

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

CCZX2136 Provision of SEO for Interim Labs (WP1520)

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.

Contracting Authority Name	Department of Health and Social Care
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	[REDACTED]
Invoice Address (if different)	Email: [REDACTED] for electronic submission Consolidated monthly invoicing - all invoices must quote a valid PO number and include relevant timesheets

Supplier Name	Hunter Healthcare Resourcing Limited
Supplier Contact	[REDACTED]
Supplier Address	[REDACTED]

Framework Ref	RM6160: Non-Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 – Corporate Functions
Order reference number (e.g. purchase order number)	WP1520
Date order placed	As per date of final contract signature
Call off Start Date	6 th April 2021
Call-Off Expiry Date	5 th July 2021 <i>The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving 10 working days' notice.</i>
Extension Options	Not Applicable
GDPR Position	Independent Controller
Job role / Title	Interim Labs Finance Business Partner (SEO)
Temporary or Fixed Term Assignment	Temporary

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Hours / Days required	Role	Rate	Units required	Discount applied
	Charged days			
	T&T10638 [REDACTED] Approved RAB: 15/03/21 Start date: 06/04/21 End date: 05/7/21	[REDACTED]	65	n.a.
	Investment Days (not charged)			
	Total excl. VAT Total Incl. VAT		£34,028.80 [REDACTED]	
Unsocial hours required – give details	Not Applicable			
High cost area	None			

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supplement details (NHS only)	
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	SEO 10A	
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
Resource 1 Name – [REDACTED]	Not Applicable	[REDACTED] (Day)
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	

Criminal records check required	Yes
BPSS required	Yes
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 web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<p>Reporting and Monitoring requirements – all personnel resources</p> <ul style="list-style-type: none"> • 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; <p>Scope of Services</p> <ul style="list-style-type: none"> • Developing an understanding of the business, its stakeholders and deliverables • Building and maintaining relationships with customer budget holders; • Ensuring that the leaders of Test & Trace can make decisions based on accurate financial information, by bringing business intelligence and operational knowledge to budget setting, forecasting and financial reporting; • Providing advice on compliance with policy, standards, accountabilities and controls; • Translating and adding insight to financial data to provide clear information and evidence to support business activities and requirements; • Providing guidance at appropriate level budget holder meetings and boards; • Reviewing and providing input to business cases/ strategic documentation; • Identifying and applying relevant costs, benefits and investment appraisal techniques; • Ensure that the financial plans are developed through sufficient rigor and robustness to ensure it meets the necessary business case and government finance requirements; • Providing relevant coaching and training to the business; • Providing ad-hoc analysis and presentations to drive and support business decisions, such as efficiency and cost reduction options; • Supporting the financial analysis of business areas to prepare for Spending Reviews, risk management and business planning processes; • Building financial and commercial awareness of non-finance staff within the business. <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</p>

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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.

PERFORMANCE OF THE DELIVERABLES

Key Staff
[REDACTED] - Interim Labs Finance Business Partner (SEO)
Key agency contact / account manager name: [REDACTED]
Key Subcontractors
None

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]