



Crown
Commercial
Service

GLA 82058 Assistant Director –
External Relations
(Permanent)

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](#).

Buyer Name	Greater London Authority
Buyer Contact	
Buyer Address	City Hall, Kamal Chunchie Way, London, E 16 1ZE
Invoice Address (if different)	Accounts Payable, P.O. Box 45276, 14 Pier Walk, SE 10 1AJ

Supplier Name	Gatenby Sanderson
Supplier Contact	
Supplier Address	Gatenby Sanderson Ltd, 12 Appold St, London EC2A 2AW Registration No 04451141

Framework Ref	RM6002 (Permanent Recruitment)
Framework Lot	
Call-Off (Order) Ref	GLA 82058
Order Date	March 2022
Call-Off Charges	
Call-Off Start Date	March 2022
Call-Off Expiry Date	31.07.2022
Extension Options	
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint 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](#) webpage and click the "Documents" tab to view and download these.

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

Executive Search for Assistant Director, External Relations (permanent post)

Costs

Full search through to appointment = [REDACTED]

Microsite (amendments) = [REDACTED]

Media total = £[REDACTED]

£[REDACTED]

Optional Costs

Technical assessor = £[REDACTED]

Psychometric = [REDACTED]

£[REDACTED]

Total = £[REDACTED]

Payment Terms

[REDACTED]

Media Schedule

[REDACTED]

Timeline 8-12 weeks. Starting March 2022 – End by 31/07/2022.

Prices are fixed for the duration of the work.

The executive search agency will provide an executive search across the public, private and other suitable candidate pools to seek experienced External Relations leaders who are seeking a new challenge.

The GLA is committed to building a workforce that is representative of the economically active population in London (46% women, 37% BAME and 13% disabled) and we are therefore keen to attract and interview a field that is reflective of this. We are particularly keen to attract candidates who are from underrepresented groups.

The remit of the executive search agency is to manage all candidates throughout the duration of the recruitment process, up to formal appointment (including the support with reference checks).

The executive search agency will provide the GLA with CVs of appropriate interested candidates. The timings of when this will happen, and the number of candidates provided are for the executive search agency to advise the GLA and may make up part of the selection process.

The executive search agency will ensure each applicant is requested to supply equalities monitoring data to ensure the GLA can meet its public duty obligation

with regards to monitoring the diversity of applicants from application to interview stage.



Monitoring Form
Template.doc

Equalities Monitoring form

The executive search agency will ensure the GLA's guaranteed interview scheme is applied through the process. [Guaranteed interview scheme | London City Hall](#)

The GLA will shortlist the candidates and the search agency will manage the invites of selected candidates to interview and manage all candidate communications from application to appointment stage (including feedback if unsuccessful)

Once a successful candidate has been identified, the GLA will then take responsibility for the rest of the recruitment process –sending the offer letter and contract, ID checks, Occupational health checks and confirming start dates.

Equalities and diversity

As a public body, the GLA is subject to legislation concerning equality and discrimination. This legislation includes Equal Pay Act 1970, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and Equality Act 2010. These pieces of legislation place a general duty upon the GLA to have due regard to the need to tackle discrimination; promote equality of opportunity; and promote good relations.

In practice, this means making sure that the duty is central to the way in which any function is carried out and where equality is relevant. This general duty applies not only to services provided directly by the GLA (and the whole of the GLA group), but also to services delivered by third parties, including suppliers, on their behalf.

In March 2005, the GLA group published a statement of principles on Supplier Diversity to ensure that the purchase of goods, services and facilities is undertaken in line with its equalities and diversity commitments and wherever possible is from agencies or companies that share its values on equality of opportunity and diversity.

Position to be fulfilled:



PERFORMANCE OF THE DELIVERABLES

Key Staff

Customer

Lead manager - [REDACTED] – Strategy and Communications
[REDACTED]

GLA Account Manager – [REDACTED] Resourcing Manager
[REDACTED]

Supplier

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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