

TERMS OF BUSINESS FOR THE PROVISION OF TEMPORARY WORKERS AND RECRUITMENT SERVICES

Christchurch Care Ltd Responsibilities

Christchurch Care Ltd will endeavour to supply the Client with staff who have obtained the skills, experience and qualifications that you have requested.

Exclusion of liabilities

Christchurch Care Ltd does not know the precise nature of your business. As such, although we will endeavour to check that staff have the necessary skills, experience and qualifications, we do not know tasks that staff will be asked to undertake. Staff qualifications and licences to practice can be withdrawn at any time without our knowledge. Christchurch Care Ltd is not liable to the client for costs, claims, damages arising from our performance of any contract with you or by temporary staff provided by our selves to you

Client Responsibilities

It is the Client's responsibility to ensure that staff introduced or provided by Christchurch Care Ltd have the necessary skills and competence to carry out the tasks allocated to them and are provided with direction and training as necessary; This includes that the staff hold current and valid qualifications as may be necessary for them to carry out duties allocated to them.

The Client will indemnify Christchurch Care Ltd against all claims whatsoever, whether from staff or third parties arising, whilst staff introduced by Christchurch Care Ltd are working for you. The Client will ensure that they hold current and adequate employers liability, public liability, motor and other insurance against all risks that might arise whilst our staff are working for you.

The Client will ensure staff are asked to work ONLY in conformity with legislation and regulatory systems. Where staff are required to drive, the Client is responsible for checking staff driving licence and motor insurance validity. Staff carrying out an Assignment for a Client are deemed to be under the direct employ of the Client and will be treated as such.

Payment for Temporary Staff

Payment will be made by the client for temporary staff at the hourly rate commensurable to his or her skills and qualifications. Our scales of charges are issued periodically and it is the responsibility of the Client to ensure familiarity with relevant pay scales.

Payment of invoices

Payment must be made within 7 days of invoice date. Unpaid invoices will be charged at 1% per week of the unpaid balance. We reserve the right to suspend any uncompleted contracts until full payment is received and charge the client for any legal action taken in recovering the unpaid monies.

VAT payments

Where appropriate, VAT will be charged at the current rate.

Time sheets

Each assigned temporary worker requires their time sheet to be signed at the end of each shift, by a client authorised signatory. Breaks should be deducted if appropriate. The Client will be charged for breaks if there is no deduction of breaks.

Staff meals and Breaks

You are required to provide meals and paid breaks for staff working in the care home environment

Cancelled Bookings

48 hours notice is required to cancel a booking. Bookings will be charged at the current rate for the relevant staff member is less than 48 hours notice is given.

Engagement of Temporary Staff on a Permanent Basis by the Client

An introduction fee of 12% of the temporary staff's annual salary is payable within 14 days of permanent engagement. This is not applicable in the case of the temporary working 12 weeks statutory minimum.

Termination of Permanent staff and Rebate of Introduction Fee

Rebate is not payable in cases of staff redundancy.

Rebates are only payable provided that Christchurch Care Ltd are informed in writing within 7 days that the engagement has terminated and that the fee has been paid in full. Should the engagement end within 8 weeks, other than for reasons of redundancy, a rebate is payable by Christchurch Care as follows, less an administration fee of £150:

Week of termination	Percentage refund	Week of termination	Percentage refund	Week of termination	Percentage refund	Week of termination	Percentage refund
1	80%	3	60%	5	30%	7	10%
2	70%	4	50%	6	20%	8	0

Christchurch Care William House 32 Bargates Christchurch BH23 1QL



STAFF TIME SHEETS

Print off 3 copies per assignment and get each copy signed: Original copy to Christchurch Care. One copy to Client and one copy to staff member. Signed timesheets must be received at the main office by Monday 12.00, in order to receive payment on Friday

PRINT Staff Member Name:
Establishment Name & Address:
Week Beginning:

Date of Assignment	Start Time	Finish Time	Breaks	Total Hours Claimed	Miles Claimed	Authorised Client Signature	Print Client Name
Monday / / 2016							
Tuesday / / 2016							
Wednesday / / 2016							
Thursday / / 2016							
Friday / / 2016							
Saturday / / 2016							
Sunday / / 2016							

Christchurch Care William House 32 Bargates Christchurch BH23 1QL
Telephone: 01202 496516 Fax: 01202 475932

I confirm that I have carried out the above Assignments:

Staff Signature.....