

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	NHS Midlands and Lancashire CSU
Contracting Authority Contact	
Contracting Authority Address	Leyland House Lancashire Enterprise Business Park , Leyland, Lancashire, PR26 6TY
Invoice Address (if different)	

Supplier Name	Hays Accountancy and Finance Personnel
Supplier Contact	
Supplier Address	<u>6Th Floor, Norwest Court Guildhall Street, Preston PR1 3NU</u>

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	
Order reference number (e.g. purchase order number)	
Date order placed	
Call off Start Date	23/5/22
Call-Off Expiry Date	24/11/22
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	
Temporary or Fixed Term Assignment	Temporary

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Hours / Days required	37.5 hrs 5 days per week
Unsocial hours required – give details	
High cost area supplement details (NHS only)	1. None 2. Inner London 3. Outer London 4. Fringe
Immunisation requirements? (Fee type 1 only)	

Pay band (use rate card to determine this)	Band 3	
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered		
Expenses to be paid by Temporary Worker		
Charge rates	Pre-AWR	Post-AWR
	£ (Hour/Day)	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
Method of payment		
Discounts applicable		

Criminal records check required	Yes / No
BPSS required	Yes / No
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role	


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

<p>The requirement</p> <p>[Guidance: Insert details of your requirement here].</p> <p>This may include:</p> <ul style="list-style-type: none"> • Any variation from the standard framework terms • Specialist knowledge requirements • Specific invoicing requirements • Specific service level agreements (SLA) • Specialist management information required. • Any specific health and Safety risks relevant to the role <p>Or you could simply state the requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period</p> <p>For further details about what can and cannot be included here please email - info@crowcommercial.gov.uk</p>
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PERFORMANCE OF THE DELIVERABLES

<p>Key Staff</p> <p></p>
<p>Key Subcontractors</p> <p>N/A</p>

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	23/05/22	Date:	23/5/22

