



Home Office

AUTHORITY: The Secretary of State for the Home Department

**SCHEDULE 11**  
**REPRESENTATIVES AND KEY PERSONNEL**

Front End Services (FES) UK

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## 1. INTRODUCTION

- 1.1 This Schedule sets out the Parties' rights and obligations in respect of the engagement and Security of Supplier Personnel; and the Supplier's Key Positions (Annex 11-1).
- 1.2 In this Schedule, unless the contrary intention appears, each term will have the meaning set out in Schedule 1 (**Definitions**).

## 2. SECURITY CLEARANCES

- 2.1 All persons (including all personnel engaged by Supplier Key Sub-contractors) whom the Supplier proposes to carry out work or to perform duties under the Agreement and who shall be required, while carrying out some or all of that work or performing some or all of those duties, to;
  - 2.1.1 enter secure areas in Supplier facilities;
  - 2.1.2 access the Technical Infrastructure;
  - 2.1.3 work with Authority Personnel for extended periods;
  - 2.1.4 have access to Authority data; and/or
  - 2.1.5 hold a particular kind of security clearance (as set by the Authority).
- 2.2 Supplier Personnel must be properly authorised to carry out necessary activities or perform necessary duties. Those persons authorised in accordance with this, Paragraph 2, shall be referred to as an "Authorised Person" and collectively as "Authorised Personnel".
- 2.3 The Supplier shall ensure that their designated employees (including any Sub-contractors) meet, and continue to meet, the required level of security checks defined by the Authority before they start work on the Authority's contract. The minimum standard is Baseline Personnel Security Standard (BPSS) (pre-employment screening) but additional National Security Vetting (NSV) clearances may be required for Personnel (including Sub-contractors) for certain parts of the service.
- 2.4 The Supplier must not permit any of the Supplier Personnel or Supplier Sub-contractors or their personnel who do not hold CTC clearance and above, access to any systems used to provide the Services or Customers using the services. The Supplier must take active steps to ensure that Supplier Personnel or Supplier Sub-contractors who cease to be engaged in the fulfilment of the Services Requirements are prevented from accessing any systems used to provide the Services.

- 2.5 The Supplier shall ensure that all Personnel who work directly on provision of the Service have a valid immigration status and the right to work in the UK (*Be free of conditions to remain in the UK and demonstrate legal right to work*).
- 2.6 A failure to pass these security checks will mean that the individual to whom the failure relates will not be permitted to work or deal with any of the Authority's contract.
- 2.7 The Authority may require the Supplier to confirm that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service (DBS) check (in accordance with the Staff Vetting Procedures) within the last 6 months (or such shorter timeframe as may reasonably be specified by the Authority). The Supplier shall ensure that no person who discloses that he/she has a Relevant Conviction, or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check or through the DBS check or otherwise) is employed or engaged in the provision of any part of the Services.
- 2.8 The Supplier shall keep a record of individuals who have undergone any security clearance include, as a minimum, the following details:
- a) Date;
  - b) level of clearance; and
  - c) all failed checks.
- 2.9 If the Supplier fails to comply with any of Schedule 11 within two (2) months of the date of the request and in the reasonable opinion of the Authority, such failure may be prejudicial to the interests of the HM Government, then the Authority may terminate the Contract.

**3. OFFICIAL SECRETS ACTS 1911 TO 1989; SECTION 182 OF THE FINANCE ACT 1989**

- 3.1 As part of Personnel recruitment and training, the Supplier shall comply with, and shall ensure that all members of the Supplier's Staff comply with:
- a) The Official Secrets Acts 1911 to 1989; and
  - b) Section 182 of the Finance Act 1989.

**4. SECURITY**

- 4.1 The Parties acknowledge that the approach to deliver the Services effectively should ensure a good organisational approach to Security, under which the specific requirements of this Agreement will be met.

- 4.2 The Parties shall each appoint a member of the Programme Board to be responsible for security. The initial member of the Programme Board appointed by the Supplier for such purpose shall be the person named as such in Annex 11-1 (Key Positions) and the provisions of Clauses 14.5 and 14.6 (Key Personnel) shall apply in relation to such person.
- 4.3 Both Parties shall provide a reasonable level of access to any members of their personnel for the purposes of designing, implementing and managing security.
- 4.4 The Supplier's personnel shall use as a minimum Good Industry Practice in the day to day operation of any system storing, transferring or processing Authority Data and any system that could directly or indirectly have an impact on that information, and shall ensure that Authority Data remains under the effective control of the Supplier at all times.

## **5. KEY PERSONNEL**

- 5.1 The list of Key Representatives and the Supplier Personnel approved by the Authority to fill the Key Representative Positions at the Effective Date are set out in Annex 11-1 to this Schedule.

**ANNEX 11-1 - KEY POSITIONS**

<b>Key Position</b>		<b>Approved Appointee</b>
<b>Corporate or Head Office</b>		
<b>Title or Position</b>		<b>Name</b>
Managing Director (for the Supplier)		[REDACTED DUE TO COMMERCIAL SENSITIVITY]
Service Delivery Director (for the Supplier)		
Contract Manager (for the Supplier)		
Programme Director (for the Supplier)		
Security Manager (for the Supplier)		
Service Delivery Director (for the Authority)		Elen McGuinness
Contract Manager (for the Authority)		<b>John Hampshire</b>
Programme Director (for the Authority)		<b>Sharon Houghton</b>
Security Manager (for the Authority)		Louise Reid