

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

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.

Contracting Authority Name	Secretary of State for Health & Social Care acting as part of the Crown (Department of Health and Social Care)
Contracting Authority Contact	Redacted inline with
Contracting Authority Address	39 Victoria Street, SW1H 0EU Contract Base Location: Viewpoint, Basing View, Basingstoke, RG21 4RG
Invoice Address (if different)	Redacted inline with FOIA

Supplier Name	Michael Page
Supplier Contact	Redacted inline with FOIA
Supplier Address	4th Floor, 4 Brindley Place, Birmingham, B1 2LG

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2- Corporate Functions
Call-Off (Order) Ref	
Order Date	Redacted inline with
Call off Start Date	01/10/2022
Call-Off Expiry Date	31/03/2023
Extension Options	Extension as required

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GDPR Position	Joint Controller	
Number of roles required:	1	
Number of CV's required:	N/A	
Job role / Title	Freight Desk Operatives	
Temporary or Fixed Term Assignment	Temporary	
Hours / Days required	7 day coverage may be required, average of 126 per 6 months assumed, max 152 per 6 months	
	Redacted inline with FOIA	Redacted inline with FOIA
Unsocial hours required – give details	Redacted inline with FOIA	
High cost area supplement details	1. None 2. Inner London 3. Outer London 4. Fringe	
Immunisation requirements? (Fee type 1 only)		

Pay band		
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)	
Expenses to be paid or benefits offered	Redacted inline with FOIA	
Expenses to be paid by Temporary Worker	Redacted inline with FOIA 	
Charge rates	Redacted inline with FOIA	
Method of payment	Redacted inline with FOIA	
Discounts applicable	N/A	

Redacted inline with FOIA

Criminal records check	Not Applicable – completed for original hire
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BPSS required	Not Applicable - completed for original hire
State required clearance and background checking	DBS / BPSS completed for original hire
Skills, mandatory training and qualifications necessary for the role	

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
<ul style="list-style-type: none"> - One week notice period for either party - Off-Payroll working rules apply – In Scope of IR35 – Umbrella Model required
 FINAL_Express_Freight_Service_MDCC_Freight

PERFORMANCE OF THE DELIVERABLES

Key Staff
Redacted inline with FOIA
Key Subcontractors
TBC

For and on behalf of the Supplier:	For and on behalf of the Contracting Authority:
Signature: Redacted inline with FOIA	Signature: Redacted inline with FOIA
Name:	Name:
Role:	Role:
Date:	Date: