

# **RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)**

## **PROGRAMME ACCOUNTANT FOR TRANSITION TO UKHSA**

**CCZX21A61**

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.

<b>Contracting Authority Name</b>	Department of Health and Social Care
<b>Contracting Authority Contact</b>	REDACTED
<b>Contracting Authority Address</b>	REDACTED
<b>Invoice Address (if different)</b>	REDACTED

<b>Supplier Name</b>	Hunter Healthcare Resourcing Ltd
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	REDACTED

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2 – Corporate Functions
<b>Order reference number (e.g. purchase order number)</b>	CCZX21A61
<b>Date order placed</b>	23/06/2021
<b>Call off Start Date</b>	The contract is deemed to have begun on 26th May 2021
<b>Call-Off Expiry Date</b>	31 <sup>st</sup> October 2021

**Order Form Template (Short Form)**

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	REDACTED
<b>Extension Options</b>	None
<b>GDPR Position</b>	Independent Controller
<b>Job role / Title</b>	Programme Accountant
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	REDACTED
<b>Unsocial hours required – give details</b>	Not Applicable
<b>High cost area supplement details (NHS only)</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	Not Applicable

<b>Pay band (use rate card to determine this)</b>	REDACTED Programme Accountant	
<b>Fee Type</b>	Non-Patient Facing (No Disclosure required)	
<b>Expenses to be paid or benefits offered</b>	None	
<b>Expenses to be paid by Temporary Worker</b>	None	
<b>Charge rates</b>	Rate	Units Required
	REDACTED	REDACTED
	Total Exc VAT	<b>£79,920</b>
<b>Method of payment</b>	REDACTED	
<b>Discounts applicable</b>	None	

<b>Criminal records check required</b>	Yes
<b>BPSS required</b>	Yes
<b>State any other required clearance and/or background checking</b>	None
<b>State any skills, mandatory training and qualifications necessary for the role</b>	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](#) web page and click the 'Documents' tab to view and download these.

## **CALL-OFF DELIVERABLES**

<b>The requirement</b>
<p>The resource will be expected to:</p> <ul style="list-style-type: none"><li>• Gather expected costs/build forecast for Transition costs</li><li>• Ensure on an ongoing basis Transition costs are coded to correct cost centre to ensure transparency of spend and robust tracking</li><li>• Monitor costs against budget and forecast on a monthly basis</li><li>• Provide monthly reporting on costs and any ad hoc analysis required</li><li>• Provide any ad hoc finance support that Transition Programme Team may require</li><li>• Liaise with other colleagues in Finance to ensure input into UKHSA Business Case where required and Spending Review process</li><li>• Liaise and support colleagues in PHE to ensure costs are accurately recharged from PHE where appropriate</li><li>• Provide support to Finance Star Chamber as required</li><li>• Provide support to Finance Transition Board – including collating agendas, actions and following up to ensure actions are completed.</li></ul> <p><b>Reporting and Monitoring requirements – all personnel resources</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Line managers will meet with resources at least once a week to review workload and ensure quality standards are maintained.</li></ul> <p>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.</p>

## **PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
REDACTED
<b>Key Subcontractors</b>

None
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For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED