



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM



PART 1 : CLIENT INFORMATION

CUSTOMER	Health & Safety Executive
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	(timesheet authoriser, as above unless stated otherwise)
HSE CONTRACT REF NO.	1.11.4.3759.

CONTRACTOR	Sanctuary Executive/ Personnel Ltd
SERVICE ADDRESS	15 Friars Street, Ipswich IP1 1TD
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	Building Safety Regulator (BSR)

JOB ROLE / TITLE	Change and Business Improvement Manager
JOB DESCRIPTION Full time - Nationwide, with regular travel to national locations, including Bootle Headquarters	 JD - Interim - Change and Busine:
IR35 ASSESSMENT	 IR35 result.pdf
COMMENCEMENT DATE	16/11/2020
END DATE	31/03/2021
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>
16/11/2020	31/03/2021	95	£650	£50	£700
Totals			£61,750	£4750	£66,500

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

Contract 1.11.4.3759.

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 Please also send a copy to Line manager
PURCHASE ORDER NO. (to be quoted on all invoices)	Number to follow once PO has been created

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

Date

Duly authorised to sign on behalf of

SANCTUARY EXECUTIVE

15 Friars Street, Ipswich IP1 1TD

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