

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

Regional Convenors

CCS Reference – CCZX21A28

DHSC Reference – WP1038

Order Form Template (Short Form)

Crown Copyright 2019

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	Department of Health and Social Care
Contracting Authority Contact	REDACTED – Commercial Lead
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email: REDACTED@nhs.net for electronic submission Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets

Supplier Name	IRG Advisors LLP t/a Odgers Interim
Supplier Contact	REDACTED – REDACTED
Supplier Address	ODGERS BERNDTSON 18-20 Cannon Street LONDON EC4M 6XD England

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	WP1038
Date order placed	As per date of final contract signature

Order Form Template (Short Form)

Crown Copyright 2019

Call off Start Date	01/04/2021			
Call-Off Expiry Date	31/10/2021 The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving two week's notice (10 days).			
Extension Options	None			
GDPR Position	Independent Controller			
Job role / Title	Regional Convenors (x7 resource)			
Temporary or Fixed Term Assignment	Temporary			
Hours / Days required	Role	Rate	Units required	Discount applied
	Charged days			
	REDACTED REDACTED [Regional Convenor] SCS1 Approved RAB: 05.03.21 Start date: 01/04/2021 End date: 31/10/2021	REDACTED REDACTED REDACTED	160	
	REDACTED REDACTED [Regional Convenor] SCS1 Approved RAB: 05.03.21 Start date: 01/04/2021 End date: 31/10/2021	REDACTED REDACTED REDACTED	160	
	REDACTED REDACTED [Regional Convenor] SCS1 Approved RAB: 05.03.21 Start date: 01/04/2021 End date: 31/10/2021	REDACTED REDACTED REDACTED	160	
REDACTED	REDACTED	160		

Order Form Template (Short Form)
 Crown Copyright 2019

	<p>REDACTED [Regional Convenor] SCS1</p> <p>Approved RAB: 05.03.21</p> <p>Start date: 01/04/2021</p> <p>End date: 31/10/2021</p>	<p>REDACTED</p> <p>REDACTED</p>		
	<p>REDACTED</p> <p>REDACTED [Regional Convenor] SCS1</p> <p>Approved RAB: 05.03.21</p> <p>Start date: 01/04/2021</p> <p>End date: 31/10/2021</p>	<p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p>	160	
	<p>REDACTED</p> <p>REDACTED [Regional Convenor] SCS1</p> <p>Approved RAB: 05.03.21</p> <p>Start date: 01/04/2021</p> <p>End date: 31/10/2021</p>	<p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p>	160	
	<p>REDACTED</p> <p>REDACTED [Regional Convenor] SCS1</p> <p>Approved RAB: 05.03.21</p> <p>Start date: 01/04/2021</p> <p>End date: 31/10/2021</p>	<p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p>	160	
	<p>REDACTED</p> <p>REDACTED [Regional Convenor] SCS1</p> <p>Approved RAB: 05.03.21</p> <p>Start date: 01/04/2021</p> <p>End date: 31/10/2021</p>	<p>REDACTED</p> <p>REDACTED</p> <p>REDACTED</p>	160	
	Investment Days (not charged)			
	Expenses	REDACTED		
Total excl. VAT		£1,463,000		
Unsocial hours required – give details	Not Applicable			
High cost area supplement details (NHS only)	None			

Order Form Template (Short Form)

Crown Copyright 2019

Immunisation requirements? (Fee type 1 only)	Not Applicable
--	----------------

Pay band (use rate card to determine this)	<p>REDACTED REDACTED [Regional Convenor] SCS1 – REDACTED REDACTED REDACTED [Regional Convenor] SCS1 – REDACTED REDACTED</p>	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	<p>Expenses to be paid up to a maximum REDACTED per resource up to a maximum total of REDACTED. All expenses should be receipted and in line with the DHSC Expenses Policy (attached if needed). Expenses should be approved before invoiced.</p>	
Expenses to be paid by Temporary Worker	None	
Charge rates	Pre-AWR	Post-AWR
REDACTED REDACTED [Regional Convenor] SCS1	N/A	£REDACTED (Hour/Day)
REDACTED REDACTED [Regional Convenor] SCS1	N/A	£REDACTED (Hour/Day)
REDACTED REDACTED [Regional Convenor] SCS1	N/A	£REDACTED (Hour/Day)
REDACTED REDACTED [Regional Convenor] SCS1	N/A	£REDACTED (Hour/Day)
REDACTED REDACTED [Regional Convenor] SCS1	N/A	£REDACTED (Hour/Day)
REDACTED REDACTED [Regional Convenor] SCS1	N/A	£REDACTED (Hour/Day)
REDACTED REDACTED [Regional Convenor] SCS1	N/A	£REDACTED (Hour/Day)
Method of payment	<p>BACs or alternative payment method as agreed between the Contracting Authority and the Agency.</p> <p>Standard 30 days payment terms</p>	

Order Form Template (Short Form)

Crown Copyright 2019

Discounts applicable	None
-----------------------------	------

Criminal records check required	Yes
BPSS required	BPSS required - Yes REDACTED
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	None

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

Regional Convenors – working alongside Chief Executives in Local Government the postholders will guide the development and publication of outbreak plans, offer assurance to Government and Government Departments re the efficacy of these plans. Postholders hold the confidence of local government and other local stakeholders; work with LAs to update and evaluate Local Outbreak Management Plans; hold stakeholders to account for the effectiveness and implementation of the plans and outbreak management strategies. They are key roles in the regional partnership teams and assist in the delivery of the national to local agenda outlined in the T&T business plan.

- Primary responsibility for establishing and maintaining relationships with elected and nonelected local leaders
- Ensure effective collaboration with key partner agencies across the region
- Support Local Authorities in the writing and delivery of local outbreak management plans
- Provide constructive challenge across national and local government systems
- Provide a gateway for the collation of best practice helping to inform central government policy development
- Use their direct skills, knowledge and expertise to ensure that central government policy can be delivered effectively – e.g. recent work on covid-safe elections and VOC

Reporting and Monitoring requirements – all personnel resources

- The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
- Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

REDACTED

At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.

PERFORMANCE OF THE DELIVERABLES

Key Staff	
<p>REDACTED</p> <p>Contracting Authority; REDACTED REDACTED [Regional Convenor] SCS1 REDACTED REDACTED [Regional Convenor] SCS1</p> <p>Supplier; REDACTED - REDACTED@odgers.com</p>	
Key Subcontractors	
None	

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	07.05.2021	Date:	10/05/21