



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

PART 1: CLIENT INFORMATION

HEALTH AND SAFETY EXECUTIVE CUSTOMER	HEALTH AND SAFETY EXECUTIVE
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	(timesheet authorisation, as above unless stated otherwise)
HSE CONTRACT REF NO.	1.11.4.3695.

CONTRACTOR	Smart Sourcing
SERVICE ADDRESS	Silk Mill House, 21 Marsh Parade, Newcastle-under-Lyme, Newcastle ST5 1BT
ACCOUNT MANAGER	

PART 2: SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	OSD
JOB ROLE / TITLE	Business Analyst
JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)	• Experience supporting business transformation activity that balances exceptional delivery for customers, with the needs of operations and the business. • Ability to embrace change, and forward plan within a changing organisation. • A team player, with good collaboration and influencing skills, with experience working within a complex organisation. • Experience and understanding of business improvement disciplines e.g. LEAN, six-sigma • Structured approach and analytical thinking, with the ability to translate data and insights into improved processes and workflows. • Experience of a variety of design and mapping tools and methodologies e.g. Microsoft Visio, BPMN • Strong written, verbal communication and presentation skills. • A solid track record of delivering performance improvements, efficiencies and enhanced customer experience.
DELIVERABLES	
IR35 ASSESSMENT	 IR35 result for interims.pdf
COMMENCEMENT DATE	3 rd September 2020
END DATE	24 th November 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>
03/09/2020	24/11/2020	59	£475	£38.32	£513.32
	TOTAL		£28,025	£2,260.88	£30,285.88

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)	To be advised

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

SMART SOURCING

Silk Mill House, 21 Marsh Parade, Newcastle-under-Lyme, Newcastle ST5 1BT

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

