

**RM6290**

**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 RM6290 Executive and Non-Executive Recruitment Services. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

<b>Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)</b>	REDACTED Cabinet Office
<b>Buyer Contact details</b>	REDACTED
<b>Buyer Address</b>	1 Horse Guards Road London SW1A 2HQ
<b>Invoice Address (if different)</b>	Invoices will be sent to  Cabinet Office REDACTED

<b>Supplier Name</b>	Korn Ferry
<b>Supplier Contact</b>	<b>Main point of contact:</b> REDACTED  <b>Other contacts:</b> REDACTED
<b>Supplier Address</b>	Korn Ferry Ryder Court 14 Ryder Street, London SW1Y 6QB

<b>Framework Ref</b>	RM6290 (Executive and non-executive recruitment services)
<b>Job Role details - Title and Grade</b>	Chief Executive UKSA, Permanent Secretary ONS and National Statistician
<b>Framework Lot</b>	Lot 1 - <input type="checkbox"/> Lot 2 - X

<b>Direct Award authorised</b>	Yes - <input type="checkbox"/> No - X
<b>Call-Off (Order) Ref</b>	PRF/01/64
<b>Customer Department</b>	Cabinet Office
<b>Order Date</b>	10/10/2022

<b>*Call-Off Charges (check these against Lot, Role and rate card)</b>	The total Contract value is a fixed fee of <b>£75,000</b> (ex VAT) paid at milestones.
<b>Call-Off Start Date</b>	17/10/2022
<b>Call-Off Expiry Date</b>	16/07/2023
<b>GDPR Position</b>	Independent Data Controllers
<b>Extension Options</b>	N/A

**Payment Terms – RM6290 Framework rates are fully inclusive of expenses, and the Framework terms as follows:**

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six months of the appointment contract start date, the supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to: see above

## CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website:  
<https://www.crowncommercial.gov.uk/agreements/RM6290>

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

#### Bid Pack



\_UKSA\_ONS Bid Pack  
For PRF Call Off Com

#### Chief Executive UKSA, Permanent Secretary Requirement

See Annex 1

#### Supplier proposal

See Annex 2 – Korn Ferry – Supplier Proposal - REDACTED

#### Pricing Proposal

See Annex 3

## PERFORMANCE OF THE DELIVERABLES

### Key Staff

N/A

### Key Subcontractors

N/A

## **Annex 1 – Chief Executive UKSA, Permanent Secretary Requirement**

### **1 – The Requirement**

#### **THE CONTRACTING AUTHORITY**

The Permanent Secretary HR Team is part of Civil Service HR (sitting within Cabinet Office) and supports the Cabinet Secretary in the attraction, selection and recruitment of Permanent Secretaries at SCS4 level. The team is regularly commissioned by the Cabinet Secretary to deliver end to end recruitment for the Civil Service's top leadership and specialist positions.

#### **THE VACANCY HOLDING ORGANISATION**

The UK Statistical System encompasses every aspect of statistical work from collection of data and information to the publication and regulation of statistics which touch on every aspect of daily life in the United Kingdom. The collective mission of the official statistics system is to mobilise the power of data to help the UK make better decisions. The UK Statistics Authority has oversight of the whole statistical system and promotes and safeguards the production of official statistics. The Office of National Statistics is the largest official producer of statistics in the UK, responsible for collecting and publishing statistics.

#### **THE VACANCY TO BE FILLED**

The vacancy has arisen as the tenure of the current post holder will come to an end in March 2023.

This role is a statutory post and Crown appointment, under the *Statistics and Registration Service Act 2007*. As Chief Executive of the UK Statistics Authority the post holder is accountable to the Chair and Board of the UK Statistics Authority for the delivery of the Board's strategy and policies. As Permanent Secretary of the Office for National Statistics (ONS) and head of the Government Statistical Service (GSS), they are accountable to the Cabinet Secretary for issues such as leading the analysis function across Government.

#### **The CE UKSA/PS ONS/National Statistician is responsible for:**

##### Strategic Responsibilities

- Work with the UK Statistics Authority Board to shape and deliver an ambitious new strategy for the UK's official statistics system for the period 2020 - 2025;
- Develop and deliver a compelling vision for mobilising the power of data for the good of the nation;
- Provide thought leadership of the ONS and hold responsibility for the Authority's priorities with regard to ONS, building on early momentum and progress in transforming the organisation and embedding lasting cultural changes;
- Drive innovation across the statistical service, embracing and exploiting the opportunities presented by the *Digital Economy Act 2017*, to deliver the economic and social statistics the nation needs;
- Provide advice to the UK Statistics Authority Board, Parliament, ministers, the Cabinet Secretary and other senior officials on the production, dissemination and use of statistics across government;

##### Delivery Responsibilities

- Implementation of the follow-up of the 2021 Census with associated transformation of ONS data collection and recommendations for the future of the Census in 2023 and beyond;
- Line manage and lead an executive team, currently comprised of a Second Permanent Secretary and three Deputy National Statisticians (at Director General level), charged with the efficient production and delivery of all official statistics;
- Promote best practice and compliance with the Code of Practice for Statistics by ONS and government departments generally, and build and maintain excellent relations with the Authority's independent regulator, the Office for Statistics Regulation;

- As Principal Accounting Officer for the UK Statistics Authority, to be responsible for an annual budget of circa £200 million and for maintaining a sound system of internal control that supports the achievements of the Authority's objectives and safeguards public funds and departmental assets; and
- As a Permanent Secretary, play an active role in the leadership of the Civil Service, including as a member of the Civil Service Senior Leadership Group.

**The successful candidate will be able to demonstrate the following:**

- Strong leadership skills, with evidence of having provided visible leadership to a complex organisation, or of a relevant profession, and of having raised standards or brought about service improvement through influencing and motivating others. Evidence of a depth of operational experience which enables you not just to lead from the front, but also to pitch in when necessary;
- Evidence of having worked with a board or boards at the most senior level and the stature and experience to play an active role as a member of the Senior Leadership Group of Civil Servants;
- Ability to actively sponsor, challenge and coach the Directors-General in the delivery of major programmes of work which transform people, process and technology;
- Self-awareness, energy and resilience, and the ability to respond quickly to changing priorities, balance conflicting roles and demands, act independently, professionally, and with integrity; and to be able to navigate obstacles, ambiguity and change;

Professional Credibility

- Excellent policy and analytical skills at the strategic level, coupled with a strong intellect, with a track record and established profile as an authority and leader in the field of evidence and analysis, and a good understanding of the changing digital environment.
- Evidence of deploying professional skills in a way that commands the respect of statisticians, a thorough understanding of official statistics and how they serve the needs of the public, Parliament and Government.
- Candidates need not necessarily be professional statisticians, but should be credible advocates for statistics and capable of grasping and communicating complex statistical issues; and be able to confidently engage with public and parliamentary scrutiny in relation to statistical publications and decisions;
- A credible leader of the UK statistical system who can command the confidence of its members and users alike with a demonstrable body of work to evidence this.

Understanding and Navigating the Political Environment

- First-class ambassadorial, communication and presentational skills and the presence, demeanour and integrity to command the respect of all those in the UK Statistics Authority, and as Head of Profession to statisticians across government and throughout the user community. The ability to assess when to operate in a public capacity, to identify any conflicts within or around the role which may serve to undermine the system, and to propose improvements which are in the public interest;
- High-level influencing skills and evidence of managing relationships across a complex multiple stakeholder environment, handling potentially conflicting interests and perspectives, to gain the confidence of Ministers, Parliament and the public. Able to operate credibly on the international stage. Excellent judgement and an understanding of the political environment; and
- Insight and understanding of the economic, social, demographic and cultural dimensions of decision-

making in relation to the future of the United Kingdom or similar jurisdiction, and demonstrable appreciation of the workings of government, in particular, public accountability.

## **Salary**

The post is a Permanent Secretary (SCS4) level role and as such will offer a salary within the overall Permanent Secretary pay band (tier 3) - £150,000 - £160,000. A salary within the band will be offered subject to Ministerial approval.

## **Location**

The role will be based in London, with attendance/travel within the UK and possible occasional travel internationally.

## **SERVICES REQUIRED**

### **PLANNING AND LAUNCH**

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on:
  - Job advert, person specification and salary
  - Designing a process, campaign literature and advertising strategy
  - Proposed search strategy and suggested timetable
  - Your plan to achieve a diverse field, including the specific challenges within the target professions / sectors and how to mitigate them
- Produce final advertising material and launch on external media

### **SEARCH AND ASSESS**

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions/sectors
- Provide a dedicated contact for enquiries from prospective candidates
- Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
- Consider new ways of marketing the role
- Attend a mid-search progress review meeting with key stakeholders, if required
- Capture information on potential conflicts of interest raised by potential applicants and record. Forward these candidates to the Permanent Secretary HR Team if applicants would welcome a further conversation before applying.
- Immediately after the vacancy has closed, provide the Permanent Secretary HR Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- **At least 48 hours in advance of a longlist meeting, provide the Permanent Secretary HR Team and panel members with a 'longlist pack' which includes:**
  - CV and Supporting Statement of each applicant
  - A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
  - Confirmation of candidates that have applied under the Disability Confident scheme
  - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
    - Attendance at a longlist meeting with the selection panel at which you will present the outcome of your search and recommendations for longlist interview
- **Arrange and conduct preliminary interviews with agreed applicants**

- **At least 48 hours in advance of a shortlist meeting, provide the Permanent Secretary HR Team and panel members with a 'shortlist pack' which includes:**
  - CV and Supporting Statement of each applicant
  - A written report on each candidate interviewed, with each candidate graded - A = recommended for interview, B = marginal or C= not recommended for interview.
  - A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed.
- **Support the Permanent Secretary HR Team, where necessary, on the coordination of any pre-agreed assessment processes.**

#### CANDIDATE MANAGEMENT & COMMUNICATION

- **You are required to offer feedback to all candidates unsuccessful at longlist and/or shortlist stage. At the final interview stage the expectation is that the vacancy holder or panel members will provide feedback to candidates interviewed but your support in candidate handling may be required.**
- You are required to meet the following SLAs:
  - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
  - Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
  - Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.



**Annex 2 – Korn Ferry – Supplier Proposal - REDACTED**

### Annex 3 - Pricing proposal

<b><u>Company Name: Korn Ferry</u></b>		
	<b>Capped Cost - Standard Rate</b>	<b>Capped Cost - Rate Offered for this Procurement</b>
<b>The Provision of Executive Search Services</b>	£ REDACTED	£ 75,000.00

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.
- No additional services other than Executive Recruitment Services are required.

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