



## HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

### PART 1 : CLIENT INFORMATION

HEALTH AND SAFETY EXECUTIVE CUSTOMER	
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
HSE CONTRACT REF NO.	1.11.4.3677

CONTRACTOR	Hays IT
SERVICE ADDRESS	HAYS recruiting experts worldwide  5th Floor City Tower Manchester M1 4BT
ACCOUNT MANAGER	

### PART 2 : SERVICE REQUIREMENTS

<b>NAME OF INTERIM PERSONNEL</b>	
<b>FRAMEWORK DISCIPLINE AREA</b>	<b>Inspection</b>
<b>JOB ROLE / TITLE</b>	<b>Covid – Spot Checks</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	
<b>IR35 ASSESSMENT</b>	<b>Inside IR35</b>
<b>COMMENCEMENT DATE</b>	<b>03/08/2020</b>
<b>END DATE</b>	<b>31 March 2021</b> – A maximum of 170 days <sup>1</sup> , unless otherwise agreed in writing between both parties.
<b>TERMINATION</b>	<b>A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.</b>

## 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>
03/08/2020	31/03/2021	170	£201.50	£15.11	£216.61
Totals					
					Total Charge £36,823.70 <sup>2</sup>

### 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

<sup>1</sup> Please note: Maximum No. of Days will be dependent on the individuals working pattern

<sup>2</sup> Please Note: Rates of pay will be Pro Rata dependent on hours worked.

## 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 :

<b>INVOICING ADDRESS</b> (electronic only)	<a href="mailto:APinvoices-HAS-U@gov.sscl.com">APinvoices-HAS-U@gov.sscl.com</a>
<b>PURCHASE ORDER NO.</b> (to be quoted on all invoices)	

## 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  
**HAYS IT**  
5th Floor, City Tower, Manchester, M1 4BT

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