



SCHEDULE 6:

CONTRACTOR KEY PERSONNEL

Version number	Issue Date	Comment
1.0	22 April 2024	Execution Version



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1. **Table of Key Personnel**

Position	Clause reference	Name of Individual
Director	Clause 34 (The Director).	Contractor to nominate as soon as reasonably practicable following the Commencement Date and no later than ninety (90) Days before the Services Commencement Date, in accordance with clause 13.5 (Contractor's Staff Information).
Equality, Diversity and Inclusion Officer	Clause 29.8 (Equality, Diversity and Inclusion Officer).	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with clause 29.8 (Equality, Diversity and Inclusion Officer).
Prescribed Documentation Security Officer	Clause 64.9.6 (Security and Confidentiality of Prescribed Documentation).	Contractor to nominate no later than ninety (90) Days before the Services Commencement Date in accordance with clause 13.5 (Contractor's Staff Information).
Quality Management Officer	Clause 26.2 (Quality Management Officer).	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with clause 26.2 (Quality Management Officer).
Sustainability Lead	Paragraph 5.2 of Schedule 12 (Sustainability).	Contractor to nominate as soon as reasonably practicable but in any event within ninety (90) Days of the Services Commencement Date in accordance with paragraph 5.2 of Schedule 12 (Sustainability).



OFFICIAL

HMP Ashfield

Commercial and Contract Management Directorate

Head of Offender Management Services (HOMS)	In accordance with Schedule 4 (Authority Policies) . All prisons must have a manager, responsible for managing the offender management unit and its work to support offender management in custody.	Contractor to nominate no later than ninety (90) Days before the Services Commencement Date in accordance with Schedule 4 (Authority Policies) .
Digital and ICT Security Lead	Paragraph 4.2 of Schedule 2 (Digital) .	Contractor to nominate no later than ninety (90) Days before the Services Commencement Date in accordance with paragraph 4.2 of Schedule 2 (Digital) .
Local Information Manager	In accordance with PSI – 04/2018 . The Local Information Manager is a mandated role and is responsible for ensuring the lifecycle of a record through an Information Asset Register (IAR), they must also ensure an Information Risk Register, Destruction Log is setup and reviewed periodically. They are also the contact point for all data losses/compromises.	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with PSI – 04/2018 .
Information Access Representative	In accordance with the Information Requests Policy Framework . The information access representative is a mandated role and is responsible for all SAR's and logging FOI requests etc. This role is mandated in the Information Requests Policy Framework.	Contractor to nominate as soon as reasonably practicable following the Commencement Date in accordance with the Information Requests Policy Framework .