



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM


PART 1 : CLIENT INFORMATION

CUSTOMER	HEALTH AND SAFETY EXECUTIVE
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
HSE CONTRACT REF NO.	1.11.4.3693.

CONTRACTOR	Hays IT
SERVICE ADDRESS	HAYS recruiting experts worldwide 5th Floor City Tower Manchester M1 4BT
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	BUILDING SAFETY REGULATOR
JOB ROLE / TITLE	TUPE/PAY LEAD
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	<ul style="list-style-type: none"> • Manage/facilitate all HR transactional activities of a TUPE or COSoP transfer, liaising with the exporting employer's HR representatives. • Work with senior leaders in the importing business area to plan, manage and consider all the people related aspects for the transfer, undertaking HR related activity. • Undertaking consultation, drafting a Measures Letter/Document, analysing terms and conditions, analysing the employee benefits offer to enable appropriate measures to be drafted, • Work with relevant payroll providers to in-board the employees onto HSE's payroll system pay any applicable TUPE allowances or buy outs agreed. • Produce and issue communications to transferring employees confirming start date, location, terms & conditions etc. • Carry out pay bench marking for roles new to HSE, setting pay on appointment and ensuring compliance with relevant equal pay legislation and gender pay gap impacts. • Carry out terms and conditions analysis for secondments and loans and facilitate the relevant transfers and loans. • Work with HSE's outsourced payroll provider to specify the system requirements to support the BSR, respond to queries and complaints. Manage payroll provider performance. • Carry out TU consultation and engagement.

IR35 ASSESSMENT	 Acrobat Document.pdf
COMMENCEMENT DATE	7th September 2020
END DATE	4th December 2020
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>
07/09/2020	04/12/2020	85	£160	£40	£200
	Total	85	£13,600	£3,400	£17,000

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)	TBC

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
HAYS IT
5th Floor, City Tower, Manchester, M1 4BT

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

SCHEDULE OF PROCESSING PERSONAL DATA AND DATA SUBJECTS

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.(delete once completed)

1. The contact details of the Controller's Data Protection Officer are: Sean Egan, 0203 028 3547, sean.egan@hse.gov.uk.
2. The contact details of the Processor's Data Protection Officer are:
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purpose of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor
Subject matter of the processing	The post holder will process pay queries, and related data. Personal data relating to career history of HSE staff. BE privy to terms and conditions of those in HSE and those transferring to HSE.
Duration of the processing	Throughout the tenure of the role
Nature and purposes of the processing	To answer pay and pension queries, to implement and develop annual pay award. To compare T&Cs with other employers and between employees
Type of Personal Data	Pay, DOB, gender, career history, pension data, personal pay roll and career history data
Categories of Data Subject	Employee or potential employee
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Data is accessed and considered but not retained in some cases. Other data is covered by HSE HR retention