

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](#)

Order Form Template (Short Form)

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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 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	Maritime and Coastguard Agency
Contracting Authority Contact	Redacted under FOIA No 40 – Personal Information Head of Finance Business Partner Team
Contracting Authority Address	MCA, Spring Place, 105 Commercial Road, Southampton SO15 1EG
Invoice Address (if different)	Ssa.invoice@sharedservicesarvato.co.uk

Supplier Name	Michael Page
Supplier Contact	Redacted under FOIA No 40 – Personal Information – Managing Consultant
Supplier Address	3 rd Floor 1 Dorset Street Southampton SO15 2DP

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 1
Order reference number (e.g. purchase order number)	TCA 3-7-1412
Date order placed	26 April 2023
Call off Start Date	11 April 2023
Call-Off Expiry Date	31 July 2023
Extension Options	To be reviewed
GDPR Position	Independent Controller
Job role / Title	Finance Business Partner
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	5 days a week, equivalent to 37 hours a week.
Unsocial hours required – give details	No
High cost area supplement details	1. None

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(NHS only)	
Immunisation requirements? (Fee type 1 only)	Not Applicable

Pay band (use rate card to determine this)	SEO position	
Fee Type	Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	Not expecting any expenses to be reclaimed.	
Expenses to be paid by Temporary Worker	Not expecting any expenses to be reclaimed	
Charge rates	Pre-AWR	Post-AWR
	£ <i>Redacted under FOI Regulation No 43 – Commercial Interests</i>	£ (Hour/Day)
Method of payment	N/A	
Discounts applicable	N/A	

Criminal records check required	N/A
BPSS required	Yes
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	Already qualified

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>Temporary position, in Finance Business Partner (FBP) team, to cover 2 vacant slots in the team. The individual in the temporary role will cover the SEO vacant slot, as well as provide assistance to the FBP who is without a deputy.</p> <p>Specifically the role holder will provide:</p> <p>Direct support to Head of Finance Business Partner Team and Assistant Directors of Finance</p> <p>Support year end accounts preparation and NAO audit</p> <p>Provide significant challenge to the budgeting and forecasting</p> <p>Support FBP team in ensuring MCA meets its financial objectives within the MCA Big Picture</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
Head of Finance Business Partnering, Commercial Directorate and Finance Team
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	<i>Redacted under FOIA No 40 – Personal Information</i>	Signature:	<i>Redacted under FOIA No 40 – Personal Information</i>
Name:	<i>Redacted under FOIA No 40 – Personal Information</i>	Name:	<i>Redacted under FOIA No 40 – Personal Information</i>
Role:	Marketing Consultant	Role:	Procurement Officer
Date:	26/04/2023	Date:	26/04/2023