

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)	DG Workforce Team, CSHR, Cabinet Office
Buyer Contact details	REDACTED
Buyer Address	3rd Floor, 1 Horse Guards Road SW1A 2HQ
Invoice Address (if different)	

Supplier Name	Saxton Bampfylde Hever Limited
Supplier Contact	REDACTED
Supplier Address	9 Savoy Street, London WC2E 7EG

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Director General, Finance, Commercial & Corporate Services SCS3
Framework Lot	Lot 2

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/65
Customer Department	Cabinet Office
Order Date	09/11/2022

Call-Off Charges	The total Contract value is a fixed fee of £42,000 (ex VAT) paid at milestones (see below)
Call-Off Start Date	14 November 2022
Call-Off Expiry Date	13 November 2023
GDPR Position	Independent Data Controllers
Extension Options	N/A

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

Location: Birmingham, Bristol, Horsham, Leeds, London, Manchester, Newcastle or Nottingham, with time needed to be spent in London on a regular basis.

Salary: For externals £145,000 per annum. Civil servants will be appointed in line with civil service pay rules in place at time of appointment.

Planned Recruitment Timetable:

Launch: early Nov 2022

Longlist: December 2022

Shortlist & Interview: Jan/Feb 2023

Background

COVID-19 has been the biggest health and economic challenge that our nation has faced this century – no one predicted the precise time or the scale at which it has tested us all – and it has demonstrated a renewed awareness of the need to focus on broader health security.

The UK Health Security Agency (UKHSA) has been set up to provide health security for the nation by protecting from all infectious disease and external hazards. It will need to take action like no other organisation previously in order to mitigate threats to health before they materialise.

Science is core to delivering our mission; research priorities will be systematically selected for maximum impact; research outputs will underpin actions and decisions across the system; UKHSA will be a global scientific leader, a central part of the nation's life sciences infrastructure and a career destination of choice.

UKHSA will build the nation's health resilience and security, strengthening its ability to detect and monitor infectious disease and external threats to health, going deeper to analyse threats to health and how best to prevent and control with a robust evidence and knowledge base. The UKHSA will take action to mitigate threats to health when they materialise, ensuring it has a system-wide response in partnership with local authorities, NHS, academia, global professional institutes and industry.

The UKHSA will have a strong role in global health security, and excellence in scientific and intellectual leadership. This new organisation will drive a step change in data systems, data architecture and analytics in order to enable much better surveillance of all hazards, both on a domestic and global scale. It is critical that the UKHSA has operational excellence at its core – it needs to be agile, innovative and flexible, with the ability to mobilise and scale both its own and the system's resources as required.

UKHSA will be a trusted source of advice to government and to the public, having strong relationships across local and national government, the NHS and global partners. In order for the UKHSA to be truly successful, it will need to tackle the inequalities that exist in health and ensure there is constant focus on really making a difference.

Diversity at UKHSA is about reflecting the communities we serve, holding the principles of

equality and inclusion at the heart of everything we do and all that we stand for, embracing differences, creating possibilities, and growing together. We aim to foster a culture where individuals of all backgrounds feel confident in bringing their whole selves to work, feel included and their talents are nurtured, empowering them to contribute fully to our purpose. The newly formed UKHSA brought together two organisations consisting of approximately 11,500 people with an operating budget of c£15bn to create one organisation that will be a global exemplar of health protection and security, providing future preparedness against all diseases and hazards. It is now delivering an unprecedented £12bn cut in COVID-19 test and tracing services, while retaining capacity to surge in response to new variants; and at the same time managing a complex transformation to build a sustainable health security agency for the future.

The Role

The Director General for Finance, Commercial and Corporate Services (DG FCCS) will lead an integrated function providing a Finance, Commercial and Corporate services offering for the business (Legal, Estates & Security, Health & Safety and Governance, Risk & Assurance). Their focus will be on delivering value for money in its broadest sense – acknowledging the significant positive economic outcomes attainable through evidence based, health outcome focused use of the organisations resource. They will drive the finance strategy and deliver a world-class, agile and resilient Commercial service. They will be the overall executive board member responsible for supporting the Chief Executive to manage the UKHSA budget in their role as Accounting Officer (£3.5bn in financial year 2022/23). They will also be responsible for the FCCS budget and headcount of around £80m and over 500 staff in FY 2022/23, and for all of our commercial contracts (currently around 800 contracts with a total value of around £8bn). They will also be responsible for the alignment and assessment of the growing opportunities in income generation as well as oversight of existing resource generating activities and services already delivered by UKHSA– building on the commercial and industry relationships built in the pandemic to make UKHSA a truly modern partnership organisation. They will hold the executive committee sponsorship of our Audit and Risk Committee as well as the relationship with DHSC Finance and HMT – both pivotal relationships for a new organisation with a complicated budget.

The DG FCCS will provide Finance control, discipline and expertise as a member of the UKHSA Executive Committee, overseeing and governing the preparation of financial statements and capital appraisals, driving the budgeting process and establishing annual financial goals. They will develop financial reporting, management information, insightful analysis, and interpretation to enable UKHSA to make clear strategic decisions. They will work with, and be a senior leader within, the wider Government Finance Function: putting finance at the heart of decision making in order to deliver better value for money and strengthen public trust.

The DG FCCS will establish best in practice commercial capability that successfully enables UK (and global) health protection. The DG FCCS will have a clear and published Commercial Strategy, Category Strategies, Supplier Strategies and Procurement Pipeline communicated by adopting continuous improvement, learning from experience and retaining corporate knowledge to grow our UKHSA Commercial capability and increase the maturity of our Commercial services while always staying committed to transparency. The DG FCCS will provide a single source of truth for contract data, pipeline and spend, enabling us to make better business decisions informed by data. They will provide robust contracting and assurance capability to ensure legal, compliant and transparent contracting with consistent governance, delegations and approvals. They will ensure the UKHSA is an organisation that has commercial at its heart and doing some innovative, bold and exciting things that no one has done before to protect public health – particularly with regard to surge capability. They will shape the market by emphasising social value, sustainability, innovation and collaboration through new and longer contract with our suppliers.

They will deliver high quality and cost-effective estates and facilities management services across the UKHSA Estate, covering all UKHSA's property assets. Ensuring that the UKHSA estate delivers Value for Money, provides a healthy workplace, supports the business, and is

sustainable. The DGFCCS will lead on the development, implementation, review and audit of the Health & Safety Strategy, maintenance and continuous improvement of Health & Safety policies and processes – driving a best practice culture for health, safety and wellbeing throughout the UKHSA estate. They will be responsible for the development and implementation of the estate's quality governance and risk framework.

The DGFCCS will enable and protect UKHSA by ensuring the organisation has the legal expertise needed to effectively and lawfully achieve its goals. They will ensure that senior decision makers get sound advice on complex legal and strategic issues, ensuring that decisions are legally robust. They will ensure the legal team and UKHSA remain up to date with legal developments through proactive legal horizon scanning, with dissemination and training to the board and organisation, creating and maintaining UKHSA legal policies and strategic oversight for litigation and all legal outsourcing.

To be successful, the Director General for Finance, Commercial and Corporate Services will need to be a collaborative leader, ensuring value for money is an integral part of all decision making and working across the full range of organisations from suppliers and partners, industry, professional bodies, NAO, Government Internal Audit, Regulators (HSE, ICO etc.), sustainability, Heads of Site Services, Landlords, Local Authorities, DHSC, OGDs, Property Lawyers, Project Managers and Government Property Agency. This is a key role as part of the Executive Committee on UKHSA and therefore it is fundamental the individual is able to operate as part of a high performing team, comfortable working in ambiguity and always works collaboratively across the whole Executive team with a single shared mission to protect the public's health.

Key Responsibilities

Finance:

- Building a first-class, strategic Finance team, in line with best practice, to enable the delivery of UKHSA's strategic vision, having a constant and relentless focus on Value for Money.
- Accountable and responsible for the overall corporate guardianship of the budgets and protection of the accounting officer including being the primary financially qualified board member and Chief Finance Officer.
- Accountable for setting a clear financial strategy supported by optimal resource allocations and investment choices, ensuring UKHSA stays within its annual budget and has aggregated reporting of financial and operational performance, delivering a 'single version of the truth', and providing in depth analysis of trends and relevant insights to inform decision making.
- Ensuring there is an effective financial management information and reporting service, by providing best in class financial information to the key stakeholders in the UKHSA as well as improving further budgeting and forecasting processes.
- Managing the Department's in-year performance against targets and budgets.
- Negotiating the future UKHSA's budget levels with HM Treasury in the Spending Review and on such other occasions as may be required and briefing them on strategic financial management issues of which they should be aware.
- Setting the framework of and targets for efficiency and value for money work across UKHSA.
- Helping to set the standard for transaction processing in central government.
- Production of the Annual Report and Accounts and seeking formal Parliamentary approval for expenditure.
- Ensuring that policies draw on best accounting practice and respect Parliament's and the Treasury's requirements including, where relevant, accounts direction.
- Setting strategic direction and leadership of the Department's finance function, including the development of necessary skills and competencies.
- Building and maintaining excellent relationships with internal functions and stakeholder management including DHSC, Ministers including SoFS, HMT, No.10, CO.

- Actively contributing to the leadership of the cross-government Finance Function; overseeing leadership and delivery of the GFF strategy within UKHSA and more broadly

Commercial:

- Building a world class, agile and resilient Commercial function, that shapes the supply chain and market, enabling creative solutions and maximising value to meet the health security challenges of the nation
- Establish robust contracting and assurance capability to ensure legal, compliant and transparent contracting with consistent governance, delegations and approvals (aligned to DHSC, Cabinet Office and HMT policies)
- Maximise value through our supply chain, emphasising social value, sustainability, innovation and collaboration
- Drive the agenda of social value, sustainability and innovation through our relationships with suppliers by leveraging the joint buying power of T&T, PHE and wider health
- ExCo lead on business development and income generation.
- Managing the procurement and supply of vaccines and countermeasures, with £0.5bn ringfenced budget.

Corporate Services:

- Delivering a robust corporate service to UKHSA, including legal, Health and Safety, estates and security and Governance.
- Ensuring Health and Safety policies and procedures (particularly for high hazard work) are in place together with governance and assurance systems to facilitate compliance with relevant legislation and leading the relationship with the HSE.
- Strategic and corporate risk management and assurance systems and processes – escalation to ExCo of risks as necessary
- Maximising the efficiency and effectiveness of UKHSA's property portfolio, supporting the business to work effectively in partnership with colleagues in local authorities, the DHSC and the wider health group. Accountable for property, projects and maintenance management
- Assurance of the Specialist Scientific Sites (Porton, Chilton, Colindale, Leamington Spa) against policies, processes, standards and governance
- Leads the Security function to protect the UKHSA from physical threats. Be the first line of defense and provide a single point for reporting to the board, policy, standards and process alignment, direct operation of enforcing systems and investigations and being accountable for personnel security and vetting.
- ensuring that UKHSA receives the legal advice and support it needs including surging support when required.

Candidate Profile

This role requires an individual who is an outstanding finance and commercial leader who can build highly effective teams and influential relationships, working collaboratively to deliver across multiple teams and locations. Essential to success in this role is the ability to think strategically, collaborate effectively and work with very broad and complex organisational and cross Governmental structures. The role requires strong leadership skills and the successful candidate will have strong interpersonal and negotiating ability, and be able to create and lead diverse teams, acting as a champion for change and continuous improvement.

The ideal candidate will demonstrate the following:

- Board level or equivalent experience of developing and delivering the strategic direction of a complex organisation whilst working collaboratively and effectively at a senior level
- An outstanding track record in leading strong financial management and delivering value for money as well as managing the legal and technical aspects of complex

projects

- (Essential) Fully qualified with CCAB, CIMA or equivalent professional qualification and demonstrable experience operating as a Finance Director/Chief Financial Officer
- A high level of relevant professional, technical skills, including knowledge and experience of financial risk management and of value-based investment appraisal and knowledge of estates, procurement, and support services
- Proven track record as a financial improvement leader delivering significant productivity savings in a large-scale, complex fast-moving organisation
- Strategic thought leader bringing analytical rigour coupled with pragmatic problem-solving in addressing complex financial and operational situations. High capacity to drive innovative approaches that can be implemented in the UKHSA
- Leadership experience across all finance areas including Financial Control, Reporting, FP&A, Tax and Treasury in a complex and / or regulated business
- Solid understanding of accounting, financial statements, budget and forecasting processes, and internal control procedures
- Proven leadership experience with a track record of driving a diverse and inclusive working culture with employees, contractors, suppliers and consultants and leading teams through large scale strategic change
- Successfully worked with a range of stakeholders & external partners, using communication & collaboration, gravitas to challenge assumptions, negotiate & influence the direction in complex, ambiguous regulated environments
- Extensive experience of contract and procurement management, successfully leading commercial functions and delivering a portfolio of multi-million-pound contracts in a complex and demanding environment
- In-depth experience of developing and nurturing capability into high performing teams with examples of continuous improvement and building a learning culture, which translated into high people engagement scores
- Excellent business judgement and highly effective influencing and complex stakeholder management skills
- Strategic thought leader, bringing analytical rigour coupled with pragmatic problem solving in addressing complex situations. High capacity to drive innovative approaches and ability to draw on and challenge best practice.

As the most senior Finance and Corporate Services leader for UKHSA this individual must exhibit good judgement and strong principles – holding and delivering a pragmatic, professional and evidence-based view under challenge. It is imperative that s/he has good insights into people, the ability to determine what motivates them and the capability to nurture positive team spirit. S/he must also be able to galvanise the team in larger settings holding the organisation together, role modelling and enabling the organisations' core values.

SERVICES REQUIRED

PLANNING AND LAUNCH

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
 - Job description, person specification and salary
 - Designing a process, campaign literature and advertising strategy
 - Proposed search strategy and suggested timetable
 - Your plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them
- Produce final advertising material and launch on external media

SEARCH AND ASSESS

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions / sectors
- Provide a dedicated contact for enquiries from prospective candidates
- Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
- Attend a mid-search progress review meeting with key stakeholders, if required
- Immediately after the vacancy has closed, provide the DG Workforce Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- At least 48 hours in advance of a longlist meeting, provide the DG Workforce Team and selection panel members with a 'longlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
 - Confirmation of candidates that have applied under the Disability Confident scheme
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- Attendance at a longlist meeting with the selection panel at which you will present the outcome of your search and recommendations for longlist interview
- Arrange and conduct preliminary interviews with agreed applicants
- At least 48 hours in advance of a shortlist meeting, provide the DG Workforce Team and selection panel members with a 'shortlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A written report on each candidate interviewed, with each candidate graded - A = recommended for interview, B = marginal or C= not recommended for interview.
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed.
- Support the DG Workforce Team, where necessary, on the coordination of any pre-agreed assessment processes.

CANDIDATE MANAGEMENT & COMMUNICATION

- You are required to offer feedback to all candidates unsuccessful at shortlist or final interview stage
- You are required to meet the following SLAs:
 - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt
 - Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
 - Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

Supplier proposal - See Annex 2 (REDACTED)

Pricing Proposal - See Annex 3

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 2 – Supplier Proposal

REDACTED

Annex 3 - Pricing proposal

<u>Company Name: Saxton Bampfylde</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 42,000

- 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:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	11/11/2022	Date:	24/11/2022