




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	(timesheet authorisation, as above unless stated otherwise)
HSE CONTRACT REF NO.	1.11.4.3813.

CONTRACTOR	Michael Page
SERVICE ADDRESS	1st Floor, 3 Hardman Square, Manchester, M3 3EB
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	CFC – Future Chemicals
JOB ROLE / TITLE	PROJECT MANAGER
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 <p>JD - Interim - Project Manager v1.1</p>
DELIVERABLES	<p>Key Responsibilities</p> <p>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.</p> <p>Lead collaborative and dynamic planning, ensuring clarity of scope and deliverables and balance the work that needs to be done with the capacity & skills of the team.</p> <p>Build and maintain teams, ensuring they are motivated, collaborating and focused what is most important to the delivery of products and services</p> <p>Identify obstacles and help the team to overcome them, managing risks, issues, assumptions and dependencies.</p> <p>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.</p> <p>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.</p> <p>Manage stakeholder relationships at all levels to secure commitment and support both for the project and to promptly addressing issues and escalations.</p>

	<p>Manage regular and impactful reporting to all relevant stakeholders to communicate progress, barriers/ constraints and lessons learnt, using formats and a level of detail appropriate to the audience.</p> <p>Coach and mentor both team members and other stakeholders to apply the most appropriate project management, agile and lean tools and techniques.</p> <p>Manage budget and resources for the project, ensuring all project resources have been defined and secured.</p>
IR35 ASSESSMENT	 IR35 Result.pdf
COMMENCEMENT DATE	13th January 2021
END DATE	31st March 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

Date From	To	No Days	Candidate Daily Rate	Daily Agency Fee	Total Daily Fee
13/01/2021	31/03/2021	56	£500	£100	£600
	Total		£28,000	£5,600	£33,600

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
PO NUMBER	4307xxxxxxx To be advised by Contract Manager

Invoices should also include details of the named individual, along with the completed days that they have worked and any VAT properly chargeable.

The Contractor shall send a copy invoice to the HSE Contract Manager identified at Part 1.

HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice.

Please note it is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description. In doing this, you will prevent the invoice being rejected by SSCL.

If you are not advised of the PO No. within 5 working days of contract signature, then please contact the HSE Contract Manager, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are sometimes not aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with **HSE's Shared Service Department, SSCL**. They can be contacted on 0345 241 5356 or 0845 241 5356 (Option 2). Alternatively, you can email them via has-finance-ap-enquiries@gov.sscl.com

If they are unable to offer you an answer to your queries, then you should contact the **HSE Contact Manager** via email, detailing the **Contract Reference No.**, the **PO No.**, and details of what your query is.

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 Manager

Date 12th January 2021

Duly authorised to sign on behalf of

MICHAEL PAGE

1st Floor, 3 Hardman Square, Manchester, M3 3EB

Signature

Name in Capitals

Position Procurement Manager

Date 12/01/2021

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE

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