



**REDACTED**

Hays Specialist Recruitment  
23 Lower Belgrave Street  
Ebury Gate  
London  
SW1W 0NT

Monday, October 21, 2019

Dear **REDACTED**

**Contract Title:** NMNC - **REDACTED**

**Contract Reference:** CS18081

The contract shall be subject to the UK Shared Business Services Ltd S1 Terms and Conditions for the Purchase of Services and the following Schedules and Appendices:

Please note that this contract is subject to signed contract acceptance.

Yours sincerely,

**REDACTED**  
**REDACTED**

**UK Shared Business Services Ltd**

**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:**

<b>CUSTOMER</b>	Department for Business and Energy Industrial Strategy (BEIS)
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1H 0ET
<b>INVOICE ADDRESS(if different)</b>	C/O UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b>  Tel: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>CONTRACT NUMBER</b>	CS18045
<b>ORDER DATE</b>	19/11/2018

**TO:**

<b>SERVICE PROVIDER</b>	Venn Group Limited
<b>SERVICE PROVIDER'S ADDRESS</b>	Norman House, 105 – 109 Strand, London WC2R 0AA
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Address: As above Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>  Tom Rees: E-mail: <b>REDACTED</b>
<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>ADDITIONAL REQUIREMENTS:</b>	Minimum BPSS security clearance.  It is the viewpoint of the contracting authority that the candidate below is in scope of the intermediaries' legislation.(IR35).  All workers are subject to 5 working days' notice period.
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT:</b> This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of 05/11/2018 and will expire on 01/02/2019.	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
<b>Key responsibilities</b>	

<ul style="list-style-type: none"> <li>• Playing a role in the senior management team in the BEIS media team to deliver a high-quality media service to all ministers and the department</li> <li>• Providing leadership, guidance, management, development and support to your team</li> <li>• Challenging your team and policy officials to identify risks and ensure communications match the needs of the Government and core audiences.</li> <li>• Working closely with key stakeholder organisations, our arms-length-bodies and executive agencies</li> <li>• Provide comment and authoritative spokespersonship on behalf of the department and build effective relationships with key journalists.</li> <li>• Supporting your team to drive innovative and creative communications</li> <li>• Taking part in the office back-up rota to provide support to our out-of-hours media service.</li> </ul>	
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>	
The total contract value shall not exceed £24,800.00 excluding VAT, payable by BACS.	
REDACTED working days x REDACTED = REDACTED excluding VAT	
<b>DISCOUNTS APPLICABLE:</b>	
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
None	
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>	
<b>Requirement:</b>	
We are looking for a chief press officer to join our management team on an interim basis to drive innovative communications strategies, deal with fast-breaking news stories, and win the trust of our ministers.	
You will have exceptional judgment, acute political awareness, great communication skills and the leadership to not only run your own team, but act as a role model to the wider team of around 20 press officers.	
<b>Role Profile</b>	
You will:	
<ul style="list-style-type: none"> <li>• be a highly experienced communications professional with excellent written and oral communication skills.</li> <li>• be able to work under pressure for sustained periods – while also maintaining sound judgement.</li> <li>• give clear and trusted advice to Ministers and officials and have awareness of broader political context.</li> <li>• have good relationship management skills and be able to maintain key links with relevant policy and external partners.</li> <li>• understand the rapidly changing nature of communications – and how to put that to good use.</li> </ul> keep up to date with industry developments in communication through GCS and other professional networks.	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>	
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	Not applicable
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	Not applicable
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED</b>	Oliver Fry

<b>IN THE SERVICES AND DELIVERABLES:</b>	
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	Not applicable
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIAL SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	As per GDPR Clause 11 below

## Clause 11 General Data Protection Regulation (GDPR)

### 1. Interpretation

In this Contract:

1 **Confidential Information:** means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which would or would be likely to prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights, know-how of either Party and all Personal Data as defined in the Data Protection Legislation.

2

3 **Data Controller:** shall have the same meaning as given in the Data Protection Legislation.

4

**Data Loss Event:** any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract and/or actual or potential loss and/or alteration and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach.

**Data Processor:** shall have the same meaning as given in the Data Protection Legislation.

**Data Protection Impact Assessment:** an assessment by the Data Controller of the impact of the envisaged processing on the protection of Personal Data.

**Data Protection Officer:** shall have the same meaning as given in the Data Protection Legislation.

**Data Protection Legislation:** (i) the General Data Protection Regulation (GDPR)(Regulation (EU) 2016/679), the Law Enforcement Directive (LED) (Directive (EU) 2016/680) and any applicable national implementing Laws as amended from time to time; (ii) the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy.

**Data Subject:** shall have the same meaning as given in the Data Protection Legislation.

**Data Subject Request:** a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.

**Law:** any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of