

## FORM OF CONTRACT AND CALL-OFF TERMS

### FORM OF CONTRACT

This contract is made on the 24<sup>th</sup> day of January 2019

BETWEEN

1. Greater London Authority (GLA) (the "**Customer**"); and
2. Allen Lane Limited whose registered office is Acre House, 11-15 William Road, London, NW1 3ER whose company number is 05115229 (the "**Service Provider**")

WHEREAS the Customer wishes to have provided the following goods and/or services namely Strategic HR Services pursuant to the ESPO Framework Agreement (reference 3S\_18)

NOW IT IS AGREED THAT

- (1) The Service Provider will provide the goods and/or services in accordance with the terms of the call-off contract reference number GLA 81293 and Contract Documents.
- (2) The Customer will pay the Service Provider the amount due in accordance with the terms of the call off agreement and the Contract Documents.
- (3) The following documents comprise the Contract Documents and shall be deemed to form and be read and construed as part of this agreement:
  1. This Form of Contract
  2. The Master Contract Schedule
  3. The documents as listed below

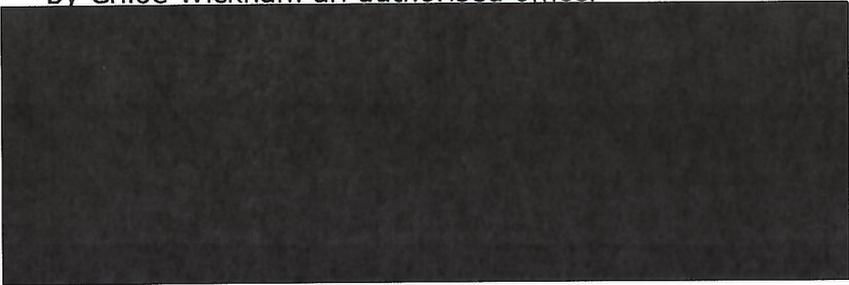
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**IN WITNESS OF** the hands of the Parties or their duly authorised representatives:

**Signed for and on behalf of**

**GLA**

by Chloe Wickham an authorised officer



)  
)

Authorised Officer

Print name:



29.01.2019

**Signed by**

**Allen Lane Limited**

)  
)  
)

Service Provider



Print name:



24.01.2019

**This document relates to and forms part of the Call-Off Terms**

**(Document Reference GLA 81282)**

**MASTER CONTRACT SCHEDULE**

**(ESPO Framework Reference 3S\_18 Strategic HR Services)**

<b>1. TERM</b>
<b>Commencement Date</b> 30 January 2019
<b>Expiry Date</b> 29 July 2019
<b>Extension Period</b> 0 months
<b>2. GOODS AND/OR SERVICES REQUIREMENTS</b>
<b>Goods required</b> N/A
<b>Services and Deliverables required</b> The Service Provider shall provide 2 Temporary Workers to the GLA to fulfil the following: <ol style="list-style-type: none"><li>1. <b>Position:</b> Accountant (Grade 8)</li><li>2. Full Time – 37 hours a week</li><li>3. Rate (including Service Provider’s Margin) - [REDACTED] per day The above rate is based on 38 days holiday and is AWR compliant</li><li>4. Engagement duration – up to 6 months (until 29 July 2019)</li><li>5. 30 day notice period</li><li>6. <b>Job Purpose:</b> To undertake a range of accountancy and finance work across the entirety of GLA functions.</li><li>7. <b>Principal Accountabilities</b><ol style="list-style-type: none"><li>a. Undertake a role of link accountant for a cluster of directorates, providing accurate financial information, preparing budgets and monitoring and forecasting expenditure and income.</li><li>b. Develop the Authority’s annual budget and support the closure of the accounts of the Authority.</li></ol></li></ol>

- c. Support the annual GLA group budget setting process.
- d. Contribute to the development of reports from financial systems.
- e. Provide effective accountancy support to the Authority and contribute to the development of programmes of work across the Authority.
- f. Produce reports, analysis and briefings for senior managers of the Authority on a wide range of complex issues.
- g. Contribute to the development, review and monitoring of key elements of the Authority's governance framework including the decision making framework, finance regulations, the expenses and benefits framework, the fraud response plan, and audit plans.
- h. Undertake project based work as required.
- i. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
- j. Realise the benefits of London's diversity by promoting and enabling quality of opportunities, and promoting the diverse needs and aspirations of London's communities.

#### 8. Key relationships

**Accountable to:** Chief Accountant / Finance Manager

**Accountable for:** Resources allocated to the role.

**Principal contacts:** GLA staff

#### 9. Person specification

##### a. Technical requirements/experience/qualifications

- i. Qualified, part-qualified or qualified by experience as an accountant.
- ii. An understanding of local government finance and statutory framework for local authority accounting.
- iii. Developed skills in the analysis and interpretation of financial information.
- iv. Experience of working with accounting systems and proficiency in Excel.

##### b. Behavioral competencies

- i. **Stakeholder focus** is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 2 indicators of effective performance:

- Seeks to understand requirements, gathering extra information when needs are not clear
  - Presents the GLA positively by interacting effectively with stakeholders
  - Delivers a timely and accurate service
  - Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoner

- ii. **Managing and Developing Performance** is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Level 1 indicators of effective performance

- Keeps up to date with new processes and information in own role
- Seeks opportunities to develop, taking responsibility for own personal development plan
- Takes a methodical and consistent approach to completing work in line with personal objectives
- Seeks clarity on objectives, ensuring a good understanding of expectations
- Openly shares constructive feedback, supporting the delivery of own and others' work

- iii. **Planning and Organising** is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

- iv. **Problem Solving** is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 2 indicators of effective performance:

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

- v. **Responsible use of resources** is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 2 indicators of effective performance

- Continually looks for opportunities to work for efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

- vi. **Organisational awareness** is understanding and being sensitive to organizational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 2 indicators of effective performance

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver

effectively

- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

**10. Reasonable adjustment:** Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

### **Optional Services required**

N/A

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<b>Performance/Delivery Location/Premises</b> Remotely. Hired contractor will engage with hiring manager for working location details.
<b>Standards</b> <b>Quality Standards</b> N/A <b>Technical Standards</b> N/A
<b>Disaster Recovery and Business Continuity</b> N/A
<b>3. SERVICE PROVIDER SOLUTION</b>
<b>Service Provider Solution</b> Service provider will source an appropriate candidate.
<b>Key Personnel of the Service Provider to be involved in the provision of the Goods, Services and Deliverables</b> 
<b>4. PERFORMANCE OF THE GOODS AND/OR SERVICES AND DELIVERABLES</b>
<b>Implementation Plan and Milestones or e.g. delivery schedule (including dates for completion and/or delivery)</b> N/A
<b>Critical Service Failure</b>

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N/A																											
<p><b>Monitoring</b></p> <p>N/A</p> <p><b>Management Information</b></p> <p>N/A</p>																											
<b>5. CUSTOMER RESPONSIBILITIES</b>																											
<p><b>Customer's Responsibilities (where appropriate)</b></p> <p>N/A</p>																											
<p><b>Customer's equipment (where appropriate)</b></p> <p>N/A</p>																											
<b>6. CHARGES AND PAYMENT</b>																											
<p><b>6.1 Contract Charges payable by the Customer (including any applicable discount but excluding VAT), payment profile and method of payment (e.g. BACS))</b></p> <p>The following agreed mark-ups will apply to the contractor's pay rate:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4" style="padding: 5px;">Assignment Duration</th> </tr> <tr> <th style="padding: 5px;"></th> <th style="padding: 5px;">Up to 6 Months</th> <th style="padding: 5px;">Over 6 Months</th> <th style="padding: 5px;">Gifted Rate</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; text-align: left;">Fee</td> <td style="padding: 5px;">■</td> <td style="padding: 5px;">■</td> <td style="padding: 5px;">■</td> </tr> </tbody> </table> <p>Temporary to Permanent Fee:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5" style="padding: 5px;">Assignment Duration</th> </tr> <tr> <th style="padding: 5px;"></th> <th style="padding: 5px;">0 – 5 weeks</th> <th style="padding: 5px;">5-10 weeks</th> <th style="padding: 5px;">10-14 weeks</th> <th style="padding: 5px;">14 weeks +</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; text-align: left;">Fee</td> <td style="padding: 5px;">■</td> <td style="padding: 5px;">■</td> <td style="padding: 5px;">■</td> <td style="padding: 5px;">■</td> </tr> </tbody> </table>	Assignment Duration					Up to 6 Months	Over 6 Months	Gifted Rate	Fee	■	■	■	Assignment Duration						0 – 5 weeks	5-10 weeks	10-14 weeks	14 weeks +	Fee	■	■	■	■
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<p><b>6.2 Details of any Customer Rebate (if any) agreed in accordance with clause 11.5.</b></p> <p>N/A</p>																											

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<b>7. CONFIDENTIAL INFORMATION</b>
The following information shall be deemed Commercially Sensitive Information: N/A
<b>8. PROCESSING, PERSONAL DATA AND DATA SUBJECTS</b>
N/A – the Service Provider is a Data Controller.
<b>9. AGREED AMENDMENTS TO THE CALL-OFF TERMS</b>
The following amendments shall be deemed to be made to the Call-Off Terms: N/A

