



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

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

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**.

Contracting Authority Name	Secretary of State for Health and Social Care acting as part of the Crown
Contracting Authority Contact	Redacted in line with Section 40 of the FOIA
Contracting Authority Address	39 Victoria St, London, SW1H 0EU
Invoice Address (if different)	Redacted in line with Section 40 of The FOIA

Supplier Name	Michael Page
Supplier Contact	Redacted in line with Section 40 of the FOIA
Supplier Address	1 Victoria House, Southampton Row, London, WC1B 4JB

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	
Date order placed	
Call off Start Date	27 th May 2021
Call-Off Expiry Date	27 th May 2022
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

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Job role / Title	Digital Communications Officer
Temporary or Fixed Term Assignment	
Hours / Days required	37.5 hours per week
Unsocial hours required – give details	N/A
High cost area supplement details (NHS only)	2. Inner London
Immunisation requirements? (Fee type 1 only)	

Pay band (use rate card to determine this)	Band 5											
Fee Type	2. Non-Patient Facing (Disclosure required)											
Expenses to be paid or benefits offered	NA											
Expenses to be paid by Temporary Worker	NA											
Charge rates	<div>Redacted in line with Section 1(1) of the Freedom of Information Act 2000</div> <table><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>											
Method of payment	PO/INVOICE – Weekly											
Discounts applicable	NA											

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	NA
State any skills, mandatory training and qualifications necessary for the role	NA

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

The requirement
<p>Redacted in line with Section 43 of The FOIA</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted in line with Section 40 of The FOIA
Key Subcontractors

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	Redacted in line with Section 40 of The FOIA	Signature:	Redacted in line with Section 40 of The FOIA
Name:		Name:	
Role:		Role:	
Date:	08/09/2021	Date:	14/09/2021