**Framework Schedule 6 (Order Form Template and Call-Off Schedules)** Crown Copyright2018

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





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## Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the [Framework Contract RM6160:](https://www.crowncommercial.gov.uk/agreements/RM6160) Non Clinical Temporary and Fixed Term Staff.

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| **Contracting Authority** **Name**  | Department of Health and Social Care  |
| **Contracting Authority Contact**  | REDACTED  |
| **Contracting Authority** **Address**  | Department of Health and Social Care REDACTED |
| **Invoice Address**  | Department of Health and Social Care REDACTED |

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| **Supplier Name**  | Hunter Healthcare  |
| **Supplier Contact**  | REDACTED |
| **Supplier Address**   | REDACTED |

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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)**  | WP#980  |
| **Date order placed**  | 26/01/21  |
| **Call off Start Date**  | The contract is deemed to have commenced with effect from 18th November 2020  |
| **Call-Off Expiry Date**  | 16th April 2021  |
| **Extension Options**  | No Option to extend.  |
| **GDPR Position**  | Independent Controller  |
| **Hours / Days required**  | 103 days  |
| **Unsocial hours required – give details**  | N/A  |  |
| [**High cost area supplement**](https://www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones) **details** **(NHS only)**  | 1. 2. 3.  | None Inner London Outer London  |
|  | 4.  | Fringe  |
| **Immunisation requirements? (Fee type 1 only)**  | N/A  |  |

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| **Pay band (use rate card to determine this)**  | N/A  |
| **Expenses to be paid or benefits offered**  | N/A  |
| **Expenses to be paid by Temporary Worker**  | N/A  |
| **Charge rates**  | Pre-AWR  | Post-AWR  |
| £ (Hour/Day)  | £ (Hour/Day)  |
| £ (Hour/Day)  | £ (Hour/Day)  |
| **Method of payment**  | BACS  |
| **Discounts applicable**  | N/A  |
| **Contract Value**  | REDACTED The Services described under CALL-OFF DELIVERABLES will be provided for a FIRM rate of up to a maximum of £162,671.30.  This rate includes all expenses, but excludes VAT.  The Supplier warrants that it will not charge more than its pre-agreed Commercial Agreement daily rates for any staff grades provided under this contract.  The frequency of invoicing, and the value of each invoice will be mutually agreed between the parties.   |

**CALL-OFF DELIVERABLES**

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| **The requirement**  |
| **G7 FBP** 1.1 To provide support to the following 12 priority areas:  1.1.1 Activities linked to quarterly reporting;  1.1.2 Implementation of finance / business challenge sessions;  1.1.3 Assist with NAO & internal audit preparation;  1.1.4 Implementation of improvements to actuals and accruals;  1.1.5 Reviewing the overarching working assumptions and finance playbook;  1.1.6 Resolve remuneration issues;  1.1.7 How the finance function adds value to the organisation;  1.1.8 Review improvements to Management Accounting and forecasting;  1.1.9 Embed D365;  1.1.10 Create and embed cost centres;  1.1.11 Address Learning & Development needs;  1.1.12 Review the business case & guidance process 1.2 Build strong relationships and collaborate with multiple stakeholders across PHE and DHSC. 1.3 Pro-actively manage workflow, organising meetings as required, to manage issues and ensure timely inputs to the Finance Case. 1.4 Produce project and action plans and monitor risks and issues related to TT Finance case inputs. 1.5 Ensure that all Finance Case assumptions are validated and clearly documented. **SEO Finance Manager** 1.6 Support the Team by undertaking the following tasks:  1.6.1 Managing shared working spaces;  1.6.2 Assist organising meetings and taking minutes where necessary;  |
| 1.6.3 Assist producing practical project management products and presentation materials as required;  1.6.4 Assisting with analysis and drafting. **2 x Diary Managers** 1.7 To manage the diary of NHS Deputy Directors by:  1.7.1 Sifting emails and prioritising;  1.7.2 Responding to accordingly;  1.7.3 Writing emails on their behalf where appropriate;  1.7.4 Arranging meetings;  1.7.5 Taking meeting minutes   |

**PERFORMANCE OF THE DELIVERABLES**

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| **Key Staff**  |
| TBC  The Supplier warrants that it will apply Best Endeavour to achieve the Contracting Authority’s CALL-OFF DELIVERABES specified above. This includes adherence to any timescales for provision of various elements of the work, agreed between the parties.   |

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| **For and on behalf of the Supplier:**  | **For and on behalf of the Contracting Authority:**  |
| Signature:  | REDACTED  | Signature:  |  REDACTED |
| Name:  | REDACTED | Name:  |  REDACTED |
| Role:  | REDACTED | Role:  | REDACTED |
| Date:  | 28/01/21  | Date:  |  28/01/21 |