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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	Ministry Of Defence
Buyer Contact	
Buyer Address	Level 5, Zone F, MOD Main Building Whitehall, London, SW1A 2HB
Invoice Address (if different)	Payment to be made through MOD CP&F tool.

Supplier Name	IRG Advisors LLP trading as Odgers Berndtson
Supplier Contact	
Supplier Address	20 Cannon Street, London, EC4M 6XD

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	Lot 7
Call-Off (Order) Ref	704654451
Order Date	15 August 2022
Call-Off Charges	£
Call-Off Start Date	15 August 2022
Call-Off Expiry Date	31 December 2022
Extension Options	
GDPR Position	Independent Data 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 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
Please see attached Statement of Requirements

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors
[Insert name of key sub-contractors if required]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	Iain McLean
Role:	Designated Member	Role:	Commercial Officer
Date:	15/08/2022	Date:	18/08/2022

Appendix 1 - List of Approved Users

[illegible]

Defence Board Member and Chair of the Defence Audit and Risk Assurance Committee Statement of Requirement

1. Purpose of the project

1.a. Seeking a search firm to undertake the recruitment of a Non-Executive Director to the Ministry of Defence, Defence Board and as Chair to the Defence Audit and Risk Assurance Committee.

1.b. This is a high priority task as there is a requirement for the successful candidate to be in post by 31 December 2022. As a Ministerial approved role there are a number of stages that require approval by the Cabinet Office. This will impact on timeline for the recruitment stages, so a prompt start to the recruitment is important.

1.c. The role is for an independent Non-Executive Director with a very specific skillset therefore internal recruitment is not an option for this post. Engaging an experienced recruitment consultancy will enable us to reach a wider audience with the required skill sets. Similar approaches have been used previously across the department to ensure that we have the best choice of candidate and achieve the best value for money from the appointment.

1.d. Throughout this document the term “search firm” will be used, but you may also hear them referred to as executive search or head-hunters.

2. Scope of the Service

2.1 General Requirements

2.1.a The search firm shall identify and recruit experienced candidates with relevant qualifications, against a job description and person specification (or equivalent) provided by the sponsor.

2.1.b In addition, the search firm shall give particular attention to diversity and inclusion targets for the flow of ethnic minorities and disabled people. The search firm shall support the sponsor in achieving overarching government objectives and each sponsor’s departmental priorities. Further details can be found at: [Public appointments diversity action plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/public-appointments-diversity-action-plan)

2.2 Go live stage

2.2.a The advertising stage will be managed by both the Defence Business Services (DBS) and the search firm.

2.2.b DBS will be responsible for uploading their templates to the Cabinet Office (CO) website for the purpose of advertising.

2.2.c The search firm shall provide a dedicated contact for enquiries from prospective candidates.

2.2.d The advert will feature on Odgers Berndtson' website, and they will be responsible for ensuring that it also features on a range of platforms including (but not limited to) LinkedIn. The search firm shall be responsible for the commission and payment of any advertising platform approaches.

2.2.e The search firm shall ensure an understanding of and fully support the sponsor's diversity and inclusion strategies. This should include developing innovative strategies which contribute towards the government's diversity targets for Public Appointments.

2.2.f The search firm shall source candidates to the required standard in line with the job description and person specification (or equivalent) provided by the sponsor, and ensure the candidate is made aware of the recruitment timescales and any relevant security requirements.

2.2.g Odgers Berndtson will operate as the main portal, logging applications, and collating diversity information which will be shared with DBS at longlist, shortlist and appointment stage. The search firm shall encourage candidates applying for the role to complete the diversity information form on the Cabinet Office website.

2.3 Shortlisting stage

2.3.a The search firm will lead on the shortlisting stage including briefing applicants and helping with any questions they may have about the role. At times, the search firm may need to redirect questions to the sponsor team.

2.3.b The search firm will also produce the sift panel pack with the covering letters and CVs. They should also let the panel know when the panel packs will be made available.

2.3.c The search firm will be the main point of contact for candidates to help guide them through the process as well as working with the panel to answer any questions they may have on individual candidates or the field.

2.3.d The search firm will conduct their own internal sift of candidates and preliminary interviews prior to the panel convening, in order to best advise the panel. The panel will make the final decision on which candidates are recommended for interview.

2.3.e The sponsor will confirm the date, time, and location of the shortlist meeting.

2.3.f The search firm will need to be present at the shortlist meeting.

2.3.g The search firm and sponsor team will carry out due diligence on the shortlisted candidates.

2.3.h The search firm shall ensure that any potential conflicts of interest are identified, captured and are appropriately and sensitively managed.

2.3.i The search firm will take references on the shortlisted candidates.

2.4 Interview stage

2.4.a The search firm will carry out the administrative and candidate care activity during interview stage, such as inviting candidates to interview and standing down those not shortlisted, producing the interview panel pack, and any other duties as required at this stage.

2.4.b If the approving authority would like to meet the candidate, the sponsor and the search firm will work together to arrange this. The sponsor will engage with the approving authority's office to arrange the date/s and the search firm will confirm this with the candidates.

2.4.c The search firm will provide candidates with feedback, if requested.

2.4.d The approving authority will send out the appointment letter to the successful candidate. The search firm will stand down the unsuccessful candidates. DBS will start the onboarding process for the successful candidate, security checks, and publish the announcement.

2.4.e The search agency will provide DBS with a full pack of completed paperwork on completion, for auditing purposes.

3. Throughout the recruitment

3.a DBS the search firm and sponsor will have a weekly or fortnightly meeting during the advertising period to discuss progress and keep each other updated.

3.b The search firm can be asked to send a follow up readout of the meeting outcomes. Catch up meetings can be held during the later stages if needed. PAT can join the meetings if necessary.

3.c The panel will use the standard DBS templates at all stages wherever possible for consistency and auditing purposes. DBS to provide these templates to the search firm at the start of the process.

4. Complaint and escalation procedure

4.a The search firm shall acknowledge within 2 working days or receipt any formal complaints. All complaints handling procedures must be made clear in the published campaign literature.

4.b The search firm shall manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

5. Costs

5.a The search firm shall be aware that the sponsor will only pay contract charges relating to the services delivered by the search firm which are the subject of a valid Order.

5.b The search firm shall ensure all invoices to sponsor shall be clear, accurate and transparent.

5.c Payment to the search firm will be made as a Fixed Fee paid at the following milestones:

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker

5.d If the appointed candidate leaves for any reason within 6 months of the appointment contract start date, the search firm shall refund 50% of the total fee **or** provide a free of charge replacement search.

6. Security Requirements

6.a DBS will provide relevant employment and vetting checks.

6.b The search firm shall make their personnel aware that the objective of validating and verifying the information provided by the candidate is to ensure that the information relates to that candidate, confirms that the candidate's identity is genuine and relates to a real and living person, and establishes that the candidate owns and is rightfully using that information.

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Action Plan

Go live		
Action	Responsibility	Comments
Publishing the advert on Odgers Berndtson's website as the portal for applications.	Odgers Berndtson, with support from the Sponsor Team	<ul style="list-style-type: none">• Candidate information pack• Expression of Interest form• Diversity monitoring forms, and• Disability Confident Scheme declaration to capture and collate the application data for sponsors.
Encouraging potential applicants to apply and answering any questions about the role.	Odgers Berndtson, with input from the Sponsor Team	<p>The search firm have the responsibility of seeking strong, diverse applicants and encouraging them to apply.</p> <p>Odgers Berndtson will be the first point of contact for applicants and will help to guide them through the process. Role to appear on the CO website, to include a paragraph that redirects applicants to the search firm if they have any questions and for application purposes.</p> <p>DBS, the sponsor team and the search firm will have a weekly or fortnightly meeting or as frequent as they need to be. PAT may also be able to attend on occasion if needed and have the capacity to do so.</p> <p>Odgers Berndtson will lead on receiving applications and provide an update to DBS and other teams on the number of applications received.</p>
Approaching any names suggested by the approving authority	Odgers Berndtson, PAT & Sponsor Team	PAT/the sponsor will pass any names suggested by the approving authority to Odgers Berndtson so they can engage with them and encourage them to apply. This will help allow Odgers Berndtson to be the point of contact for applicants.
Publishing the job advert in any paid media publications	Odgers Berndtson	Odgers Berndtson can work with media publications to publish the job advert.

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Logging applications and diversity info	Odgers Berndtson	Odgers Berndtson will collate all the applications and diversity information for the sponsor. This information, including anonymised aggregated diversity data can be shared with the sponsor department at key junctures of the process.
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Longlisting & Shortlisting

Briefing applicants	Odgers Berndtson	If necessary, Odgers Berndtson will brief applicants if they have any questions about the role, process etc.
Sift panel pack	Odgers Berndtson	Odgers Berndtson will produce the longlist sift panel pack containing all applications and a summary of gradings based on initial discussions and the application submission.
Shortlist meeting	Odgers Berndtson	<p>Once the approving authority has provided clearance to proceed to the sift stage, Odgers Berndtson will conduct preliminary interviews to help advise the panel members. Odgers Berndtson will attend the shortlist meeting, in addition to the notetaker, to provide any guidance to the panel.</p> <p>The panel will use the DBS scoring template during the shortlist meeting to ensure that all the necessary information is captured.</p> <p>The panel will lead on the shortlist meeting and agree which candidates should be recommended for interview. The role of Odgers Berndtson is to advise the panel. It must be confirmed what exact administrative duties are required of Odgers Berndtson and by when prior to the meeting with regards to administrative note taking etc.</p>
References	Odgers Berndtson	Odgers Berndtson will take up references if the shortlisted candidates give their consent to do so before the interviews.

Final Interviews

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Inviting candidates to panel interview	Odgers Berndtson	After the approving authority has provided clearance to proceed to the interview stage and when PAT/the sponsor has given the green light, Odgers Berndtson can invite the candidates to interview and stand down the ones who were not shortlisted.
Interview panel pack	Odgers Berndtson	Odgers Berndtson will produce the interview panel pack using the application information which is provided by DBS.
Interviews	Odgers Berndtson / DBS / Sponsor Team	<p>Odgers Berndtson can host the interviews at their offices at an additional cost of £ per day, or use their video conferencing software, if the panel / candidates are happy with this and there are no security issues. The sponsor will confirm if this is possible.</p> <p>The panel will use the DBS scoring template to ensure that all the necessary information is captured.</p>
Post-interviews	Odgers Berndtson	Odgers Berndtson will attend the wash up meeting after the interviews to make a note of the panel's assessment of the candidates.

Appointing stage

If the approving authority wishes to meet appointable candidates before deciding who to appoint	Odgers Berndtson / Sponsor Team	As Odgers Berndtson have been liaising with candidates throughout the recruitment, they will make arrangements with appointable candidates. The sponsor team should be present and make a note of the discussions for the audit trail.
Successful candidate/s	DBS	Once the approving authority has made a decision on the successful candidate and the panel Chair has contacted them to verbally offer the role, the approving authority will send them the appointment letter.
Unsuccessful candidates	Odgers Berndtson	Odgers Berndtson will send the letters to the unsuccessful candidates following the decision from the approving authority, and when given the green light to do so from the sponsor team.

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Feedback requests	Odgers Berndtson / Sponsor Team	If any candidate ask Odgers Berndtson for feedback they should notify PAT or the sponsor team. Odgers Berndtson will produce some written feedback following discussion with the sponsor team and send to the candidate/s.
Security clearance checks	DBS	DBS will lead on the onboarding process including security checks.
Announcement	DBS	Once the successful candidate/s have completed the security clearance checks, DBS will work with the sponsor to announce the outcome of the recruitment.