

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is Issued under the Framework Contract with the reference number RM6002 Permanent Recruitment.

Buyer Name	The Department for Business, Energy and Industrial Strategy
Buyer Contact	REDACTED
Buyer Address	REDACTED 1 Victoria Street London SW1H 0ET
Invoice Address (if different)	The Department for Business, Energy and Industrial Strategy c/o UK SBS Queensway House, West Precinct, Billingham, TS23 2NF

Supplier Name	Gatenby Sanderson
Supplier Contact	REDACTED REDACTED Direct Dial: REDACTED
Supplier Address	12 Appold Street London EC2A 2AW

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	Seven
Call-Off (Order) Ref	CS20016
Order Date	22/10/2019
Call-Off Charges	Total contract value shall not exceed £30,500.00 excluding VAT as per the breakdown below: <ul style="list-style-type: none"> • REDACTED – Gatenby Fee (which will be taken in 3 parts) • REDACTED - Advertising costs • REDACTED - Independent panel member (IPM) fee
Call-Off Start Date	1 st November 2019
Call-Off Expiry Date	30 th November 2020
Extension Options	N/A
GDPR Position	BEIS and Gatenby Sanderson are Joint Controllers. please refer to Clause 34.5 of the Call-Off Terms

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website:

<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm6002>

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery.

CALL-OFF DELIVERABLES

The requirement

The contract is for recruitment of a Senior Independent Director (SID) for the Low Carbon Contracts Company (LCCC) and its sister company, the Electricity Settlements Company (ESC), both of which are private limited companies wholly-owned by the Secretary of State for Business, Energy and Industrial Strategy.

The next few years will be a challenging time for the companies; the number and value of the Contracts for Difference (CFDs) and financial transactions for the Capacity Market they manage will continue to increase, and they will remain at the forefront of helping to deliver low carbon and secure electricity supplies. We will need to appoint a SID who is able to understand the challenges facing both LCCC and ESC and can support the Boards in ensuring that the Executive are appropriately supported and challenged in planning operations and delivery.

Particularly in relation to LCCC's management of Contracts for Difference, including that for Hinkley Point C, it is important that the SID has knowledge of the economic and commercial issues that shape the electricity sector and challenge complex assessments involving these considerations. The SID will also need to build effective relationships; engage and negotiate effectively with senior representatives, such as Ministers, policy makers within Government; the electricity sector; and investors. It is also essential that the SID has leadership experience within a large, complex organisation.

The requirement will include (but is not limited to):

- identification of diverse, credible candidates from relevant sectors and ability to "sell" the role to encourage applications;
- advise on search strategy and planning of campaigns, including appropriate use of advertising;
- instigating and managing advertising campaigns;
- providing all application data, including diversity data, to BEIS by completing the provided applicant log once the advertisement closes;
- review and advise on job specification and candidate profile;
- handling communications with candidates including advice and feedback at each stage of the campaign;

- management of all applications;
- management of long and shortlist meetings with the Customer, including preparation of candidate packs;
- pre-screening of candidates against agreed criteria, including by interview, as requested by the Customer;
- preparation of candidate appraisals, including take-up of informal references as requested
- co-ordination of interview processes;
- management of offer process and pre-employment checks;
- continuing management of successful candidates from notification to start date;
- provision of weekly progress reports;
- availability for regular project meetings with the Customer as required.

Gatenby Sanderson will honour the framework with CCS, which is if the appointed candidate leaves for any reason within 6 months of the appointment contract start date, Gatenby Sanderson shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Hiring Manager's vacancy holder's sole discretion).

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Appendix 1 – General Data Protection Regulation (GDPR)

'Through executive search, suitably qualified, high calibre applicants are identified and drawn from a strong field applying for the role of Senior Independent Director (SID) of the Low Carbon Contracts Company (LCCC) and Electricity Settlements Company (ESC), Processing will take place from 3 February 2020 for the duration of the contract [plus a duration of supplier retention period of 12 months]. The contract will end on 30 October 2020 but may be extended until 3 February 2021.

The Information is being processed to identify suitably qualified, high calibre applicants for the role of LCCC/ESC, SID.

The Parties acknowledge that for the purposes of the Data Protection Legislation, the factual activity carried out by each of them in relation to their respective obligations under this Call Off Contract dictates the classification of each party. BEIS and Gatenby Sanderson will act as "Joint Controller" and shall be responsible for their own compliance with all their obligations under the Data Protection Legislation and the Clauses 34.5.2 to 34.5.8 of the RM6002 Call Off Terms and Conditions.

In respect of any losses, cost claims or expenses incurred by either Party as a result of a Personal Data Breach (the "Claim Losses") the Party responsible for the relevant breach shall be responsible for the Claim Losses.

The data will be retained by the Contractor for a duration of supplier retention period of 12 months, following which the Contractor will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to BEIS that it has completed such deletion.'