

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

Order Form Template

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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 for Health & Social Care (DHSC)
Contracting Authority Contact	REDACTED
Contracting Authority Address	Department of Health & Social Care Payment and Invoicing 39 Victoria Street Westminster London SW1H 0EU
Invoice Address (if different)	As Above e-mail: REDACTED

Supplier Name	Hunter Healthcare
Supplier Contact	REDACTED
Supplier Address	Camperdene House High Street Chipping Camden GL55 6AT

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2: Finance, Accounts & Audit Roles
Order reference number (e.g. purchase order number)	CCZX21A07
Date order placed	11/01/2021
Call off Start Date	11/01/2021
Call-Off Expiry Date	15/10/2021
Extension Options	None
GDPR Position	Independent Controller
Job roles / Titles	SCS1 NIHP Transition Deputy Director Grade 6 Business Case Writer / Co-ordinator SCS1 PMO Lead G7 Change Management Support SEO Finance Assistant
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	9am – 5pm Monday to Friday only.
Unsocial hours required – give details	None
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	None

Pay band (use rate card to determine this)	NA see Annex 1 Rates & Prices (Lot 2)	
Fee Type	3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	No expenses to be paid.	
Expenses to be paid by Temporary Worker	All ordinary in work expenses.	
Charge rates	SCS1 NIHP Transition Deputy Director	REDACTED
	Grade 6 Business Case Writer / Co-ordinator	REDACTED
	SCS1 PMO Lead	REDACTED
	G7 Change Management Support	REDACTED
	SEO Finance Assistant	REDACTED
Method of payment	Via BACS following submission of an invoice monthly in arrears. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.	
Discounts applicable	See Terms & Conditions - Annex 1 Rates & Prices (Lot 2)	

Criminal records check required	No
BPSS required	Yes
State any other required clearance and/or background checking	None
State any skills, mandatory training and qualifications necessary for the role	None

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>SCS1 NIHP Transition Deputy Director:</p> <ul style="list-style-type: none">• Establishing the NIHP Transition Team function, with a regular and well controlled routine around the following areas:• Business Case Writing• Review the budget setting approach, SR21 and transition to NIHP;• Manage recruitment of permanent staff;• Supplementary and Main estimates;• Support year end close down;• Manage the week by week Q4 plan from DDs• Provide support, advice and robust but-constructive challenge to policy stakeholders and arm's length bodies• Routinely provide advice around the more complex or strategic issues and to develop effective and trusted relationships with senior stakeholders <p>Grade 6 Business Case Writer / Co-ordinator:</p> <ul style="list-style-type: none">• Support SCS1 in delivering the NHS Test & Trace (TT) elements of the NIHP Finance Case, with duties including the following;• Work closely with multi-discipline PHE and DHSC colleagues across the NIHP Steering Group and NIHP Business Case Working Group, to ensure that requirements of the Test & Trace Programme for 2021/22 are accurately captured and clearly explained within the NIHP Finance Case.• Manage multiple stakeholders across PHE, DHSC, HMT and Cabinet Office and represent SCS1 and Finance Director at related forums when unavailable.• Provide ongoing project and action plans and manage risks and issues for the TT inputs to the Finance case.• Planning meetings and workshops, as required, to ensure required delivery cadence is maintained.• Proactive guidance and support of TT Finance colleagues to ensure timely inputs to Finance Case are provided.

- Direct modelling resource, to build a robust, malleable model to ensure Finance Case is supported by accurate costings and documented assumptions.

SCS1 PMO Lead:

- Establishing the Finance PMO function, with a regular and well controlled routine around the following 6 key priority areas:
- Review the budget setting approach, SR21 and transition to NIHP;
- Manage recruitment of permanent staff;
- Support the delivery of NHST&T top priorities for Q4 FY 20/21;
- Supplementary and Main estimates;
- Support year end close down;
- Manage the week by week Q4 plan from DDs
- Provide support, advice and robust but-constructive challenge to policy stakeholders and arm's length bodies
- Routinely provide advice around the more complex or strategic issues and to develop effective and trusted relationships with senior stakeholders

G7 Change Management Support to provide support to the following priority areas:

- Activities linked to quarterly reporting;
- Implementation of finance / business challenge sessions;
- Assist with NAO & internal audit preparation;
- Implementation of improvements to actuals and accruals;
- Reviewing the overarching working assumptions and finance playbook;
- Resolve remuneration issues
- How the finance function adds value to the organisation
- Review improvements to Management Accounting and forecasting
- Embed D365
- Create and embed cost centres
- Address Learning & Development needs
- Review the business case & guidance process
- Build strong relationships and collaborate with multiple stakeholders across PHE and DHSC
- Pro-actively manage workflow, organising meetings as required, to manage issues and ensure timely inputs to the Finance Case.

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- Produce project and action plans and monitor risks and issues related to TT Finance case inputs.
- Ensure that all Finance Case assumptions are validated and clearly documented.

SEO Finance Assistant

- Support the PMO Team by undertaking the following tasks:
- Managing shared working spaces.
- Assist organising meetings and taking minutes where necessary.
- Assist producing practical project management products and presentation materials as required.
- Assisting with analysis and drafting.

PERFORMANCE OF THE DELIVERABLES

Key Staff	
REDACTED – Business Case Writer REDACTED – SCS Deputy Director REDACTED – SCS1 PMO & Change Management Lead REDACTED – SEO Finance Assistant REDACTED – G7 PMO Support	
Key Subcontractors	
NA	

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:	REDACTED	Date:	REDACTED