

**RM971 NON MEDICAL NON CLINICAL**

**PART 1 - ORDER FORM**

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

**FROM:**

<b>CUSTOMER</b>	The Department for Business, Energy and Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1H 0ET
<b>INVOICE ADDRESS(if different)</b>	The Department for Business, Energy and Industrial Strategy (BEIS) c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <b>REDACTED</b>
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b> Tel: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>ORDER NUMBER</b>	CS19174
<b>ORDER DATE</b>	08/05/2019

**TO:**

<b>SERVICE PROVIDER</b>	Hays Specialist Recruitment Ltd														
<b>SERVICE PROVIDER'S ADDRESS</b>	23 Lower Belgrave Street, London, SW1W 0NT														
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Address: <b>REDACTED</b> Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>														
<b>PART 1: SERVICE REQUIREMENT</b>															
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:															
<b>RM971 LOT:</b>	3														
<b>ADDITIONAL REQUIREMENTS:</b>	N/A														
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>															
This contract shall commence on Monday 13 <sup>th</sup> May 2019 and expire on Friday 27 <sup>th</sup> September 2019.															
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>															
None															
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>															
The total contract value shall not exceed £20,512.80 excluding VAT as per the breakdown below;															
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate (per day)</th> <th>Total Charge for 6 months (99 working days)</th> </tr> </thead> <tbody> <tr> <td><b>REDACTED</b></td> <td>13.05.19</td> <td><b>REDACTED</b></td> <td>£20,512.80</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td><b>£20,512.80</b></td> </tr> </tbody> </table>				Name	Start Date	Rate (per day)	Total Charge for 6 months (99 working days)	<b>REDACTED</b>	13.05.19	<b>REDACTED</b>	£20,512.80	Total Charge (Ex. VAT)			<b>£20,512.80</b>
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Total Charge (Ex. VAT)			<b>£20,512.80</b>												

<i>It is the viewpoint of the contracting authority that the candidate above are out of scope of the intermediaries' legislation (IR35). All workers are subject to 5 working days' notice period.</i>	
<b>DISCOUNTS APPLICABLE:</b>	N/A
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
N/A	
<b>PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>- Management of the Deputy Directors' diaries and meetings in line with their working style and preferences.</li> <li>- Use of judgement where there are diary problems to act proactively to resolve them, ensuring associated administrative tasks are carried out and that the DDs can rely on correct preparation for their meetings.</li> <li>- Delivery of ad-hoc projects and corporate commitments in support of the objectives of the wider team.</li> <li>- Engagement with the Corporate Business Manager of the directorate on cross-cutting corporate matters relating to the DD's teams.</li> <li>- Engagement with other PAs within the Directorate and beyond to resolve issues and learn from best practice.</li> <li>- Direct interaction with policy officials to ensure direction is set for commissions and meetings, and as such, the post holder will need to develop a good understanding of the whole Directorate and individual responsibilities</li> </ul>	
<b>PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS</b>	
<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
<b>PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>	
<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	<b>REDACTED</b>
<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	None
<b>PART 5: CONFIDENTIAL INFORMATION</b>	
<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	None

**Annex 1 – Call Off Schedule 16 – Processing Personal Data**

1. The contract details of the Customer Data Protection Officer is:  
 Name: **REDACTED**  
 Address: **REDACTED**  
 Tel: **REDACTED**  
 Email: **REDACTED**
  
2. The contract details of the Suppliers Data Protection Officer is:  
 Name: **REDACTED**  
 Address: **REDACTED**  
 Tel: **REDACTED**  
 Email: **REDACTED**
  
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
  
4. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS19174</b>
<b>Date:</b>	<b>May 9, 2019</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	<p>The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> <li>• Pre-employment checking</li> </ul> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the</p>

	<p>Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p> <p>Compensation data</p>

	<p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**FOR AND ON BEHALF OF THE SERVICE PROVIDER:**

<b>NAME:</b>	<b>REDACTED</b>	
<b>TITLE:</b>	<b>REDACTED</b>	
<b>SIGNATURE:</b>	<b>REDACTED</b>	
<b>DATE:</b>	<b>REDACTED</b>	

**FOR AND ON BEHALF OF THE CUSTOMER:**

<b>NAME:</b>	<b>REDACTED</b>	
<b>TITLE:</b>	<b>REDACTED</b>	
<b>SIGNATURE:</b>	<b>REDACTED</b>	
<b>DATE:</b>	<b>REDACTED</b>	