




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.	1.11.4.3800.

CONTRACTOR	People Source
SERVICE ADDRESS	1 George Street Bristol BS1 6BA
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	OSD
JOB ROLE / TITLE	Change, Performance & Capability Lead
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	 <p>Change and PPM Performance and Ca</p>
DELIVERABLES	<ul style="list-style-type: none"> • Oversee day to day activities for team members providing advice, coaching, guidance and feedback where required. • Manage, develop and empower team members to achieve objectives within complex multi-faceted projects in line with the HSE Change Framework. • Work with the Programme Management Office in managing the pipeline of new work for Change delivery resources. • Manage the change resource pool to ensure resources are allocated to the most appropriate change projects. • Maintain a view on change team resource availability and utilisation. • Support the Heads of Change & PMO in developing and executing plans to build the required skills and capabilities within the function. • Facilitate conversations around change methodologies and frameworks, subsequently developing and embedding agreed approaches and ways of working. • Develop and implement a performance framework within the Change function, enabling the teams to evidence both efficiency and quality of work.
IR35 ASSESSMENT	
COMMENCEMENT DATE	05/01/2021
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
					£600	£100	£700
					X 61 £36,600	X 61 £6,100	Total £42,700

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

PEOPLE SOURCE

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