organisation charts shall be put on the CAFM System and published to the Buyer's Common Data Environment.
- 1.6 After the In-Service Date the Buyer may identify further roles as being Key Roles. The Supplier shall propose, for the Buyer's approval, appropriate Key Staff to fulfil those Key Roles. Once agreed the list of Key Staff shall be updated accordingly.
- 1.7 The Supplier shall not, and shall procure that any Subcontractor shall not, remove or replace any Key Staff unless:
 - 1.7.1 requested to do so by the Buyer; or
 - 1.7.2 the Buyer, at its absolute discretion, approves such removal or replacement; or
 - 1.7.3 the person concerned resigns, retires, dies, is on maternity or long-term sick leave; or
 - 1.7.4 the person's employment or contractual arrangement with the Supplier or Subcontractor is terminated for material breach of contract by the employee.
- 1.8 The Supplier shall:
 - 1.8.1 notify the Buyer promptly of the absence of any Key Staff (other than for short-term sickness or holidays of two (2) weeks or less, in which case the Supplier shall ensure appropriate temporary cover for that Key Role);

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- 1.8.2 ensure that any Key Role is not vacant for any longer than ten (10) Working Days;
 - 1.8.3 give as much notice as is reasonably practicable of its intention to remove or replace any member of Key Staff and, except in the cases of death, unexpected ill health or a material breach of the Key Staff's employment contract, this will mean at least three (3) Months' notice;
 - 1.8.4 ensure that all arrangements for planned changes in Key Staff provide adequate periods during which incoming and outgoing staff work together to transfer responsibilities and ensure that such change does not have an adverse impact on the provision of the Deliverables; and
 - 1.8.5 ensure that any replacement Key Staff meet the requirements of Paragraph 1.2 of this Call-Off Schedule 7 (Key Staff).
- 1.9 The Buyer may require the Supplier to remove, or procure that any Subcontractor shall remove, any Key Staff that the Buyer considers in any respect unsatisfactory. Following such notice, the Supplier shall, and shall procure that any Subcontractor shall, remove that person immediately. The Buyer shall not be liable for the cost of replacing any Key Staff.