

# **RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)**

**Contract Title (WP 1534)**

**CCCB21A03 – Provision of Senior  
Regional Coordinators**



## Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract RM6160: Non Clinical Temporary and Fixed Term Staff.



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<b>Contracting Authority Name</b>	Department of Health and Social Care
<b>Contracting Authority Contact</b>	REDACTED
<b>Contracting Authority Address</b>	REDACTED
<b>Invoice Address (if different)</b>	Email: REDACTED for electronic submission  Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets

<b>Supplier Name</b>	IRG Advisors LLP t/a Odgers Interim
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	REDACTED

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	RM6160 Lot 2 (Corporate Functions)
<b>Order reference number (e.g. purchase order number)</b>	WP 1534
<b>Date order placed</b>	As per date of final contract signature
<b>Call off Start Date</b>	1 April 2021
<b>Call-Off Expiry Date</b>	31 October 2021  The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving ten (10) working days notice.
<b>Extension Options</b>	None
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Senior Regional Coordinator
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	160 Days per resource

<b>Unsocial hours required – give details</b>	Not Applicable
<b>High cost area supplement details (NHS only)</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

<b>Pay band (use rate card to determine this)</b>	<b>TT10216</b> REDACTED, <b>Senior Regional Coordinator, G6</b> <b>Band 10C</b> <b>TT10215</b> REDACTED, <b>Senior Regional Coordinator, G6</b> <b>Band 10C</b>	
<b>Fee Type</b>	Non-Patient Facing (No Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	None	
<b>Expenses to be paid by Temporary Worker</b>	None	
<b>Charge rates</b>	Pre-AWR	Post-AWR
<b>Resource 1 : REDACTED</b>	£ N/A	£ REDACTED (REDACTED day rate + £ REDACTED agency fee)
<b>Resource 2 : REDACTED</b>	£ N/A	£ REDACTED (REDACTED day rate + £ REDACTED agency fee)
<b>Method of payment</b>	BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  Standard 30 days payment terms	
<b>Discounts applicable</b>	None	

<b>Criminal records check required</b>	Yes
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<b>BPSS required</b>	<p>Yes – costs to be absorbed by the supplier</p> <p>REDACTED</p> <p>Please confirm that all resources have BPSS within 4 weeks of their start date</p>
	<p>Confirmation of BPSS should be emailed to: REDACTED</p> <p>We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date</p>
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	None

## CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the Non Clinical Temporary and Fixed Term Staff web page and click the 'Documents' tab to view and download these.

## CALL-OFF DELIVERABLES

<b>The requirement</b>
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**Senior regional co-ordinators** - The post holders provide senior regional coordination in the 9 regions. In collaboration with regional convenors they liaise with partner and stakeholder colleagues forming an accessible

- Work with regional stakeholders to ensure operational delivery of the national to local elements of the T&T business plan
- Ensure regional stakeholders are informed, consulted and involved in decisions affecting their Local Authority
- Liaise with T&T colleagues to ensure smooth delivery of the business
- Identify and report on thematic issues arising from regionals partners
- Ensure that systems capture, collate analyse and record local knowledge and intelligence to support and supplement learning to inform future practice
- Oversee the work of regional coordinators and network support officers.

**Reporting and Monitoring requirements – all personnel resources**

- The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.

REDACTED

Extension for financial year 21/22 – 01.04.21-31.10.21

**Order Form Template (Short Form) Crown**

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2 x Senior Regional Coordinators = 2 x 160 days x £ REDACTED day rate (+ £ REDACTED Fee) =  
£ REDACTED

2 x £1,000 expenses = £ REDACTED

**Total = £325,520**

The supplier has agreed to absorb costs of BPSS checks

All expenses will be receipted and in line with the DHSC policy as per Appendix 1 – Travel and Expenses Policy-NOV 2020.

Role	Rate	Units required	Discount applied
<b>Charged Days</b>			
TT10216 REDACTED [Senior Regional Coordinator] G6  Approved RAB: 05/03/21  Start date: 01/04/2021  End date: 31/10/2021	£ REDACTED  £ REDACTED day rate  £ REDACTED agency fee	160	
TT10215	£1011	160	
REDACTED [Senior Regional Coordinator] G6  Approved RAB: 05/03/21  Start date: 01/04/2021  End date: 31/10/2021	£ REDACTED day rate  £ REDACTED agency fee		

**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
<p>REDACTED</p> <p><b>TT10216</b> REDACTED, <b>Senior Regional Coordinator, G6</b></p> <p><b>TT10215</b> REDACTED, <b>Senior Regional Coordinator, G6</b></p> <p>Supplier Contact:</p> <p>Odgers REDACTED Email - REDACTED</p>
<b>Key Subcontractors</b>
None

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	07.05.2021	Date:	10/05/21