Crown Copyright 2018

# Call-Off Schedule 7 (Key Supplier Staff)

1.1 The Order Form lists the key roles ("**Key Roles**") and names of the persons who the Supplier shall appoint to fill those Key Roles at the Start Date.

1.2 The Supplier shall ensure that the Key Staff fulfil the Key Roles at all times during the Contract Period.

1.3 The Buyer may identify any further roles as being Key Roles and, following agreement to the same by the Supplier, the relevant person selected to fill those Key Roles shall be included on the list of Key Staff.

1.4 The Supplier shall not and shall procure that any Subcontractor shall not remove or replace any Key Staff unless:

1.4.1 requested to do so by the Buyer or the Buyer Approves such removal or replacement (not to be unreasonably withheld or delayed);

1.4.2 the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or

1.4.3 the person's employment or contractual arrangement with the Supplier or Subcontractor is terminated for material breach of contract by the employee.

1.5 The Supplier shall:

1.5.1 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);

1.5.2 ensure that any Key Role is not vacant for any longer than ten (10) Working Days;

1.5.3 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;

1.5.4 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

Crown Copyright 2018

1.5.5 ensure that any replacement for a Key Role has a level of qualifications and experience appropriate to the relevant Key Role and is fully competent to carry out the tasks assigned to the Key Staff whom he or she has replaced.

1.6 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. The Buyer shall not be liable for the cost of replacing any Key Staff.

Crown Copyright 2018

# Annex 1- Key Roles

| Key Role | Key Staff | Contact Details |
|---|---|---|
| Practice Lead | REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION | GatenbySanderson Ltd<br>18 King William Street<br>London<br>EC4N 7BP<br><br>e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION |
| Principal Consultant, DDaT | REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION | GatenbySanderson Ltd<br>14 King Street<br>Leeds<br>LS1 2HL<br><br>e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION |
| Partner, DDaT | REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION | GatenbySanderson Ltd<br>14 King Street<br>Leeds<br>LS1 2HL<br><br>e-mail: REDACTED UNDER FOI SECTION 40, PERSONAL INFORMATION |