

**RM971 NON MEDICAL NON CLINICAL****PART 1 – TEMPLATE ORDER FORM****ORDER FORM****THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971****FROM:** Department for Business, Energy & Industrial Strategy

<b>CUSTOMER</b>	Department for Business, Energy & Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street London SW1H 0ET
<b>INVOICE ADDRESS(if different)</b>	c/o UK Shared Business Services Ltd (UK SBS), Queensway House, West Precinct, Billingham, TS23 2NF
<b>CONTACT REFERENCE</b>	Authoriser Name: [REDACTED] e-mail: [REDACTED] Tel: [REDACTED]
<b>ORDER NUMBER</b>	CS19150
<b>ORDER DATE</b>	01/04/2019

**TO:** Allen Lane Limited

<b>SERVICE PROVIDER</b>	Allen Lane Limited
<b>SERVICE PROVIDER'S ADDRESS</b>	33 King Street, St. James's, London, SW1Y 6RJ
<b>ACCOUNT MANAGER</b>	Name: [REDACTED] Address: Tel: [REDACTED] E-mail: [REDACTED]
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:</b>	
<b>RM971 LOT:</b>	Lot 4
<b>NUMBER OF ROLES REQUIRED:</b>	1
<b>JOB ROLE/TITLE:</b>	HR Interim Services
<b>AGENDA FOR CHANGE PAY BAND:</b>	10
[REDACTED]	[REDACTED]
<b>HOURS/DAYS REQUIRED:</b>	8 Hours per day, 3 days a week.
<b>ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]</b>	None.
<b>FEE TYPE:</b>	[REDACTED]
<b>IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)</b>	None
<b>DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)</b>	Basic
<b>HIGH COST AREA SUPPLEMENT?</b>	Inner London

<b>REGULATED OR CONTROLLED ACTIVITY (ISA)?</b>	No														
<b>SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:</b>	Experience in HR service provision around Pay & Reward														
<b>PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:</b>	[REDACTED]														
<b>POST CODE OF LOCATION WITH REQUIREMENT:</b>	SW1H 0ET														
<b>RM971 LOT:</b>	Lot 4														
<b>NUMBER OF ROLES REQUIRED:</b>	1														
<b>JOB ROLE/TITLE:</b>	HR Interim Services														
<b>AGENDA FOR CHANGE PAY BAND:</b>	10														
<b>ADDITIONAL REQUIREMENTS:</b>	None														
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>															
<b>COMMENCEMENT DATE:</b>	1/4/19														
<b>ANTICIPATED END DATE:</b>	30/9/19														
<b>TEMPORARY / FIXED TERM ASSIGNMENT:</b>	Temporary														
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>															
None															
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER:</b>															
<i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i>															
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate</th> <th>Total Charge 6 months (77 working days)</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>£48,481.51</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£48,481.51</td> </tr> </tbody> </table>				Name	Start Date	Rate	Total Charge 6 months (77 working days)	[REDACTED]	[REDACTED]	[REDACTED]	£48,481.51	Total Charge (Ex. VAT)			£48,481.51
Name	Start Date	Rate	Total Charge 6 months (77 working days)												
[REDACTED]	[REDACTED]	[REDACTED]	£48,481.51												
Total Charge (Ex. VAT)			£48,481.51												
	<b>Pre-AWR</b>	<b>Post-AWR</b>													
<b>Pay to Worker(s)</b>	[REDACTED]	[REDACTED]													
<b>Total Charge</b>	[REDACTED]	[REDACTED]													
<b>DISCOUNTS APPLICABLE:</b>	None														
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>															
None															
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>															
1. [REDACTED] was engaged to assist UKRI to do three things:															
<ul style="list-style-type: none"> <li>[REDACTED]</li> </ul>															

- There is also a need to work with UKRI to ensure they are resource planning

[REDACTED]

**PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS**

<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	Not Applicable
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<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	Not Applicable
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**PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES**

<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	[REDACTED]
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<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	None
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**PART 5: CONFIDENTIAL INFORMATION**

<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	None
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**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	[REDACTED]
<b>TITLE:</b>	[REDACTED]
<b>SIGNATURE:</b>	[REDACTED]
<b>DATE:</b>	10/4/19

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	[REDACTED]
<b>TITLE:</b>	[REDACTED]
<b>SIGNATURE:</b>	[REDACTED]
<b>DATE:</b>	16/04/2019

## Annex 1 – Call Off Schedule 16 – Processing Personal Data

1. The contract details of the Customer Data Protection Officer is:  
  
 Data Protection Officer  
  
 Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET, [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)
2. The contact details of the Suppliers Data Protection Officer is:
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS19150</b>
<b>Date:</b>	<b>04/16/2019</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means.  Processing takes place for the purposes of:

	<ul style="list-style-type: none"> <li>• Pre-employment screening</li> <li>• Statutory obligations</li> <li>• Contractual and legal obligations</li> <li>• Skills assessments</li> <li>• Feedback gathering</li> <li>• Processing payments</li> </ul> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p>

	<p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>