

Schedule 13 (Contract Management)

1. School or College Representative

- 1.1 The Buyer shall be entitled at any time, by notice in writing to the Supplier, to designate a School Representative or College Representative at each of the Buyer's Premises and authorise that person to exercise the roles and responsibilities of the Buyer for the purposes of the day-to-day management of the Services and the Deliverables at the Buyer's Premises.
- 1.2 The Parties shall ensure that appropriate resource is made available on a regular basis such that the aims, objectives and specific provisions of this Contract can be fully realised.

2. Progress Meetings

- 2.1 The Supplier and the Buyer shall attend Progress Meetings (frequency of such meetings shall be as set out in the Award Form). Such other persons as the Parties may from time to time agree (acting reasonably) including (where required by the Buyer) the School Representatives and/or College Representative shall be entitled to attend the Progress Meetings. The Supplier and Buyer agree that the Supplier shall procure the attendance of a relevant Subcontractor during such parts of the Progress Meetings as the Parties shall agree. Progress Meetings shall be chaired by the Buyer and all meeting minutes shall be kept and published by the Supplier
- 2.2 The purpose of the Progress Meetings is to discuss matters arising generally under this Contract including, but not limited to:
 - 2.2.1 review all aspects of the performance of this Contract including ensuring dissemination of information on and consideration of the views of all of the stakeholders connected with the Project;
 - 2.2.2 manage and report progress against the Programme and in particular to review the Progress Report produced in accordance with Paragraph 2.3 below;
 - 2.2.3 review of the monitoring and verification reports submitted by the Supplier pursuant to Schedule 33 (KPIs and Incentives), Paragraph 3;
 - 2.2.4 developing requirements of the Authority including, but not limited to, the Selection Process, the Regional Alliance Feasibility Deliverables, the Decarbonisation Plan and the approval of any Works;
 - 2.2.5 any changes to the Services scope or the Contract; and
 - 2.2.6 any further matters required under this Contract.

- 2.3 In addition, the Supplier shall produce a Progress Report (frequency of such report shall be as set out in the Award Form) for each of the Buyer Premises in a format to be agreed with the Buyer.

3. Contract Risk Management

- 3.1 Both Parties shall pro-actively manage risks attributed to them under the terms of this Contract.
- 3.2 The Supplier shall develop, operate, maintain and amend, as agreed with the Buyer, processes for:
 - 3.2.1 the identification and management of risks;
 - 3.2.2 the identification and management of issues; and
 - 3.2.3 monitoring and controlling project plans.
- 3.3 The Supplier allows the Buyer to inspect at any time within working hours the accounts and records which the Supplier is required to keep.
- 3.4 The Supplier will maintain a risk register of the risks relating to this Contract which the Buyer and the Supplier have identified.

