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

**Delivered by:**

NHS Commercial Solutions  
NHS East of England Collaborative Procurement Hub  
NHS London Procurement Partnership  
NHS North of England Commercial Procurement Collaborative  
Crown Commercial Service

**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 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.

<b>Contracting Authority Name</b>	NHS Arden and Gem Commissioning Support Unit
<b>Contracting Authority Contact</b>	Lil Wiles
<b>Contracting Authority Address</b>	Westgate house Market Street Warwick CV34 4DE
<b>Invoice Address (if different)</b>	NHS Arden & GEM CSU ODE Payables M405 Shared Business Services Phoenix House Topcliffe Lane Wakefield WF3 1FE

<b>Supplier Name</b>	Coyles
<b>Supplier Contact</b>	Josh Smith- 07879 802 957
<b>Supplier Address</b>	66-68 College Road, Harrow HA1 1BE

<b>Framework Ref</b>	RM6160: Non-Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	
<b>Call-Off (Order) Ref</b>	
<b>Order Date</b>	
<b>Call off Start Date</b>	
<b>Call-Off Expiry Date</b>	
<b>Extension Options</b>	
<b>GDPR Position</b>	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller

**Order Form Template (Short Form)**

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<b>Number of roles required:</b>	
<b>Number of CV's required:</b>	
<b>Job role / Title</b>	Band 6 CHC Nurse Assessor
<b>Temporary or Fixed Term Assignment</b>	Temporary
<b>Hours / Days required</b>	37.5 hours per week (5 days)
<b>Unsocial hours required – give details</b>	
<b>HCAS details</b>	1. None 2. Inner London 3. Outer London 4. Fringe
<b>Immunisation requirements? (Fee type 1 only)</b>	

<b>Pay band</b>		
<b>Fee Type</b>	1. Patient Facing 2. Non-Patient Facing (Disclosure) 3. Non-Patient Facing (No Disclosure)	
<b>Expenses to be paid or benefits offered</b>		
<b>Expenses to be paid by Temporary Worker</b>		
<b>Charge rates</b>	Pre-AWR	Post-AWR
	£ (Hour/Day)	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
<b>Method of payment</b>		
<b>Discounts applicable</b>		

<b>Criminal records check</b>	Yes / No / Not Applicable – Disclosure Type & Number, Date Issued: <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> If the DBS update service has been used, date of last check: <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>
<b>BPSS required</b>	Yes / No / Not Applicable
<b>State required clearance and background checking</b>	
<b>Skills, mandatory training and qualifications necessary for the role</b>	

## 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>The requirements to be delivered by the Supplier to the Contracting Authority in accordance with the <a href="#">Framework Specification</a> during the specified Call-Off Period</p> <p>For further details about what can and cannot be included here please email - <a href="mailto:info@crowncommercial.gov.uk">info@crowncommercial.gov.uk</a></p>

## PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:	Josh Smith	Name:	Sarah Ackrill
Role:	Senior Recruitment Consultant	Role:	Information and Performance Business Manager
Date:	07/03/2022	Date:	14/03/2022