



## **HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM**

### **PART 1 : CLIENT INFORMATION**

<b>HEALTH AND SAFETY EXECUTIVE CUSTOMER</b>	
<b>SERVICE ADDRESS</b>	<b>Redgrave Court, Bootle, Liverpool L20 7HS</b>
<b>LINE MANAGER</b>	
<b>HSE CONTRACT REF NO.</b>	<b>1.11.4.3682 – Post B</b>

<b>CONTRACTOR</b>	<b>People Source Consulting Ltd</b>
<b>SERVICE ADDRESS</b>	<b>1 Georges Square Bath Street Bristol BS1 6BA</b>
<b>ACCOUNT MANAGER</b>	

## PART 2 : SERVICE REQUIREMENTS

<b>NAME OF INTERIM PERSONNEL</b>	
<b>FRAMEWORK DISCIPLINE AREA</b>	n/a
<b>JOB ROLE / TITLE</b>	<b>Campaign Digital Media and PR Officer</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	 Job Description B.docx
<b>IR35 ASSESSMENT</b>	 IR35 Result - Check employment status f
<b>COMMENCEMENT DATE</b>	<b>10 August 2020</b>
<b>END DATE</b>	<b>31 March 2021</b>
<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**

<b><u>Date From</u></b>	<b><u>To</u></b>	<b><u>No Days</u></b>	<b><u>Candidate Daily Rate</u></b>	<b><u>Daily Agency Fee</u></b>	<b><u>Total Daily Fee</u></b>
10/08/2020	31/03/2021	164			£200

**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 :

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

## 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

#### **PEOPLE SOURCE CONSULTING LTD**

1 Georges Square, Bath Street, Bristol, BS1 6BA

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