**Call-Off Schedule 15 (Call-Off Contract Management)**

# Definitions

##  In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

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| **"Operational Board"** | the board established in accordance with paragraph 4.1 of this Schedule; |
| **"Project Manager"** | the manager appointed in accordance with paragraph 2.1 of this Schedule; |

# Project Management

##  The Supplier and the Buyer shall each appoint a Project Manager for the purposes of this Contract through whom the provision of the Services and the Deliverables shall be managed day-to-day.

##  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.

##  Without prejudice to paragraph 4 below, the Parties agree to operate the boards specified as set out in the Annex to this Schedule.

1. **Role of the Supplier Contract Manager**
	1. The Supplier's Contract Manager shall be:

### the primary point of contact to receive communication from the Buyer and will also be the person primarily responsible for providing information to the Buyer;

### able to delegate their position to another person at the Supplier but must inform the Buyer before proceeding with the delegation and it will be delegated person's responsibility to fulfil the Contract Manager's responsibilities and obligations;

### able to cancel any delegation and recommence the position themselves and

### replaced only after the Buyer has received notification of the proposed change.

* 1. The Buyer may provide revised instructions to the Supplier's Contract Managers in regards to the Contract and it will be the Supplier's Contract Manager's responsibility to ensure the information is provided to the Supplier and the actions implemented.
	2. Receipt of communication from the Supplier's Contract Managers by the Buyer does not absolve the Supplier from its responsibilities, obligations or liabilities under the Contract.

# Role of the Operational Board

##  The Operational Board shall be established by the Buyer for the purposes of this Contract on which the Supplier and the Buyer shall be represented.

##  The Operational Board members, frequency and location of board meetings and planned start date by which the board shall be established are set out in the Order Form.

##  In the event that either Party wishes to replace any of its appointed board members, that Party shall notify the other in writing for approval by the other Party (such approval not to be unreasonably withheld or delayed). Each Buyer board member shall have at all times a counterpart Supplier board member of equivalent seniority and expertise.

##  Each Party shall ensure that its board members shall make all reasonable efforts to attend board meetings at which that board member’s attendance is required. If any board member is not able to attend a board meeting, that person shall use all reasonable endeavours to ensure that a delegate attends the Operational Board meeting in his/her place (wherever possible) and that the delegate is properly briefed and prepared and that he/she is debriefed by such delegate after the board meeting.

##  The purpose of the Operational Board meetings will be to review the Supplier’s performance under this Contract. The agenda for each meeting shall be set by the Buyer and communicated to the Supplier in advance of that meeting.

1. **Contract Risk Management**
	1. Both Parties shall pro-actively manage risks attributed to them under the terms of this Call-Off Contract.
	2. The Supplier shall develop, operate, maintain and amend, as agreed with the Buyer, processes for:

### the identification and management of risks;

* + 1. the identification and management of issues; and
		2. monitoring and controlling project plans.
	1. The Supplier allows the Buyer to inspect at any time within working hours the accounts and records which the Supplier is required to keep.
	2. The Supplier will maintain a risk register of the risks relating to the Call Off Contract which the Buyer's and the Supplier have identified.

**Annex: Contract Boards**

The Parties agree to operate the following boards at the locations and at the frequencies set out below, the Supplier to organise and provide the secretariat:

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| **Title of Meeting**  | **Frequency**  | **Pre-Meeting Activity**  | **Agenda items** |
| Monthly Operational Board and Risk Management(incorporating Performance Review Meetings Call Off Schedule 14, Part B) | Monthly or as required by Buyer | Agenda – BuyerProvision of Supplier Performance MI Pack Review of Supplier MI Performance PackAgreement on Agenda Confirmation of venue / meeting room *(Currently to be held by MS Teams or by tele kit conference)*Review and update of Action Log Identification of additional attendees | 1. Review the Supplier Performance MI Pack & Dashboard report for the preceding month. May include;
2. Supplier Performance against Service Levels
3. Review Service Charges and Service Credits
4. Review and agree exceptions (to be included within the performance pack)
5. Account Management Team Performance / issues
6. Changes to People/Processes during the reporting period
7. Stock holding
8. Supplier Performance Remediation Plans (if applicable)
9. DWP business change
10. Review of Action Point Log & Issues Log from previous meetings
11. Review of joint Risk Register
12. Financial Review of Actual expenditure
	1. Issues/Delays with payments/Cancelled POs
	2. Cost reduction initiatives
13. Review progress with ongoing Efficiencies and Innovation
14. Security
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| **Title of Meeting**  | **Frequency**  | **Pre-Meeting Activity**  | **Agenda items** |
| Annual Operational Board and Risk Management | Annually | Agenda – Buyer  Provision of Supplier Performance Report (Annual Summary) – SupplierArrangements of venue / meeting room – Buyer *(Currently to be held by MS Teams or by tele kit conference)* | 1. Review of Action Point Log
2. Review of Service Delivery Balanced Scorecard which may include:
3. Supplier Performance against Service Levels (YTD Data Comparison)
4. Financial Performance
5. Trend analysis and spend against Service Lines (YTD Data Comparison)
6. Social Value
7. Review of Annual Obligations Including;
8. Security
9. Business Continuity and Disaster Recovery Plan
10. Exit Plan
11. Financial Review of Actual against Forecast expenditure
12. Review agreed Cost Model
13. Cost reduction initiatives
14. Review forecast
15. Review of both DWP and Supplier Innovation and Savings Opportunities
16. Supplier Risk Review including joint Risk Register
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