



## 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	<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div> (timesheet authorisation, as above unless stated otherwise)
HSE CONTRACT REF NO.	1.11.4.3556

CONTRACTOR	REED SPECIALIST RECRUITMENT
SERVICE ADDRESS	1st Floor, Ardmore House, 40 George Street, Edinburgh, EH2 2LE
ACCOUNT MANAGER	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 250px; height: 1.2em; margin-bottom: 5px;"></div>

**PART 2 : SERVICE REQUIREMENTS**

<b>NAME OF INTERIM PERSONNEL</b>	
<b>FRAMEWORK DISCIPLINE AREA</b>	<b>Ops - Licensing and Permissioning Unit (LPU)</b>
<b>JOB ROLE / TITLE</b>	<b>Operational Performance Manager</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	<p>To embed, manage and optimise the operational performance framework within LPU:-</p> <ul style="list-style-type: none"> <li>• To manage a team of administrators and assessors to ensure that all work is effectively managed;</li> <li>• ensuring quality assurance mechanisms are in place and adhered to, in terms of both performance and risk;</li> <li>• Have financial oversight of income and expenditure, with an ability to forecast in-come and manage spend tracking and making commentary on the financial impact;</li> <li>• support the Head of Customer Services with workforce planning and financial planning;</li> <li>• co-ordination of the LPU operational resourcing and business planning cycle;</li> <li>• ensure compliance of LPU with statutory and regulatory requirements as appropriate;</li> <li>• monitor service wide staff, contractor and trade association satisfaction driving improvements in staff engagement and customer satisfaction through the delivery of an efficient, quality service;</li> <li>• the collection, analysis and utilisation of performance data to drive improvements across the service, including process compliance, productivity and quality.</li> </ul> <p>Post is full time and is based in HSE's</p>

	office in Edinburgh with the expectation that the post holder works two days a week in HSE's office in Glasgow.
<b>DELIVERABLES</b>	
<b>IR35 ASSESSMENT</b>	 T3356 - Fiona Mackay - IR35 assess
<b>COMMENCEMENT DATE</b>	<b>20<sup>th</sup> January 2020 (subject to references and DBS clearance)</b>
<b>END DATE</b>	<b>31<sup>st</sup> March 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**

Pay Rate	WTD	Premium	NI	Pension	Apprentice Levy	Contractor Fee	Total Charge
						£400 x 52	<b>£20,800</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)	<u><b>APinvoices-HAS-U@gov.sscl.com</b></u>
<b>PURCHASE ORDER NO.</b> (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

17/1/20

Duly authorised to sign on behalf of

**REED SPECIALIST RECRUITMENT**

1st Floor, Ardmore House, 40 George Street, Edinburgh, EH2 2LE

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

