**Framework Schedule 6 (Order Form Template and Call-Off Schedules)** Crown Copyright2018

**RM6160: Non Clinical Temporary and**

**Fixed Term Staff**

**(Short Form)**

**CCZX21A62- Finance Workforce Planning**

**& Resource Lead**

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# Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the [Framework Contract RM6160:](https://www.crowncommercial.gov.uk/agreements/RM6160) Non Clinical Temporary and Fixed Term Staff.

|  |  |
| --- | --- |
| **Contracting Authority** **Name**  | Department of Health and Social Care  |
| **Contracting Authority Contact**  | REDACTED TEXT REDACTED TEXT  |
| **Contracting Authority Address**  | 39 Victoria Street London SW1H OEU  |
| **Invoice Address** **(if different)**  | Email invoices to: REDACTED TEXT, copying in REDACTED TEXT REDACTED TEXT - all invoices must quote a valid PO number and be accompanied by the relevant timesheets and / or confirmation of deliverables to DHSC  Or Postal invoices to: Department for Health & Social Care 39 Victoria Street London SW1H 0EU Quoting valid PO number  |

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| **Supplier Name**  | Robertson Bell Ltd  |
| **Supplier Contact**  | REDACTED TEXT Email – REDACTED TEXT Tel - REDACTED TEXT |
| **Supplier Address**  | Euston House, 24 Eversholt Street London NW1 1AD England    |

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| **Framework** **Ref**  | RM6160: Non Clinical Temporary and Fixed Term Staff  |
| **Framework** **Lot**  | Lot 2: Corporate Functions  |
| **Order reference number (e.g.** **purchase order number)**  | To be confirmed following contract commencement  |
| **Date order placed**  | As per date of final contract signature  |
| **Call off Start Date**  | 16th June 2021  |
| **Call-Off** **Expiry Date**  | 31st October 2021\* \**The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week’s notice.*  |
| **Extension Options**  | None  |
| **GDPR** **Position**  | Independent Controller (default unless specified); or Controller to Processor; or Joint Controller  To confirm on a case by case basis.  |
| **Job role / Title**  | Finance Workforce Planning/Resource Lead  |
| **Temporary or** **Fixed Term** **Assignment**  | Temporary  |
| **Hours / Days required**  |

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| --- | --- | --- |
| Role  | Rate  | Units required  |
| REDACTED TEXT Start date: 16th June 2021 End date: 31st Oct 2021  | REDACTED TEXT  | REDACTED TEXT |
|   |   |   |
| Total excl. VAT  |   | **£58,045.44**  |

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| **Unsocial hours required – give details**  | Not Applicable  |
| [**High cost area**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) [**supplement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details** **(NHS only)**  | None  |
| **Immunisation requirements? (Fee type 1 only)**  | Not Applicable  |

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| **Pay band**  | For each resource: REDACTED TEXT  |
|  | REDACTED TEXT  |
| **Fee Type**  | Non-Patient Facing (No Disclosure required)  |
| **Expenses to be paid or benefits offered**  | None  |
| **Expenses to be paid by Temporary Worker**  | None  |
| **Charge rates**  | Pre-AWR  | Post-AWR  |
| REDACTED TEXT | REDACTED TEXT | REDACTED TEXT  |
|  |   |   |
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| **Method of payment**  | BACs or alternative payment method as agreed between the Contracting Authority and the Agency.  Standard 30 days payment terms  |
| **Discounts applicable**  | None  |

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| **Criminal records check required**  | Yes – as per previous contract 000974941569  |
| **BPSS required**  | Yes – costs to be absorbed by the supplier Please confirm that all resources have BPSS within 4 weeks of their start date Confirmation of BPSS should be emailed to: REDACTED TEXT We reserve the right to release contractors where we do not receive confirmation of BPSS within 4 weeks of their start date   |
| **State any other required clearance and/or background checking**  | None  |
| **State any skills, mandatory training and qualifications necessary for the role**  | None  |

## 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](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

## CALL-OFF DELIVERABLES

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| **The requirement**  |
| * Understanding the department’s business (departmental, professional and functional), operating model, strategy, purpose, culture and environment in depth in order to be in a position to check, challenge and influence immediate and emerging resourcing priorities, identifying most appropriate supply sources.

 * Input into NHSTT Finance workforce planning:

 * Work with CFO and Chief of Staff to pull together a future Finance Team structure

 * Ensure robust record keeping for Finance resources so that local records, HR central records and budget information all tally together

 * Lead on work to pull together consistent JDs for all Finance roles

 * Identify issues, risks, barriers and blockers to effective resourcing, capability and workforce planning.

 * Lead the end to end recruitment process for Test and Trace Finance, including and not limited to, drafting business cases, represent Finance case at HR and Commercial approval boards, liaise with HR and line managers for recruitment and where necessary liaise with other government departments for recruitment and transfers.

 * Running and managing discrete recruitment campaigns

 * Demonstrating passion about equality and diversity, particularly in a resourcing context

 * Taking responsibility for maintaining and improving own knowledge and skills, for example through sharing learning with other colleagues and wider where appropriate

 * This role is a balance of operational (workforce planning, solutions, interventions) and strategic (organisational context and operating environment). The role requires technical skills to advise on methodologies but ability to operate flexibly.

 **Reporting and Monitoring requirements – all personnel resources** * The resource will be assigned a line manager who will delegate tasks and responsibilities accordingly to their role and capability. They will also be responsible for signing off their timesheet weekly in order to ensure that objectives are being met and to ensure the Authority receives value for money.
* Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.

   |
| At the end of the contract (or earlier, if the contract is terminated early), the agency will communicate to the contractor to agree a date with DHSC to return any DHSC IT equipment and other property (in the state in which it was supplied) within a maximum of 5 working days from their final day. If the contractor does not engage with DHSC, the agency will send daily reminders to the contractor and support DHSC to ensure the return of all DHSC IT equipment and property. DHSC reserve the right to withhold final payments to the agency until all DHSC IT equipment and property has been returned.  |
| This worker is to remain procured through the RM6160 framework for the entire duration of this contract and any future temporary contracts secured via Robertson Bell. |

## PERFORMANCE OF THE DELIVERABLES

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| **Key Staff**  |
| REDACTED TEXT Supplier contact: REDACTED TEXT – General contact Email – REDACTED TEXT |
| **Key Subcontractors**  |
| None  |

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| **For and on behalf of the Supplier:**  | **For and on behalf of the Contracting Authority:**  |
| Signature:  | REDACTED TEXT | Signature:  | REDACTED TEXT |
| Name:  | REDACTED TEXT | Name:  | REDACTED TEXT |
| Role:  | REDACTED TEXT  | Role:  |  REDACTED TEXT |
| Date:  | REDACTED TEXT | Date:  | REDACTED TEXT |