



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

PART 1 : CLIENT INFORMATION

HEALTH AND SAFETY EXECUTIVE CUSTOMER	Health & Safety Executive
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	 Tel: Email: (timesheet authorisation, as above unless stated otherwise)
HSE CONTRACT REF NO.	1.11.4.3760

CONTRACTOR	Electus Recruitment
SERVICE ADDRESS	Richmond House Richmond Hill Bournemouth BH2 6EZ
ACCOUNT MANAGER	 Tel: Email:

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	[REDACTED]
FRAMEWORK DISCIPLINE AREA	Building Safety Regulator (BSR)
JOB ROLE / TITLE	Change & Business Improvement Analyst
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 Job%20Description %20Change%20&%;
IR35 ASSESSMENT	 IR35.pdf
COMMENCEMENT DATE	18/11/2020
END DATE	31/03/2021
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>
18/11/2020	31/03/2021	93	£500	£75	£575
Totals			£46,500	£6975	£53,475

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
PURCHASE ORDER NO. (to be quoted on all invoices)	

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

_____ 17th NOVEMBER 2020

Duly authorised to sign on behalf of

ELECTUS RECRUITMENT

Richmond House, Richmond Hill, Bournemouth, BH2 6EZ

Signature

Name in Capitals

Position

Date

_____ 17/11/2020

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE

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