

Contract 1.11.4.3718.

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	BSR
JOB ROLE / TITLE	Executive Assistant
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 140720 RD for BSR PD EA.docx
IR35 ASSESSMENT	 IR35.pdf
COMMENCEMENT DATE	14 September 2020
END DATE	31 March 2021
TERMINATION	A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.

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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>
14/09/2020	31/03/2021	140	£350	£50	£400
	TOTAL		£49,000	£7,000	£56,000

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

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PART 5 : SIGNATORIES

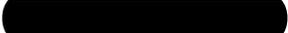
By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature  DocuSigned by:
3703BEFA365647A _____
Name in Capitals  _____
Position  _____
Date 24/09/2020 _____

Duly authorised to sign on behalf of

LA International
International House, Festival Way, Stoke-on-Trent, ST1 5UB

Signature  _____
Name in Capitals  _____
Position  _____
Date 30th September 2020 _____

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE
2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS