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RM6002: Permanent Recruitment Order Form Template (Short Form)

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](#).

Buyer Name	REDACTED
Buyer Contact	REDACTED
Buyer Address	Fry Building, 2 Marsham Street, London SW1P 4DF
Invoice Address (if different)	MHCLG FSSD CP2P Team 4th Floor High Trees Hillfield Road Hemel Hempstead HP2 4XN

Supplier Name	ODGERS BERNDTSON
Supplier Contact	REDACTED
Supplier Address	ODGERS BERNDTSON 18-20 Cannon Street ,LONDON EC4M 6XD

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	7
Call-Off (Order) Ref	CPD4120098
Order Date	01/10/2019
Call-Off Charges	Total of £72,000 + VAT breakdown REDACTED
Call-Off Start Date	01/10/2019
Call-Off Expiry Date	30/06/2020
Extension Options	The contract term may be extended by written agreement, up to a maximum of 6 months in duration. Costs for for roles that are in addition to those listed above shall be agreed in advance.
GDPR Position	Independent Controller

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the

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CCS website. Visit the [Permanent Recruitment](#) webpage and click the “Documents” tab to view and download these.

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

CALL-OFF DELIVERABLES

The requirement
a. The Ministry for Housing, Communities and Local Government (hereafter referred to as ‘the department’) is seeking to directly appoint a supplier to support it with the delivery of two high profile appointments – the appointment of up to two non-executive directors to its board and the appointment of the Chair of the Board of Homes England.
<u>The department’s Board</u>
b. The department board’s role is to advise and support ministers on the operational implications and effectiveness of policy proposals, focusing on getting policy translated into results. It operates according to these recognised principles of good corporate governance in business:
<ul style="list-style-type: none">• leadership - communicate a clear vision for the department;• effectiveness - challenge and scrutinise performance;• accountability - promote the government’s goal of transparency through clear and fair reporting; and,• sustainability - take a long-term view about what the department is trying to achieve.
c. The board advises on 5 main areas:
<ul style="list-style-type: none">• strategy - setting the vision and ensuring all activities, either directly or indirectly, contribute towards it;• commercial sense - approving the distribution of responsibilities and ensuring sound financial management;• talented people - ensuring the department has the capability to deliver and to plan to meet current and future needs;• results focus - agreeing the operational business plan and monitoring and steering performance against the plan; and,• management information - ensuring clear, consistent, comparable performance information is used to drive improvements.
d. However, the board’s primary focus is on delivery performance.
e. The Board currently comprises the Ministerial Team, the Executive Team, and non-executive directors [1]. One of the non-executive members of the board has recently resigned to take up a full-time role elsewhere.
f. The Secretary of State has decided to appoint up to 2 new non-executive members. One member will bring strong experience of digitising local government; the other is expected to bring strong experience of supporting local

economic growth. More details on the roles are set out in the person specification.

- g. The department has decided that the recruitment should be supported by an agency.

The Chair of the Board of Homes England

- h. MHCLG has a number of arm's length bodies; the most significant of which is Homes England.

- i. Following the resignation of Sir Ed Lister, the role of Chair of the Board of Homes England has become vacant.

- j. The department has decided that the recruitment of a new Chair should be supported by an agency.

- k. The agency will provide the department with the following services:

- Candidate Sourcing:
 - advice on the recruitment attraction strategy, including the use of social media;
 - produce the candidate pack and any supporting documentation;
 - identification of suitably qualified candidates, who will be encouraged to apply for the roles; and
 - launch the advertisement on multiple high-profile platforms including appropriate diversity channels'
- Candidate Journey:
 - keeping candidates informed of the timescale for decision making and progress against that timetable;
 - provide support to the shortlisted candidates, including providing advice on the interview process; and
 - ensuring the best possible candidate experience;
- Candidate Selection:
 - conduct an initial evaluation of the candidate pool against the selection criteria;
 - provide an assessment for the Sift Panel;
 - organising interviews with shortlisted candidates;
 - hosting interviews with shortlisted candidates (if required); and
 - briefing on shortlisted candidates for the Advisory Assessment Panel;
- Candidate Feedback:
 - advise successful candidates of the outcome (if required);
 - obtain references for successful candidates;
 - provide feedback to unsuccessful candidates as required;
- Candidate Data and Management Information:
 - provide weekly updates on progress of the campaign including the number and diversity of applicants; and
 - provide the diversity data form for each applicant.

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- l. The department will be reporting on progress to its Ministers. It will require information on progress of both campaigns from the supplier to inform those reports.
- m. The appointments to the departmental Board are not subject to the Cabinet Office's 'Governance Code on Public Appointments'^[2]. [However, the department will want to adopt the Principles of Public Appointments, and the spirit of the Code will need to be followed throughout the process.](#)
- n. The appointment of the Chair of Homes England will be subject to the Cabinet Office's 'Governance Code on Public Appointments'. The requirements of the Code – including the Principles of Public Appointments - will need to be complied with throughout the process. The Code can be found at:
<https://www.gov.uk/government/publications/governance-code-for-public-appointments>. The department is mindful that it cannot outsource its responsibility to meet the requirements of the Code. However, the supplier will be required to help meet those requirements, for example in relation to reporting on the diversity of applicants
- o. The department is keen to increase the diversity of its public appointments. In particular it wants to encourage applications from ethnic minorities and disabled people. The supplier is required to support the department with this objective. It will also require the assistance of the supplier in meeting the requirements for reporting on the diversity of individual applicants.
- p. It is not unusual for candidates for roles such as this to have potential conflicts of interest. The supplier will be expected to raise any potential conflicts of interest with the department as part of the Candidate Selection process. The conflicts will be examined with the candidates by the Advisory Assessment Panel as part of the interview process, and a mitigation strategy will be agreed with the successful candidates.
- q. The department will perform 'due diligence' on short listed candidates.
- r. The recruitment will be conducted at pace. The department is anticipating that the search phase will only be open for 3-4 weeks. A detailed timetable will be developed with the supplier.
- s. The appointment of the preferred candidates for the departmental Board roles is subject to the agreement of both the Secretary of State and the Prime Minister. The detailed timetable will reflect the timescales associated with gaining their approval.
- t. The appointment of the preferred candidate for the Chair of the Board of Homes England will require the approval of the Housing, Communities and Local Government Select Committee, and the timescales referred to above include the time required to gain the Committee's approval. The role is also of interest to the Cabinet Office and the Prime Minister
- u. The department is keen to gain knowledge of the relevant candidate pools. The supplier will be expected to share insight in to those candidate pools as part of the recruitment process for this role.

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v. The appointment of the supplier to support this recruitment will be made under the Direct Award facility in CCS' Framework Agreement for Permanent Recruitment Services (RM6002).

w. The department intends to use Lot 7, 'Executive Search – Senior and Executive', which includes the appointment of non-executive directors.

^[1] More details are available at: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government/about/our-governance>

^[2] The Code can be found at: <https://www.gov.uk/government/publications/governance-code-for-public-appointments>.

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED
Key Subcontractors
Not applicable

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