





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	(timesheet authorisation, as above unless stated otherwise)
HSE CONTRACT REF NO.	1.11.4.3804.

CONTRACTOR	LA International
SERVICE ADDRESS	International House, Festival Way, Stoke-On-Trent ST1 5UB
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	OSD
JOB ROLE / TITLE	Programme Manager
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 BSR Programme Manager - Job Desci
DELIVERABLES	<ul style="list-style-type: none"> • Business case – Develop and clearance of the business case with project leads and SMEs • Communications & Stakeholder Management – Identify and manage stakeholder relationships and highlight need for senior level support. Manage internal and external relationships as appropriate. • Guidance – Provide direction and guidance on development to team and more broadly across departmental profession. • Resource Management – Secures resources and directs planning scheduling, resourcing and estimating for complex and large scale programmes. • Risks & Issues – Oversee risk and issue management. Ensures mitigations are in place and resolved through negotiated agreement. • Benefits realisation – Ensure realisation of benefits for customers through planning and designing and that project outputs meet programme requirements.
IR35 ASSESSMENT	 IR35 Stephen McCarthy.pdf
COMMENCEMENT DATE	04/01/2021
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

Pay Rate	WTD	Premium	NI	Pension	Candidate rate	Agency £	Total Charge
					£750	£107.14	£857.14
					X 61 £45.750	X 61 £6,535.54	Total £52,285.54

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

Duly authorised to sign on behalf of

LA International

International House, Festival Way, Stoke-On-Trent ST1 5UB

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