



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

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


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

<b>CONTRACTOR</b>	<b>Sanctuary Personnel Limited</b>
<b>SERVICE ADDRESS</b>	<b>15 Friars Street, Ipswich IP1 1TD</b>
<b>ACCOUNT MANAGER</b>	

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

<b>NAME OF INTERIM PERSONNEL</b>	
<b>FRAMEWORK DISCIPLINE AREA</b>	
<b>JOB ROLE / TITLE</b>	<b>BUSINESS ANALYST</b>

<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	 JD - Interim - Business Analyst_v1.
<b>DELIVERABLES</b>	<b>Key Responsibilities</b>  Support the build of comprehensive transformation plans and business cases through the development of detailed cost/benefit models, and track benefits realisation post implementation.  Undertake business analytics; including performance and productivity baselining, demand analysis, impact and feasibility analysis, scenario modelling, activity-based costings and benefits tracking.  Collaborate with digital programmes, customer insight, technology, policy and operations teams in the design and the delivery of services and functions, which are efficient, effective and user centric.  Work with stakeholders to help gather and refine requirements for future operating models Understand and document the baseline and current state of services and functions, including end to end processes and user journeys.  Design future state processes, workflows and user journeys, contributing to the production of full end to end target operating models and organisational designs.  Support a coherent, consistent and compelling experience for service users and employees across the end to end process.  Work with operational teams to ensure ongoing process control, performance and compliance through the development of operational frameworks.  Define operational pilots, test scenarios etc. Analyse and report on test/pilot outcomes and results, adjusting proposed solutions as appropriate.  Identify and manage important stakeholders, tailoring communication to

	their needs, and work with teams effectively and collaboratively across the organisation.
<b>IR35 ASSESSMENT</b>	 IR35 Result.pdf
<b>COMMENCEMENT DATE</b>	<b>4th 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
04/01/2021	31/03/2021	63	£450	£50	£500
	<b>Total</b>		<b>£28,350</b>	<b>£3,150</b>	<b>£31,500</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>
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**Contract 1.11.4.3813.**

<b>PO NUMBER</b>	<b>4307xxxxxxxxx</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 .....

Duly authorised to sign on behalf of

#### **SANCTUARY PERSONNEL LIMITED**

15 Friars Street, Ipswich, IP1 1TD

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