

## Framework Schedule 6 (Order Form Template and Call-Off Schedules)

### Order Form

CALL-OFF REFERENCE:	AGEMCSU/TRANS/23/1565
THE BUYER:	NHS Birmingham and Solihull Integrated Care Board
BUYER ADDRESS	First Floor, Wesleyan, Colmore Circus, Birmingham, B4 6AR
THE SUPPLIER:	Gatenby Sanderson Limited
SUPPLIER ADDRESS:	14 King Street, Leeds, LS1 2HL
REGISTRATION NUMBER:	4451141
DUNS NUMBER:	424635477
SID4GOV ID:	424635477

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 23/08/2023. It's issued under the Framework Contract with the reference number **RM6290 Lot 3** Framework Contract Reference number for the provision of a Non-Executive Recruitment Provider for NHS Birmingham and Solihull Integrated Care Board.

## CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6290**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6290**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **RM6290**
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6290**

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

## CALL-OFF SPECIAL TERMS

[None]

CALL-OFF START DATE: 24/08/2023

CALL-OFF EXPIRY DATE: 24/11/2023

CALL-OFF INITIAL PERIOD: 3 Months

CALL-OFF DELIVERABLES

## **PURPOSE**

To appoint a recruitment firm experienced in Executive and Non-Executive recruitment.

## **BACKGROUND TO THE AUTHORITY**

NHS Birmingham and Solihull Integrated Care Board (ICB), First Floor, Wesleyan, Colmore Circus, Birmingham, B4 6AR.

## **BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**

There are vacancies for two Associate NEDs at Birmingham and Solihull (BSol) ICB.

This is an exceptional opportunity for candidates to share their talents and expertise to make a positive difference to the lives of people across BSol.

The Associate NED role is used successfully in the NHS to support Board succession strategy and achieving a balance of Board level skills. Associate NEDs cannot participate in any formal vote at Board. The successful candidate for the Associate role will be appointed by the ICB but may also be considered for appointment as a NED of the Board in future, should vacancies arise, and they have the appropriate skills.

We are looking to appoint two Associate NEDs. The first a Community Engagement Associate NED with experience of local government or with a strong track record in partnership working and the ability to collaborate with senior stakeholders across the health and care system. The second Quality Associate NED will have a background in clinical leadership and large-scale configuration, who also possesses a strong, proven track record for partnership working and collaboration. Detailed role descriptions will be provided.

Both candidates will need to be able to demonstrate they can use your experience to:

- work alongside other non-executives and executive colleagues as an equal member of the board
- bring independence, external perspectives, skills and challenge to strategy development
- hold the executive to account by providing purposeful, constructive scrutiny and challenge
- shape and actively support a healthy culture for the ICB

Preferred candidates will need to have knowledge of and be familiar with BSol, the amazing opportunities that BSol offers and the challenges that we face.

We would welcome candidates from a diverse background and experience.

## **THE REQUIREMENT**

The potential provider must be able to demonstrate knowledge of the BSol area and have a proven track record of recruitment in Birmingham and Solihull.

Specific expertise and experience is required in the recruitment of Executive and Non-Executives in the NHS and specifically ICB's.

Providers need to be able to work with the required timeframe with the expectation that recruitment will commence late July 2023.

Provide an experienced team oversee and deliver on the recruitment process.

The provider will undertake the 'head hunting' process for the Associate NED roles and complete the recruitment process to include:

- attracting appropriate candidates to apply through various media and local networks
- sift candidate applications prior to shortlisting
- complete the appropriate due diligence and suitability checks to include
  - Self-declaration
  - Google and news search
  - Check with relevant regulators where appropriate
  - Search of disqualified directors register
  - Search of insolvency and bankruptcy register
  - Taking up references
  - Check of corporate knowledge and NHSI records, including appraisals, where available
- develop the recruitment pack (information will be provided from the ICB to support the development of the pack)
- organise the interview process as agreed with the ICB including provision of interview briefing pack

## KEY MILESTONES

The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Develop the project plan, timeline and highlight report	Within week 1 of Contract Award
2	Develop the recruitment pack	Within week 1 of Contract Award
3	Advertise the Associate NED roles across multi media	Within week 2 of Contract Award
4	Sift and shortlist applications – ensure diverse background of applicants	Within weeks 4-5 of Contract Award
5	Organise interviews	Within weeks 5-6 of Contract Award

## AUTHORITY'S RESPONSIBILITIES

Provide information to support the development of the recruitment pack

Provide possible interested candidates for the recruitment team to approach.

Provide a list of interviewers and suitable dates to support the scheduling of the interviews.

Meet regularly with the recruitment team to oversee the process.

## **REPORTING**

The recruitment team will provide a project and timeline for delivery of the project.

A weekly update/highlight report will be provided on progress including progress against the plan, timeline and any risks or issues including mitigation.

Attend a weekly oversight meeting to present the highlight report.

## **CONTINUOUS IMPROVEMENT**

Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

## **SUSTAINABILITY**

Where appropriate electronic versions of documents will be used rather than printing.

## **ACCREDITATION**

No specific accreditation is required.

## **STAFF AND CUSTOMER SERVICE**

Potential Provider's staff assigned to the Contract shall have the appropriate recruitment qualifications and experience to deliver the Contract.

## **SERVICE LEVELS AND PERFORMANCE**

The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Recruitment Information	Development of the recruitment pack within the required timeframe	100%
2	Due Diligence	Development of the due diligence and suitability checks protocol	100%
3	Project Management	Development of the project plan, timeline and highlight report format within the required timeframe	100%
4	Successful Recruitment	Appointment of 2 Associate NEDs	95%

## **SECURITY REQUIREMENTS**

Due diligence and suitability checks to be completed on candidates.

Security protocol to be followed if interviews are on site.

Framework Ref: RM6290

Project Version: v1.0

Model Version: v3.9

## **PAYMENT**

Payment can only be made following satisfactory delivery of pre-agreed certified deliverables. No specified budget.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

## **BASE LOCATION**

The base location of where the Services will be carried out at NHS Birmingham and Solihull Integrated Care Board (ICB), First Floor, Wesleyan, Colmore Circus, Birmingham, B4 6AR.

## **TERM**

As required or a period of 3 months.

## **BUDGET**

17.1 No specified budget.

## **MAXIMUM LIABILITY**

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

## **REIMBURSABLE EXPENSES**

None

## **PAYMENT METHOD**

Invoices will be raised by the provider and invoices paid in arrears, no later than 30 days from the date of invoice.

Payment made by BACS.

## **BUYER'S INVOICE ADDRESS:**

NHS Birmingham and Solihull Integrated Care Board (ICB)

QHL Payables NO75, PO Box 312 Leeds, LS11 1HP

[sbs.apinvoicing@nhs.net](mailto:sbs.apinvoicing@nhs.net)

## **BUYER'S AUTHORISED REPRESENTATIVE**



BUYER'S ENVIRONMENTAL POLICY

[NHS Birmingham and Solihull](#)

BUYER'S SECURITY POLICY

[NHS Birmingham and Solihull](#)



PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Not Applicable

KEY STAFF

Not Applicable

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Not Applicable

SERVICE CREDITS

Not Applicable

ADDITIONAL INSURANCES

Not Applicable

GUARANTEE

Not Applicable

Framework Ref: RM6290

Project Version: v1.0

Model Version: v3.9

### SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

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