**RM6160: Non Clinical Temporary and Fixed Term Staff**

**(Short Form)**

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the [Framework Contract RM6160](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority Name** | The Insolvency Service |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | Cannon House18 Priory QueenswayBirminghamB4 6FD |
| **Invoice Address** **(if different)** | payments@insolvency.gov.uk  |

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| **Supplier Name** | Pertemps Managed Solutions |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | 1st Floor, 448 Basingstoke RoadReadingRG2 0RX |

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| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 2 |
| **Order reference number (e.g. purchase order number)** | TIS0446 |
| **Date order placed** | 09/03/21 |
| **Call off Start Date** | 12/03/21 |
| **Call-Off** **Expiry Date** | 11/06/21 |
| **Extension Options** | TBC |
| **Notice Period** | 1 Week (5 Working Days) |
| **IR35 Status** | In Scope of IR35 |
| **GDPR Position** | Independent Controller  |
| **Job role / Title** | Support for the Head of the Corporate Governance Team |
| **Temporary or Fixed Term Assignment** | Temporary  |
| **Hours / Days required** | Full Time – 5 days per week |
| **Unsocial hours required – give details** | None |
| [**High cost area suppl****ement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details****(NHS only)** | None |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

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| **Pay band (use rate card to determine this)** | 10A |
| **Fee Type** | Non-Patient Facing (Disclosure required) |
| **Expenses to be paid or benefits offered** | N/A |
| **Expenses to be paid by Temporary Worker** | N/A  |
| **Charge rates** | Pre-AWR | Post-AWR |
| £REDACTED Per Day to REDACTED | £REDACTED Per Day to REDACTED |
| £REDACTED Per Day to Pertemps Managed Solutions | £REDACTED Per Day to Pertemps Managed Solutions |
| £REDACTED Per Day Total Bill Rate | £REDACTED Per Day Total Bill Rate |
| **Method of payment** | Invoice/BACS |
| **Discounts applicable** | N/A |

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| **Criminal records check required** | No  |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | None |
| **State any skills, mandatory training and qualifications necessary for the role** | 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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

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| **The requirement** |
| **Support for the Head of the Corporate Governance Team** **Role held by: REDACTED** Support for the Head of the Corporate Governance Team leading a small high-profile team and working in partnership with individual business areas, providing advice and guidance on governance, internal controls, effective risk management and counter fraud processes. The role includes the following key areas of responsibility: * To support the lead the Corporate Governance Team consisting of two Corporate Governance Business Partners and a Corporate Governance Officer.
* To support the Senior Management Team (SMT), Account Risk and Audit Committee (ARAC) and the Insolvency Service Board (ISB) by facilitating the effective management of risk at agency level; by delivering the annual Governance Statement process; and Fraud and Error reporting to ARAC and our sponsor department BEIS.
* To ensure that the Scheme of Financial Delegated Authority is operating effectively across the agency.
* To provide advice and guidance to colleagues across the Agency on the principles set out in Managing Public Money, including regularity and propriety, and value for money.
* To continuously improve INSS governance arrangements to maintain compliance with the Cabinet Office’s code of good practice for corporate governance.
* To act as a key point of contact with our Internal Audit providers, and play an important role agreeing the audit plan and monitoring progress implementing audit recommendations.
* To anticipate and respond to developments in departmental and wider government governance good practice, e.g. the adoption of Counter Fraud functional standards and work with stakeholders to coordinate regular reviews of the INSS’ governance framework.
* To work with and build a strong working relationship with BEIS partners, liaising on matters relating to governance and financial delegations.

**The Contract Period for this Call-Off Agreement is 12th March 2021 to 11th June 2021. This period includes a maximum of 64 Working Days. The Maximum Contract Value for this Call-Off Agreement is £** REDACTED **(based on a total bill rate of £** REDACTED **per day for a maximum of 64 working days**) |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff** |
| Support for the Head of the Corporate Governance Team requirements: REDACTEDLine Manager of Support for the Head of the Corporate Governance Team – REDACTED |
| **Key Subcontractors** |
| N/A |

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| **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: | REDACTED | Date: | REDACTED |