

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

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an

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electronic purchasing system is used, the text below must be copied into the electronic order form.

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160: Non Clinical Temporary and Fixed Term Staff**.

Contracting Authority Name	Department of Health and Social Care
Contracting Authority Contact	[REDACTED]
Contracting Authority Address	Quarry House Quarry Hill Leeds West Yorkshire LS2 7UE
Invoice Address (if different)	[REDACTED]

Supplier Name	Michael Page
Supplier Contact	[REDACTED]
Supplier Address	Name: 1 Whitehall Riverside, Leeds, LS1 4BN [REDACTED]

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	2
Order reference number (e.g. purchase order number)	
Date order placed	12.6.23
Call off Start Date	1 st July 23
Call-Off Expiry Date	31 st December 23
Extension Options	Duration of the role can be extended
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Finance Operations lead
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	TBC
Unsocial hours required – give details	To meet deadlines this may be required
High cost area supplement details (NHS only)	1. None 2. Inner London 3. Outer London 4. Fringe

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Immunisation requirements? (Fee type 1 only)	
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Pay band (use rate card to determine this)	G7
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)
Expenses to be paid or benefits offered	
Expenses to be paid by Temporary Worker	
Charge rates	
Method of payment	PAYE
Discounts applicable	

Criminal records check required	Yes / No
BPSS required	Yes / No
State any other re-quired clearance and/or background checking	BPSS: Eligible to work checks required Basic DBS check 3 years worth of references Qualification Check
State any skills, mandatory training and qualifications necessary for the role	Qualified Accountant

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the **Non Clinical Temporary and Fixed Term Staff** web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<p>This may include:</p> <ul style="list-style-type: none">• Any variation from the standard framework terms• Specialist knowledge requirements• Specific invoicing requirements• Specific service level agreements (SLA)• Specialist management information required.• Any specific health and Safety risks relevant to the role <p>Or you could simply state the requirements to be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period</p> <p>For further details about what can and cannot be included here please email - info@crowncommercial.gov.uk</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff	
Key Subcontractors	

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	12.6.23	Date:	28/06/2023