

12 June 2015

[REDACTED]  
Atkins Limited  
The Axis  
10 Holliday Street  
Birmingham  
B1 1TF

CONTRACT REF: CA18/2311 Inst. 199

**CALL OFF ORDER**

**DESCRIPTION OF SERVICES:**

Secondment of [REDACTED] as Technical and Research & Development Manager

***You are hereby instructed in accordance with the conditions of contract and Term Contract CA18/2311 to carry out the under mentioned services:***

The provision of a Seconded Technical and Research & Development Manager with The Coal Authority's Environment Team

The rates for the above will be as follows: Nominally [REDACTED] hours per week at [REDACTED] per hour as per your quotation. This rate being inclusive of travel and accommodation. Total Estimate of fees for the 7 month secondment, based on 28 working weeks would be £51,352 + VAT.

All of the above are maximum ceiling figures and should not be exceeded without the prior approval of the Supervising Officer.

Provisional Items will only be expended on the prior written approval of the Supervising Officer.

The above Works/Services shall be completed by 31 March 2016.

The Supervising Officer for this instruction is Steve Hill, who can be contacted on 01623 637 [REDACTED]

The Services/Works will be carried out in accordance with the conditions set out in Contract CA18/2311.

Your invoices (single copy only) must be based on the contract rates/prices and must bear the below reference, and be in sufficient detail to enable the contract to be easily identified.

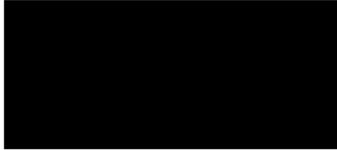
Contract ref: CA18/2311 – Instr.199

Your invoice must be submitted to the Authority's Finance Department at the above address or email at [finance@coal.gov.uk](mailto:finance@coal.gov.uk) and made out for payment to The Coal Authority.

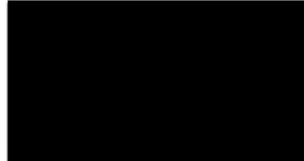
Any VAT that may be chargeable on the goods and services included on the invoice must be clearly identified.

Failure to comply with any of the above requirements may result in a delay in effecting payment.

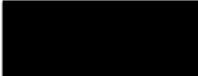
Regards



Principal Technical Manager



*Head of Procurement*

Cc: , Procurement  
Finance

lnstr 199

**ATKINS**

**Atkins Limited**

The Axis  
10 Holliday Street  
Birmingham  
B1 1TF

Your ref:  
Our ref:SN0098690 / 11 Offer / Appointment / AB / 001

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Ext no: 58535878

[REDACTED]  
The Coal Authority  
200 Lichfield Lane  
Mansfield  
Nottinghamshire  
NG18 4RG

info@atkinglobal.com  
www.atkinglobal.com

10 June 2015

Dear [REDACTED]

**CA18/2311 - [REDACTED] Technical and Research & Development Manager**

Further to our discussion, we are pleased to provide a proposal for [REDACTED] to undertake a secondment as a Technical and Research & Development Manager with the Coal Authority's Environment Team.

Our understanding of the Coal Authority's secondment requirements are summarised as follows:

- The Coal Authority requires a Technical and Research & Development Manager to advise the Principal Technical Manager on future mine water strategy for mine water remediation and prevention considering high level aspects of deliverability including environmental impact, land availability, stakeholder management, environmental legislation and cost benefits, to develop relationships with environmental regulators and government bodies regarding mine water programmes and manage the Research and Development programme and selected projects as required.
- The secondment is expected to extend for an initial period of 7 months from 22nd June 2015 or sooner if available.
- The secondment shall be based at the Coal Authority's Mansfield offices but may require site visits and out of office meetings on behalf of the Coal Authority and flexible working will be feasible (up to 3 days in Mansfield). As discussed the role would be undertaken from Monday through to Thursday.
- The primary point of contact for the secondment within the Coal Authority shall be the Principal Technical Manager [REDACTED] who shall provide immediate line management and guidance on required secondment input. All work undertaken under the secondment shall be subject to the Coal Authority's own internal checking and quality procedures.
- The secondment shall be undertaken as an extension to General Engineering Services CA18/2311.

Atkins Limited is a WS Atkins plc company

Registered office: Woodcote Grove Ashley Road Epsom Surrey KT18 5BW England Registered in England Number 688424

Roshni's contracted hours with Atkins are [REDACTED] hours per week. We propose a discounted rate of [REDACTED] per hour from the £58.00 per hour from the framework rate. The rate would therefore be [REDACTED] per week. Weekly expenses would include the mileage for one return journey to Mansfield at the framework rate of [REDACTED] mile and 2 nights accommodation per week at the framework rate of [REDACTED] /night totalling [REDACTED] per week. This gives a rate of [REDACTED] per week to include the framework rate for a senior consultant minus the discount to the hourly rate plus mileage and accommodation.

The total estimate of fees for the 7 month secondment, based on 28 working weeks would be £51,352+VAT.

[REDACTED] has 149.5 hours of leave to take between now and the end of March 2016 which means there is the potential of a further reduction on an hourly basis over this 7 month period.

It is understood that [REDACTED] would be required to maintain confidentiality as per the Framework Contract or signed Confidentiality Agreement if required.

It is also noted during our discussions that a one month notice period will also be included for Roshni and the Coal Authority should it be deemed that the secondment role is no longer required.

We trust that we have interpreted your requirements correctly but would be happy to discuss the proposal in more detail if you require.

Yours Sincerely

For Atkins Limited

[REDACTED]

Framework Manager