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Procurement in Partnership
The Collaboration of NHS Procurement Hubs

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

Delivered by:

NHS Commercial Solutions
NHS East of England Collaborative Procurement Hub
NHS London Procurement Partnership
NHS North of England Commercial Procurement Collaborative
Crown Commercial Service

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	Health Research Authority
Contracting Authority Contact	REDACTION, under FOIA Section 40 Personal Information
Contracting Authority Address	2 Redman Place Stratford London E20 1JQ
Invoice Address (if different)	Health Research Authority T71 Payables F275 Phoenix House Topcliffe Lane Wakefield West Yorkshire WF3 1WE

Supplier Name	Badenoch + Clark
Supplier Contact	REDACTION, under FOIA Section 40 Personal Information
Supplier Address	10 Bishops Square, London, E1 6EG

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
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Order Form Template (Short Form)

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Framework Lot	2
Call-Off (Order) Ref	Organisational Change Consultancy
Order Date	17/09/2021
Call off Start Date	20/09/2021
Call-Off Expiry Date	3 months (to 19/12/2021) One week's notice to terminate early by either party
Extension Options	Plus up to three months (to 19/03/2022)
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Organisational Change Consultant
Temporary or Fixed Term Assignment	Temporary
Days required	Up to 127

Pay band	Band 9	
Fee Type	1. Non-Patient Facing (Disclosure)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	REDACTION, under FOIA Section 43	Commercial Interests
Permanent equivalent	No salary comparator	
Method of payment	BACS	
Discounts applicable	N/A	

IR35 ASSESSMENT:	The outcome of the HMRC 'Employment Status for Tax' Assessment is: Off-payroll working rules (IR35) apply
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Criminal records check	Yes– To be completed as part of onboarding
BPSS required	Yes
State required clearance and background checking	DBS checks
Skills, mandatory training and qualifications necessary for the role	N/A

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>To deliver the following services:</p> <ul style="list-style-type: none">The HRA require a senior HR expert to manage and coordinate this organisational change process, providing expert technical support and guidance to the Chief Executive, advising on the legal framework and our HRA policy requirements, ensuring the resulting structure delivers on the rationale for change and is implemented by 28 February 2022 and within budget. <p>Deliverables include:</p> <ul style="list-style-type: none">Expertly manage the process end to end ensuring HRA policies and procedures are complied with as well as the legal frameworkDevelop and implement organisational change project plan including engagement and communication strategies.Ensure all feedback from the process is documented and considered as part of the process.Coach and advice the change lead in developing a proposed structure and finalising this as part of the organisational change processSupport the change lead (chief executive) in implementing the structure following the outcome of the process.Attend all organisational change meetings providing HR support and administrative services throughout the process.Ensure documentation, meetings etc are administered and managed well

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTION, under FOIA Section 40 Personal Information
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTION, under FOIA Section 40 Personal Information	Signature:	REDACTION, under FOIA Section 40 Personal Information
Name:		Name:	
Role:		Role:	
Date:		Date:	