

RM6160: Non Clinical Temporary and Fixed Term Staff (Short 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.

Contracting Authority Name	Department for Business, Energy & Industrial Strategy
Contracting Authority Contact	REDACTED Tel: REDACTED e-mail: REDACTED
Contracting Authority Address	1 Victoria Street London SW1H 0ET
Invoice Address (if different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email REDACTED

Supplier Name	Hays Specialist Recruitment Ltd
Supplier Contact	REDACTED Tel: REDACTED E-mail: REDACTED
Supplier Address	4th Floor, 20 Triton Street, London, NW1 2AF

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 1
Call-Off (Order) Ref	CS20434
Order Date	1 st October 2020
Call off Start Date	REDACTED
Call-Off Expiry Date	REDACTED
Extension Options	None
GDPR Position	Independent Controller
Number of roles required:	One
Number of CV's required:	None
Job role / Title	Personal Assistant to the Director of the Industrial Strategy Directorate
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	REDACTED
Unsocial hours required – give details	None
High cost area supplement details	1. None
Immunisation requirements? (Fee type 1 only)	Not applicable

Pay band	REDACTED
Fee Type	Non-Patient Facing (With Disclosure)

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Expenses to be paid or benefits offered	Not applicable													
Expenses to be paid by Temporary Worker	Not applicable													
Charge rates	Pre-AWR	Post-AWR												
	N/A	REDACTED												
	The total contract value shall not exceed £23,857.60 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 (end date)</th> </tr> </thead> <tbody> <tr> <td>REDACTED</td> <td>REDACTED</td> <td>REDACTED</td> <td>£23,857.60 (REDACTED)</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£23,857.60</td> </tr> </tbody> </table>			Name	Start Date	Rate (per day)	Total Charge (end date)	REDACTED	REDACTED	REDACTED	£23,857.60 (REDACTED)	Total Charge (Ex. VAT)		
Name	Start Date	Rate (per day)	Total Charge (end date)											
REDACTED	REDACTED	REDACTED	£23,857.60 (REDACTED)											
Total Charge (Ex. VAT)			£23,857.60											
Method of payment	<p>The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier via BACs payment within thirty (30) calendar days up receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase order number and contract reference shall be sent to finance@services.uksbs.co.uk</p>													
Discounts applicable	N/A													

Criminal records check	Yes Disclosure Type (Basic) & Number (3000 0000 0007 9269), Date Issued: 22/03/19
BPSS required	Yes
State required clearance and background checking	Basic checks
Skills, mandatory training and qualifications necessary for the role	<p>Key responsibilities include:</p> <ul style="list-style-type: none"> - Management of the Deputy Directors' diaries and meetings in line with their working style and preferences. - 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. - Delivery of ad-hoc projects and corporate commitments in support of the objectives of the wider team. - Engagement with the Corporate Business Manager of the directorate on cross-cutting corporate matters relating to the DD's teams. - Engagement with other PAs within the Directorate and beyond to resolve issues and learn from best practice. - 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

CALL-OFF INCORPORATED TERMS

Processing Personal Data – Annex A

1. The contract details of the Customer Data Protection Officer is:

Data Protection Officer, Department for Business, Energy and Industrial Strategy; 1 Victoria Street, London, SW1H 0ET

Email: **REDACTED**
2. The contract details of the Suppliers Data Protection Officer is: **REDACTED**

The Supplier shall comply with any further written instructions with respect to processing by the Controller.
3. Any such further instructions shall be incorporated into this Schedule.

Contract Reference	CS20434
Date	30th September
Description of Authorised Processing	Details
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"> • Pre-employment checking <p>The nature of processing will include the storage and use of names and business contact details of staff of both the 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</p>

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	business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.
Type of Personal Data	Full name Workplace address Workplace Phone Number Workplace email address Names Job Title Compensation Tenure Information Qualifications or Certifications Nationality Education & training history Previous work history Personal Interests References and referee details Driving license details National insurance number Bank statements Utility bills Job title or role Job application details Start date End date & reason for termination Contract type Compensation data Photographic Facial Image

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

CALL-OFF DELIVERABLES

The requirement
<p>The Supplier will provide a Temporary Worker to perform the following Assignment</p> <p>This PA role to Director will be part of the Industrial Strategy Directorate.</p> <p>The Industrial Strategy is a government priority programme and aims to boost productivity and earning power across the UK. The Directorate offers many opportunities for all staff to learn more about high-profile policy areas such as artificial intelligence, the future of skills needs, innovation and research, and ground-breaking partnership deals with business.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none">- Management of the Director diary and meetings in line with their working style and preferences.- Use of judgement where there are diary problems to act proactively to resolve them, ensuring associated administrative tasks are carried out and that the Director can rely on correct preparation for their meetings.- Delivery of ad-hoc projects and corporate commitments in support of the objectives of the wider team.- Engagement with the Corporate Business Manager of the directorate on cross-cutting corporate matters relating to the Director teams.- Engagement with other PAs within the Directorate and beyond to resolve issues and learn from best practice.- 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

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED Tel: REDACTED E-mail: REDACTED
Key Subcontractors
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	