



## 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>	<div>██████████</div> <div>Tel : ██████████</div> <div>Email : ████████████████████</div> <div>(timesheet authorisation, as above unless stated otherwise)</div>
<b>HSE CONTRACT REF NO.</b>	1.11.4.3695.

<b>CONTRACTOR</b>	<b>PEOPLE SOURCE</b>
<b>SERVICE ADDRESS</b>	The Helicon, One South Place, London, EC2M 2RB
<b>ACCOUNT MANAGER</b>	<div>██████████</div> <div>Tel : ██████████</div> <div>Email : ████████████████████████████████</div>

**PART 2 : SERVICE REQUIREMENTS**

<b>NAME OF INTERIM PERSONNEL</b>	<b>[REDACTED]</b>
<b>FRAMEWORK DISCIPLINE AREA</b>	<b>OSD/BSR</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)	<ol style="list-style-type: none"> <li>1. Support the build of comprehensive transformation plans and business cases through the development of detailed cost/benefit models, and track benefits realisation post implementation</li> <li>2. Undertake business analytics; including performance and productivity baselining, demand analysis, impact and feasibility analysis, scenario modelling, activity-based costings and benefits tracking</li> <li>3. 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</li> <li>4. Work with stakeholders to help gather and refine requirements for future operating models</li> <li>5. Understand and document the baseline and current state of services and functions, including end to end processes and user journeys</li> <li>6. Design future state processes, workflows and user journeys, contributing to the production of full end to end target operating models and organisational designs</li> <li>7. Support a coherent, consistent and compelling experience for service users and employees across the end to end process</li> <li>8. Work with operational teams to ensure ongoing process control, performance and compliance through the development of operational frameworks</li> <li>9. Define operational pilots, test scenarios etc. Analyse and report on test/pilot outcomes and results, adjusting proposed solutions as appropriate</li> <li>10. Identify and manage important stakeholders, tailoring communication to their needs, and work with teams effectively and collaboratively across the organisation.</li> </ol>

<b>DELIVERABLES</b>	
<b>IR35 ASSESSMENT</b>	 IR35 result for interims.pdf
<b>COMMENCEMENT DATE</b>	<b>24 August 2020</b>
<b>END DATE</b>	<b>31 December 2020</b>
<b>TERMINATION</b>	<b>A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.</b>

### 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>
24/08/2020	31/12/2020	91	£450	£80	£530
	<b>TOTAL</b>		<b>£40,950</b>	<b>£7,280</b>	<b>£48,230</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>PURCHASE ORDER NO.</b> (to be quoted on all invoices)	<b>To be advised</b>

## 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

#### PEOPLE SOURCE

The Helicon, One South Place, London, EC2M 2RB

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