

ORDER FORM

FROM

Authority	Secretary of State for Environment, Food and Rural Affairs
Address	Network Procurement Room 401, Foss House 1-2 Peasholme Green York YO1 7PX
Contact Ref:	[REDACTED]
Order Number	22180 - Requirement for one (1) Animal Health Officer (AHO) in Norwich Office Ref: 21329 VDP Framework (Lot 2 Animal Health and Animal Care Technicians and Support Staff)
Order Date	04/06/2015

TO

Contractor	Hall Mark
For attention of:	[REDACTED]
Address	3rd Floor, The Mill, Upper Mills Estate Century House, Stroud Gloucestershire GL10 2BJ

1. SERVICES REQUIREMENTS

(1.1) Services (and deliverables) required:

1.1.1 Requirement for one (1) temporary Animal Health Officer (AHO) working out of the Norwich APHA field services office. The appointment shall be for a period until 31 March 2016 with the option to extend up to 12 May 2016.

1.1.2 If an extension is required an Order Form shall be issued by the Authority for completion. The extension shall not be automatically triggered.

(1.2) **Commencement Date and Instructions:** 08/06/2015 – please note the appointment is dependent upon full disclosure checks being completed

[REDACTED]

[REDACTED]

(1.3) Completion Date: 31/03/2016
2. PERFORMANCE OF THE SERVICES [AND DELIVERABLES]
(2.1) Key Personnel of the Contractor to be involved in the Supply of the Services: XXXXXXXXXX
<p>(2.2) Performance Standards</p> <p>2.2.1 This role within APHA provides technical operational services to safeguard animal health and welfare and public health, protect the economy and enhance food security through inspection, surveillance, regulation, enforcement and where applicable research, through the application of state veterinary medicine in the delivery of Great British (GB) Governments' policies.</p> <p>2.2.2 Key tasks that the AHO shall be required to carry out are as follows:</p> <p>2.2.2.1 Customer and animal registration. Visits to farm holdings and premises for completion or amendment of holding and customer registration in relation to keeping livestock.</p> <p>2.2.2.2 Inspection of farmers' animal movement, breeding and medicine records.</p> <p>2.2.2.3 Surveillance for and control of animal disease. Working alone or in teams with veterinary colleagues and AHOs on farm when testing for TB or collecting blood samples for gamma interferon testing. To carry out valuation inspections on farm and complete necessary documentation to assist in the removal of tuberculosis reactors. Collection and preparation of material for laboratory examination; this may require attendance at abattoirs. Collection of samples for the National Surveillance Scheme for Residues. Collection of feed samples from farms, feed mills and feed merchants. Collection of samples, including taking blood samples from any farmed species, and of information for disease surveys. Inspections of premises handling animal by products e.g. renderers, composters, hunt kennels, knackers yards and markets.</p> <p>2.2.2.4 Notifiable disease control and eradication. Supervision of disposal of carcasses and disinfection of premises following outbreaks of exotic notifiable disease (Foot and Mouth Disease, CSF, AI, etc). Assisting veterinary colleagues in supervision of slaughter and may be actively involved in slaughter process. Case Officer or Gate Officer for infected premises in outbreaks of exotic notifiable disease and playing key roles in Local Disease Control Centres or Forward Operating bases managing teams and work-streams generated by required field operations. Basic laboratory/packing duties for packing and dispatch of samples and the general care of equipment, including sterilisation and disinfection. Tracing and identification of animals to assist in the control of notifiable disease. Emergency and contingency roles may be sited at any location within the South East region or nationally. Periods of 'detached duty' away from the officer's home base will be on as required basis and can be at short notice. Overnight accommodation and subsistence allowances will be provided. Animal Health</p>

Officers may take on a wide variety of office or field based roles required to support the emergency activities.

2.2.2.5 Welfare of farmed animals. Cross compliance inspections checking farmers are compliant with statutory management requirements for animal welfare. Carrying out inspection of animals and conditions of their environment in response to welfare concerns and liaison with veterinary colleagues for follow up. Carrying out inspections of livestock destined for export including suitability of vehicles involved.

2.2.2.6 Contingency planning. Play an active part in contingency planning within the South East Region, liaising with stakeholders, actioning local contingency plans, developing skills to be able to undertake a designated contingency role.

2.2.3 Incident and Disease Outbreak Response

2.2.3.1 The AHO shall contribute to and participate in Regional and National Contingency Planning.

2.2.3.2 The AHO shall ensure that technical skills are developed and maintained to undertake any allocated role(s) during incidents and emergency activities.

2.2.3.3 The AHO shall respond flexibly to incidents and outbreaks of notifiable animal disease including (with reasonable notice) undertaking periods of detached duty and delivering other technical roles and tasks as required by the business. Standard equality and diversity rules apply.

2.2.4 Safety, Health and Wellbeing (SHaW)

2.2.4.1 The AHO shall undertake essential training and display leadership by establishing and championing high health and safety standards and acting as a role model.

2.2.4.2 The AHO shall carry out appropriate risk assessments when carrying out technical duties escalating risks as required.

2.2.4.3 The AHO shall contribute to risk assessments relevant to the portal environment.

2.2.4.4 The AHO shall implement APHA's SHaW policy and procedures as relevant to the role.

2.2.4.5 The AHO shall undertake necessary assurance activities in accordance with the APHA plan for such.

2.2.5 Compliance and Enforcement

2.2.5.1 The AHO shall use technical knowledge to provide appropriate and relevant advice to operational partners and stakeholders.

2.2.5.2 The AHO shall use technical knowledge to support interventions as necessary, including the gathering and presentation of evidence and

appearing as a witness of fact when required.

2.2.5.3 The AHO shall have an understanding of legislation in line with policy and best regulatory practice in order to positively influence behaviours while minimising burdens on industry. This shall include European Union (EU) law and other international standards as well as the United Kingdom (UK) policy.

2.2.5.4 The AHO shall represent the Agency, engaging with animal keepers, wider industry and operational partners to gather intelligence, and educate and influence to improve the level of understanding, compliance and safe behaviour.

2.2.6 Local Stakeholder Engagement

2.2.6.1 The AHO shall develop effective working relationships with end users of APHA services, representing and promoting the interests of GB Governments to deliver agreed policies outcomes.

2.2.6.2 The AHO shall engage with animal keepers, wider industry and other operational partners to gather intelligence, educate, influence and provide feedback to improve the standards of animal health and welfare.

2.2.7 Duty and Out-of-Hours Rotas

2.2.6.3 The AHO may participate in out-of-hours rota(s), including nights, weekends and public holidays, to ensure provision of a 24 hour, 7 day capability to provide telephone advice and immediate response to portal incidents and emergencies as required by the business. An allowance is payable for this work.

2.2.8 Learning and Development

2.2.8.1 The AHO shall undertake personal learning and development and contribute to organisational learning, supporting continuous improvement.

2.2.8.2 The AHO shall maintain a record of competence and relevant training to APHA standards.

(2.3) Location(s) at which Services are to be provided:

2.3.1 The office address shall be:

APHA Norwich
Dragonfly House,
2 Gilders Way,
Norwich,
Norfolk,
NR3 1UB

2.3.2 With work from the Bury St Edmunds Office, this is primarily a field based role in the three counties of Norfolk, Cambridgeshire and Suffolk.

(2.4) Standards:

<p>2.4.1 The AHO shall be assessed by APHA occupational health prior to carrying out any field work. The Contractor shall ensure that the Contractor occupational health assessment includes immunity to TB confirmed by a visible Bacillus Calmette – Guérin (BCG) scar or documentary evidence or a strong verbal history of having received a BCG. The AHO shall also require a Rabies vaccination followed by a blood test to ensure appropriate antibody titre levels.</p> <p>2.4.2 All work carried out must comply with the latest APHA operational guidance, which shall be introduced as part of the APHA induction and training.</p> <p>2.4.3 All work shall be carried out prioritising high standards of health and safety and carrying out appropriate risk assessment when carrying out technical duties on premises, escalating risks as required.</p> <p>2.4.4 The AHO shall work a five (5) day working week, Monday to Friday.</p> <p>2.4.5 The majority of days shall involve working in the field to carry out on farm inspection and assisting other AHO and veterinary staff</p> <p>2.4.6 Overnight stays at locations remote from the base office may be required - this shall be a maximum of three (3) nights per month.</p> <p>2.4.7 The appointed AHO will be required to use their own vehicle for daily travel and have full business use cover on their car insurance.</p>
<p>(2.5) Contract Monitoring Arrangements</p> <p>2.5.1 For the avoidance of doubt the Services required are being provided under Framework Agreement 21329. This shall include Framework Annex 6 Performance Management Framework (including Key Performance Indicators).</p>
<p>3. PRICE AND PAYMENTS</p>
<p>(3.1) Contract Price payable by the Authority excluding VAT, payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))</p> <div data-bbox="292 1294 1329 1525" data-label="Image"> </div>
<p>(3.2) Invoicing and Payment</p> <p>The Contractor shall submit timesheets on a monthly basis, these must be signed off by the team manager. A Purchase Order number will be provided at the start of the contract which shall be quoted on all invoices which should to be submitted monthly in arrears once the timesheets have been authorised by APHA.</p>
<p>4. Invoicing Requirements</p>

All invoices shall contain or be accompanied by the following information:

Timesheets shall be submitted to [REDACTED] at APHA Norwich on a monthly basis. Invoices can be submitted once timesheets have been authorised.

The cost centre code 35249, the Purchase Order number and the name of the AHO shall also be mentioned on all invoices which shall be submitted to [REDACTED]

BY SIGNING AND RETURNING THIS ORDER FORM THE CONTRACTOR AGREES to enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form, incorporating the rights and obligations in the Call-Off Contract that are set out in the Framework Agreement entered into by the Contractor and Defra on 1st October 2014.

For and on behalf of the Contractor:-

Name and Title	
Signature	
Date	

(Second signature if required) For and on behalf of the Authority:-

Name and Title	
Signature	
Date	

For and on behalf of the Contracting Body:-

Name and Title	
Signature	
Date	

FOR USE BY APHA FINANCE TEAM ONLY	
Category:	VAT Code
Cost Centre Code:	Objective:
Account and Sub Account Code:	Project Code:
Requisition Raised By:	Requisition Number:
Purchase Order Number:	Receipt Number: