

RM6290: Executive and Non-Executive Recruitment Services Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6290 Executive and Non-Executive Recruitment Services. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)	Permanent Secretary HR Team, CSHR, Cabinet Office
Buyer Contact details	REDACTED
Buyer Address	3rd Floor, 1 Horse Guards Road SW1A 2HQ
Invoice Address (if different)	N/A

Supplier Name	GatenbySanderson
Supplier Contact	REDACTED
Supplier Address	GatenbySanderson 14 King Street, Leeds LS1 2HL

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
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Job Role details - Title and Grade	Director of Public Prosecutions, SCS4
Framework Lot	Lot 2

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/71
Customer Department	Cabinet Office
Order Date	21/04/2023

Call-Off Charges	The total Contract value is a fixed fee of £38,000 (ex VAT) paid at milestones (see below). In addition we may look to use assessment services (outside of the GRS framework) capped at a fee of £4,100 (ex VAT).
Call-Off Start Date	24/04/23
Call-Off Expiry Date	23/01/24
GDPR Position	Independent Data Controllers

Extension Options	N/A
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Payment Terms – Executive and Non-Executive Recruitment Services Framework rates are fully inclusive of expenses, and the Framework terms as follows:

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six months of the appointment contract start date, the supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs. ● Invoices should be submitted to: see above

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the CCS Core Terms and Joint Schedules' can be viewed in the 'Documents' tab of the Executive and Non-Executive Recruitment framework page on the CCS website: <https://www.crowncommercial.gov.uk/agreements/RM6290>

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery.

CALL-OFF DELIVERABLES

The requirement

THE VACANCY TO BE FILLED

We are looking to recruit a Director of Public Prosecutions (DPP). The vacancy has arisen as the tenure of the current post holder will come to an end at the end of October 2023.

Over 7,000 people work for the CPS, across England and Wales in a variety of roles. Almost half the employees are lawyers, who are responsible for deciding whether to prosecute cases, and represent the Crown in many hearings in the courts. The rest work to assist prosecutors preparing cases for court, or in other professions including operational delivery, finance, human resources, communications, policy, and digital and technology services.

The CPS Board agrees the strategic direction and priorities for the CPS and provides a forum for constructive challenge on proposals and the implementation of decisions by the DPP and the executive team. It plays a key role in ensuring that the organisation is equipped to provide a professional, efficient and high-quality service. The Lead Non-Executive Board Member is the Chair of the Board and the DPP is also a member.

The Director's Role

The DPP is the Head of the CPS and is responsible for all of its work. They are accountable to the Attorney General who, by statute, superintends the exercise of their functions, and accountable to Parliament, as Accounting Officer, for the expenditure of public funds.

The key responsibilities of the DPP include:

- Setting the vision and priorities of the organisation working closely with the executive team and the Attorney General.
- Inspiring the workforce of the organisation and visibly ensuring the organisation maintains its values.
- Setting and overseeing professional standards for the organisation and head of legal profession within the CPS.
- Setting policies for the CPS, including responsibility for the Code for Crown Prosecutors, that sets out the general principles that prosecutors should follow when they make decisions on cases.
- Being the public face of the organisation, maintaining public confidence in the independence and fairness of CPS operational decisions and, as appropriate, explaining and justifying those decisions and policies through the media.
- Ensuring the effectiveness and efficiency of CPS processes, casework strategies, and corporate functions and being accountable for them to the Attorney General.
- Building and maintaining effective strategic relations in the criminal justice system including other government departments, law enforcement, the judiciary and the legal professions, to ensure confidence in the CPS, to promote system-wide thinking,

and to ensure the knowledge and expertise of prosecutors is taken into account by those developing Government policy.

- Safeguarding public funds and ensuring propriety, regularity, value for money and feasibility in the handling of those public funds, and for the day-to-day operations and management of the CPS.

Person Specification

We are looking for a person who is:

- A respected legal professional with the ability to shape a large organisation, manage and build a high-performing senior team, galvanise and motivate technical experts, set clear standards, and encourage a results-focused culture to achieve strategic objectives.
- An excellent communicator, with the ability to form positive, effective and trusted relationships with a range of senior stakeholders, including Ministers, allowing you to collaborate and influence with credibility and authority, winning the trust of those who may have differing or conflicting views.
- A strong decision maker on legal matters, supported by a rigorous and analytical capability.
- Confident, resilient, energetic and able to operate effectively in a complex, political environment, at pace, garnering the respect and support of your staff, colleagues and counterparts in other organisations, some of whom will have extensive experience in the field.
- Able to ensure and promote the operational independence and integrity of the CPS, and work collaboratively with the Attorney General and wider elements across government, the judiciary and beyond to ensure the success of the justice system.

In addition to the above, whilst not essential, it is desirable that the successful applicant also has:

- Significant experience and an in-depth knowledge of working within the criminal justice system.
- Experience of working in or closely with the public sector.

Qualifications & Experience

This is a post at Permanent Secretary level within the Civil Service.

A range of qualifications may be deemed suitable for this role. A minimum of 10 years call or post qualified experience as either a barrister or solicitor is a statutory minimum requirement, and the successful candidate is likely to have had significant and extensive criminal litigation practice. Likely, but not exclusive, sources of candidates may be:

- The Bar
- The Judiciary
- The Government Legal Service and prosecution departments • A law firm.

Salary & Tenure

The post is a Permanent Secretary (SCS4) level role, however the salary for the role is indexed against that of a Judge of the Court of Appeal. At present this stands at c.£225,000 but may be subject to change prior to the successful applicant taking up the post. It is also subject to the usual Ministerial approval.

As with other Permanent Secretary level jobs, the person appointed may expect to be offered a 5-year contract with the possibility of extension by mutual agreement of up to 2 years.

Location

The appointment is full time and based in London. There will be regular travel to CPS areas across England and Wales.

QUALITY PROPOSAL - See Annex 2

PRICING PROPOSAL - See Annex 3

PERFORMANCE OF THE DELIVERABLES**Key Staff****REDACTED****Key Subcontractors****N/A**

Annex 2 – SUPPLIER PROPOSAL - REDACTED

Annex 3 – PRICING PROPOSAL

<u>Company Name: GatenbySanderson</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 38,000
Optional Requirement Provision of Assessments, including media assessments	REDACTED	£ 4,100.00

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.
- No additional services other than Executive Recruitment Services are required.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Head of Bids	Role:	Commercial Lead
Date:	20/04/23	Date:	24/04/23