

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

CCZX21A30 (WP1194) Interim Staff for Test and Trace Finance Function

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	Department of Health and Social Care
Contracting Authority Contact	REDACTED
Contracting Authority Address	39 Victoria Street London SW1H 0EU
Invoice Address (if different)	Email: tandt.sbs@nhs.net 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	Camperdene House, High Street Chipping Campden Gloucestershire GL55 6AT England

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Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2 Corporate Functions
Order reference number (e.g. purchase order number)	WP1194
Date order placed	05/05/2021
Call off Start Date	16/04/2021
Call-Off Expiry Date	30/07/2021 <i>The Contracting Authority will reserve the right to terminate any of the named personnel resource within this timeframe by giving one week's notice.</i>
Extension Options	None
GDPR Position	Independent Controller
Job role / Title	A range of roles at all grades from HEO through to G6 and includes generic roles such as FBP, Finance Analyst, Finance Manager and Cost Modeller.
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	REDACTED
Unsocial hours required – give details	Not Applicable
High cost area supplement details (NHS only)	None
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	<p>The following rate card shall be used throughout the life of the Contract, including any discounts:</p> <p>REDACTED</p> <p>The total Contract value shall be £508,648.77 excluding VAT.</p>	
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

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REDACTED	N/A	REDACTED
Method of payment	BACs or alternative payment method as agreed between the Contracting Authority and the Agency. Standard 30 days payment terms	
Discounts applicable	N/A.	

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>1.1. G6</p> <ul style="list-style-type: none"> • The post holder will be responsible for the provision of a valued, efficient and effective finance business partnering function across their areas. • Coordinate and lead on project management within the Financial Strategy and Planning team. • Ensure effective budgetary control and efficient operation of rules and guidance relating to the use of public finances and require effective collaboration with other Business Partners, Strategic Finance and Financial Control and Accounting. • Provide support, advice and robust but-constructive challenge to policy stakeholders and arm's length bodies • Routinely provide advice around the more complex or strategic issues and to develop effective and trusted relationships with senior stakeholders • Manage and delegate the appropriate workstreams to the G7/SEOs <p>1.2. G7</p> <ul style="list-style-type: none"> • Build strong relationships and collaborate with multiple stakeholders across PHE and DHSC • Pro-actively manage workflow, organising meetings as required, to manage issues and ensure timely inputs to the Finance Case. • Produce project and action plans and monitor risks and issues related to TT Finance case inputs. • Ensure that all Finance Case assumptions are validated and clearly documented <p>1.3. SEO</p> <ul style="list-style-type: none"> • Developing E2E finance processes • Support with spend analysis • Support with managing budget models • Support the PO and invoicing process <p>1.4. HEO</p> <ul style="list-style-type: none"> • Managing shared working spaces. • Assist organising meetings and taking minutes where necessary. • Assist producing practical project management products and presentation materials as required. • Assisting with analysis and drafting <p>1.5. EO</p> <ul style="list-style-type: none"> • Produce monthly management information packs to the CFO and NHSTT budget holders • Produce monthly contract spend • Provide financial analysis support across finance business partnering team • Provide programme cost tracking and contract spend tracking

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- Provide other ad hoc cover to NHSTT Finance team as a whole

Reporting and Monitoring requirements – all personnel resources

- 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.

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.

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED
Key Subcontractors
None

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