




HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

PART 1 : CLIENT INFORMATION

CUSTOMER	HEALTH AND SAFETY EXECUTIVE
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
HSE CONTRACT REF NO.	1.11.4.3700

CONTRACTOR	SmartSourcing Limited
SERVICE ADDRESS	Silk Mill House, 21 Marsh Parade, Newcastle-under-Lyme, Newcastle ST5 1BT
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	OSD
JOB ROLE / TITLE	Project Delivery Manager
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	<ol style="list-style-type: none"> 1. Manage projects throughout their lifecycle in accordance with our HSE Change framework to deliver projects to time, cost and quality, measured by agreed success criteria. 2. Lead collaborative and dynamic planning, ensuring clarity of scope and deliverables and balancing the work that needs to be done with the capacity & skills of the team. 3. Build and maintain teams, ensuring they are motivated, collaborating and focused what is most important to the delivery of products and services 4. Identify obstacles and help the team to overcome them, managing risks, issues, assumptions and dependencies. 5. Encourage and facilitate continuous improvement of the project delivery team, change framework processes and assets, in order to identify and share learning other current and other projects. 6. Manage governance arrangements for projects, ensuring that design authority, project and programme governance and service assessments are scheduled at the appropriate point and that proportionate project documentation produced to a high quality.
DELIVERABLES	
IR35 ASSESSMENT	 IR35 result for interims.pdf
COMMENCEMENT DATE	01 September 2020
END DATE	20 November 2020
TERMINATION	A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.

PART 3 : FEES / CHARGES

i) DAILY CHARGE RATE APPLICABLE

<u>Date From</u>	<u>To</u>	<u>No Days</u>	<u>Candidate Daily Rate</u>	<u>Daily Agency Fee</u>	<u>Total Daily Fee</u>
01/09/2020	20/11/2020	59	£550	£44.59	£594.59
	TOTAL		£32,450	£2,630.81	£35,080.81

ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and
Subsistence Rates.doc

PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

INVOICING ADDRESS (electronic only)	APinvoices-HAS-U@gov.sscl.com
PURCHASE ORDER NO. (to be quoted on all invoices)	To be advised

PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature

Name in Capitals

Position Senior Recruitment Consultant

Date 20th August 2020

Duly authorised to sign on behalf of

SMARTSOURCING LIMITED

Silk Mill House, 21 Marsh Parade, Newcastle-under-Lyme, Newcastle ST5 1BT

Signature

Name in Capitals

Position

Date

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE

2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS