

**RM6002: Permanent Recruitment**

**Order Form Template**

**(Short Form)**

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](https://www.crowncommercial.gov.uk/agreements/rm6002).

|  |  |
| --- | --- |
| **Buyer Name** | HM Revenue and Customs |
| **Buyer Contact** | [REDACTED] |
| **Buyer Address** | 100 Parliament Street, Westminster,  London SW1A 2BQ |
| **Invoice Address**  **(if different)** | Purchase orders and Invoices shall be transacted electronically via MyBUY. |

|  |  |
| --- | --- |
| **Supplier Name** | IRG ADVISORS LLP Trading as Odgers Berndtson |
| **Supplier Contact** | [REDACTED] |
| **Supplier Address** | 8-20 Cannon Street,  London,  EC4M 6XD |

|  |  |
| --- | --- |
| **Framework Ref** | RM6002 (Permanent Recruitment) |
| **Framework Lot** | 7 |
| **Call-Off (Order) Ref** | SR897935708 |
| **Order Date** | 25/02/2022 |
| **Call-Off Charges** | Total cost £25,000 as per the Framework Rate card payable in three milestones:  Stage 1 – 25% fee upon placement of advert  Stage 2 – 25% fee upon short list signed off by customer  Stage 3 – 50% of fee paid upon candidate commences role  The milestone dates for the stages outlined above are to be agreed at planning stage. The following additional costs may be incurred if the services are requested and agreed at planning stage. The supplier will require prior written approval, from the Authority, for these additional costs before the supplier undertakes any associated works.  • Advertising Fees  • Assessment Fees |
| **Call-Off Start Date** | 25/02/2022 |
| **Call-Off Expiry Date** | 24/06/2022 |
| **Extension Options** | 3 Months |
| **GDPR Position** | Independent Controller |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the ‘Documents’ tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](https://www.crowncommercial.gov.uk/agreements/rm6002) webpage and click the “Documents” tab to view and download these.

The following additional HMRC specific terms & conditions shall also apply to this Call-Off Agreement:

[REDACTED]

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** |
| Procuring the executive search services of IRG Advisors LLP Trading as Odgers Berndtson to identify suitable candidates for HMRC to interview for the role of Non-Executive Director.  **Job Description**  Please refer to the Draft AED Candidate Pack (Appendix 2). Also attached to the DocuSign version.  Final pack to be agreed post planning meeting.  **HMRC agency requirements are as follows:**  Before going live  • To provide any required market intelligence to help the vacancy holder set expectations on the salary on offer.  • Assist with the pack creation if needed and provide a timeline for the campaign  • Attend planning meeting  • Arrange dates and times in panel member diaries for shortlist meeting, fireside chats and interviews  • Advertise the role  • Agency must keep the Executive Resourcing team in the loop at all stages. Team must be copied to all email exchanges with the Vacancy Holder, this is a key deliverable and will impact service provision if not adhered to.  Advert live  • Actively engage with candidates against the criteria, encouraging a diverse shortlist throughout  • Ensure all candidates have completed their diversity monitoring forms, without this we cannot accept applications  • Send weekly updates to the Executive Resourcing team – outlining current number of applications, number of potential candidates team have spoke with and any highlights or issues.  Shortlist and Assessment  • Pre-sift comments and shortlist pack provided to panel (minimum 48 hours prior to sift meeting)  • Provide diversity data during shortlist meeting  • Attend longlist/ shortlist meeting and record outcomes  • If a longlist stage is required, then to interview longlisted candidates and provide reports 48 hours before the shortlist meeting\*  • Outcome released to candidates and shortlisted candidates invited to book their interview slot (within 24 hours).  • Arrange for assessments such as psychometrics/ staff engagement exercise if required  • Undertake specific checks if needed  • Take up references if required by the panel  • Interview Packs provided to panel with any panel supplied to PO for distribution to panel members. (minimum 48 hours prior to interviews)  • Attend wash-up meeting after interviews to discuss outcomes  Offer  • Provide diversity data to Exec Resourcing team  • Keep all candidates engaged and warm throughout the process  • Extend offer to successful candidate and manage them through the process and possible counter offers  • Reject other candidates and provide feedback if possible  • Assist the Exec Resourcing team with on-boarding checks and provide candidate information  1b. Agenda  1. Introductions and explanations of respective roles   * The post to be filled * Job title * Pay * Reason for vacancy   2. Job Description   * Achievements required * Measures of success * How different from present * Views of stakeholders * Obstacles   3. Person Specification   * The key skills, experience and competencies * What really counts * The degree of unanimity amongst interested parties   4. Sourcing the Candidates   * Likely candidate sources * Attractiveness of package – salary, pension, other – and the scope for offering in excess of advertised figure * Clearing the salary package with Cabinet Office/HM Treasury where needed * The use of search consultants and the basis on which they are to be / have been selected * Ensuring diversity, and the importance of getting Diversity Monitoring forms from all candidates * Advertise on the standard job boards.   5. The Process   * Panel membership, including reasons for choice and experience in interviewing and any matters relating to actual or perceived conflicts of interest regarding panel members * Detailed arrangements, including advertising, long listing (including pre-sifting by consultant or department), consultant interviews, shortlisting, assessment testing (including psychological testing), final interviews (split, panel, series of one-on-one, or a combination) * Overall timetable and key dates   6. Handling of any candidate’s conflict of interest   * Due diligence checks by department / agency * Enquiring about conflicts of interest at interviews   7. Expected role of HR   * In preparing panel members by briefing them on their role with reference to the Commission’s Recruitment Principles * In managing timetable * At long and short-listing meetings * In managing search consultant * On conclusion of final interviews * In ensuring diversity monitoring data is provided to the Commission by the conclusion of the competition   8. Any Ministerial/ Functional interest and how to accommodate it  9. Next steps |

**PERFORMANCE OF THE DELIVERABLES**

|  |
| --- |
| **Key Staff** |
| TBC (if applicable) N/A |
| **Key Subcontractors** |
| TBC (if applicable) N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |

**Appendix 1 - List of Approved Users**

**N/a**

**Appendix 2 - Draft AED Candidate Pack (**Final pack to be agreed post planning meeting)

[REDACTED]

**Appendix 3 – Confidentiality Declaration**

CONTRACT REFERENCE: [for Supplier to insert Contract reference number and contract date] (‘the Agreement’)

DECLARATION:

I solemnly declare that:

1. I am aware that the duty of confidentiality imposed by section 18 of the Commissioners for Revenue and Customs Act 2005 applies to Authority Data (as defined in the Agreement) that has been or will be provided to me in accordance with the Agreement.
2. I understand and acknowledge that under Section 19 of the Commissioners for Revenue and Customs Act 2005 it may be a criminal offence to disclose any Authority Data provided to me.

|  |
| --- |
| SIGNED: |
| FULL NAME: |
| POSITION: |
| COMPANY: |
| DATE OF SIGNATURE: |