



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.	1.11.4.3769

CONTRACTOR	HAYS IT
SERVICE ADDRESS	5TH FLOOR CITY TOWER MANCHESTER M1 4BT
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	Admin
JOB ROLE / TITLE	Pay and Reward Lead
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 Job Description - Pay and Reward Lea
DELIVERABLES	
IR35 ASSESSMENT	 IR35 - 1.11.4.3769.pdf
COMMENCEMENT DATE	14 December 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.

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>
14/12/2020	31/03/2021	75	£250	£50	£300
	Total		£18,750	£3,750	£22,500

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

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 With a copy invoice to the line manager
PURCHASE ORDER NO. (to be quoted on all invoices)	To be advised

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 Recruitment consultant

Date 26/11/2020

Duly authorised to sign on behalf of

HAYS IT

5th Floor, City Tower, Manchester, M1 4BT

Signature

Name in Capitals

Position

Date 26 November 2020

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE

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