



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



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

<b>CUSTOMER</b>	<b>HEALTH AND SAFETY EXECUTIVE</b>
<b>SERVICE ADDRESS</b>	Redgrave Court, Bootle, Liverpool L20 7HS
<b>LINE MANAGER</b>	(timesheet authorisation, as above unless stated otherwise)
<b>HSE CONTRACT REF NO.</b>	1.11.4.3813.

<b>CONTRACTOR</b>	<b>Smartsourcing Limited</b>
<b>SERVICE ADDRESS</b>	Silk Mill House, 21 Marsh Parade, Newcastle-under-Lyme, Newcastle ST5 1BT
<b>ACCOUNT MANAGER</b>	

### **PART 2 : SERVICE REQUIREMENTS**

<b>NAME OF INTERIM PERSONNEL</b>	<b>Raymond Akpojotor</b>
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<b>FRAMEWORK DISCIPLINE AREA</b>	<b>CFC – Future Chemicals</b>
<b>JOB ROLE / TITLE</b>	<b>PROJECT SUPPORT</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	 JD - Interim - Project Support Offi
<b>DELIVERABLES</b>	<b>Key Responsibilities</b>  <b>Planning and scheduling</b> – Assist with and maintain appropriate systems to enable effective planning and scheduling.  <b>Monitoring and reporting</b> – Assist in maintaining project controls and in producing project reports.  <b>Admin</b> – Responsible for project file management using robust version control. Organise key project meetings and provide secretariat support.  <b>Resources</b> – Management of staff as appropriate, including their development.  <b>Stakeholder</b> – Assist with maintaining the stakeholder log for internal and external stakeholders. Act as the focal point for project responses to external requests for information.  <b>Financial control</b> – Assist with the monitor of project spend and contribute to the compilation of budgets. Maintains an accurate asset register for the project.  <b>Risks and Issues</b> – Assist with and maintain risk and issue logs, escalating as appropriate.
<b>IR35 ASSESSMENT</b>	 IR35 Result.pdf
<b>COMMENCEMENT DATE</b>	<b>7th January 2021</b>
<b>END DATE</b>	<b>31<sup>st</sup> March 2021</b>

## PART 3: FEES / CHARGES

### i) DAILY CHARGE RATE APPLICABLE

Date From	To	No Days	Candidate Daily Rate	Daily Agency Fee	Total Daily Fee
07/01/2021	31/03/2021	60	£231.25	£18.75	£250
	<b>Total</b>		<b>£13,875</b>	<b>£1,125</b>	<b>£15,000</b>

### 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@gov.sscl.com">APinvoices-HAS-U@gov.sscl.com</a>
<b>PO NUMBER</b>	<b>4307xxxxxxx</b> <b>To be advised by Contract Manager</b>

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](mailto: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

Date

30 December 2020

Duly authorised to sign on behalf of

#### **SMARTSOURCING LIMITED**

SILK MILL HOUSE, 21 MARSH PARADE, NEWCASTLE-UNDER-LYME,  
NEWCASTLE ST5 1BT

Signature

Name in Capitals

Position

Date

04/01/2021

Duly authorised to sign on behalf of the

#### **HEALTH AND SAFETY EXECUTIVE**

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