We released this document in response to a Freedom of Information request.

Over time it may become out of date.

Department for Work and Pensions

SCHEDULE 19 AUTHORITY RESPONSIBILITIES

1. Purpose of this Schedule

1.1 This Schedule 19 (AUTHORITY Responsibilities) details responsibilities of the AUTHORITY that are additional to those already contained in the terms and conditions and other Schedules of this Agreement.

2. Authority's General Responsibilities

2.1 The AUTHORITY will upon receiving reasonable notice from the CONTRACTOR provide the CONTRACTOR with access to members of the AUTHORITY's staff, other contractors, and those of its agents, as may reasonably be required for the CONTRACTOR to discharge its obligations throughout the term of this Agreement. By doing so the AUTHORITY is not accepting responsibility for the CONTRACTOR's obligations throughout the term of this Agreement unless agreed through the Change Control Procedure.

3. <u>Information and Documentation</u>

- 3.1 Subject to any overriding legal or national security obligations, the AUTHORITY shall keep the CONTRACTOR up to date with all AUTHORITY regulations, policies, procedures and standing orders (to the extent that such are not in the public domain and/or the CONTRACTOR could not reasonably be aware of the same) where these have an impact on the Services or the CONTRACTOR Personnel. Any reasonable resulting additional costs to the CONTRACTOR shall be costs of the AUTHORITY agreed in accordance with the Change Control Procedure.
- 3.2 The AUTHORITY shall promptly circulate relevant AUTHORITY internal communications to the CONTRACTOR to enable the CONTRACTOR to keep up to date with developments in the AUTHORITY's organisation, where in the AUTHORITY's opinion, this is information that is relevant to the Services.

4. **AUTHORITY Premises**

4.1 The AUTHORITY will:

- (A) use reasonable endeavours to provide space for the CONTRACTOR's staff to park their vehicles at the AUTHORITY's Premises; and
- (B) permit the CONTRACTOR's staff based at the AUTHORITY's Premises to utilise the AUTHORITY's infrastructure to access the CONTRACTOR's infrastructure over the Internet in accordance with the security procedures set out in this Agreement for the purposes of enabling those staff to have access to the CONTRACTOR's information.
- 4.2 The AUTHORITY will provide hot-desk facilities at its Warrington Premises for 12 staff.

5. **Software and Equipment**

- 5.1 The AUTHORITY will ensure that:
 - (A) all development hardware is maintained at a level suitable for the Services; and
 - (B) all Non-Production Environments are maintained at the same technical standards as the Production Environment.
- 5.2 The AUTHORITY is responsible for the content (other than degradation or unauthorised alteration of such content caused by a failure of the CONTRACTOR to perform its obligations under this Agreement) of the AUTHORITY Data.