




## 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>[REDACTED]</div> <div>(timesheet authorisation; as above unless stated otherwise)</div>
HSE CONTRACT REF NO.	T3525

CONTRACTOR	ROC SEARCH LTD
SERVICE ADDRESS	ROC Search Ltd 3 Hardman Street Manchester M3 3HF
ACCOUNT MANAGER	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>

## PART 2 : SERVICE REQUIREMENTS

<b>NAME OF INTERIM PERSONNEL</b>	
<b>FRAMEWORK DISCIPLINE AREA</b>	<b>OSD</b>
<b>JOB ROLE / TITLE</b>	<b>EU Exit User Researcher</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	 EU exit UR.docx
<b>IR35 ASSESSMENT</b>	 UR IR35.pdf
<b>COMMENCEMENT DATE</b>	<b>27 January 2020</b>
<b>END DATE</b>	<b>31 March 2020</b>
<b>TERMINATION</b>	<b>A Termination Notice Period of two (2) 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
						£ 650.00	£30,550

### 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@sscl.gse.gov.uk">APinvoices-HAS-U@sscl.gse.gov.uk</a>
<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

[Redacted Signature]

Name in Capitals

[Redacted Name]

Position

[Redacted Position]

Date

23 JANUARY 2020

Duly authorised to sign on behalf of

**ROC Search Ltd**

3 Hardman Street, Manchester. M3 3HF

Signature

[Redacted Signature]

Name in Capitals

[Redacted Name]

Position

[Redacted Position]

Date

23/01/2020

Duly authorised to sign on behalf of the

**HEALTH AND SAFETY EXECUTIVE**

2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS