



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.	1.11.4.3616

CONTRACTOR	Smart Sourcing
SERVICE ADDRESS	Silk Mill House, 21 Marsh Parade, Newcastle-under-Lyme, Newcastle ST5 1BT
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
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FRAMEWORK DISCIPLINE AREA	SD
JOB ROLE / TITLE	Assistance Finance Business Partner
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 Job Description - SD Assistant Busine:
DELIVERABLES	<ul style="list-style-type: none"> Working across the Division to increase financial capability and ensure that senior managers understand and are challenged about their use of resources to meet business objectives, including Business Plan milestones <p>Support the development of realistic budgets for the Division which are based on operational plans and ensure that all resource needs are identified. This requires a sound understanding of relevant guidance including <i>Managing Public Money</i> and <i>Consolidated Budgeting Guidance</i></p>
IR35 ASSESSMENT	 IR35.pdf
COMMENCEMENT DATE	29/06/2020
END DATE	30/09/2020
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**

Pay Rate	WTD	Premium	NI	Pension	Apprentice Levy	Contractor Fee	Total Charge
						£378.38 X 67	£25,351.46

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
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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

SMART SOURCING

Silk Mill House, 21 Marsh Parade, Newcastle-under-Lyme, Newcastle ST5 1BT

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