

Your candidate ID: «CANDIDATE_ID»
Please quote on all correspondence with ARM

«CANDIDATE_NAME»
«CANDIDATE_ADDRESS1»
«CANDIDATE_ADDRESS2»
«CANDIDATE_ADDRESS3»
«CANDIDATE_TOWN»
«CANDIDATE_COUNTY»
«CANDIDATE_POSTCODE»

26 February, 2010

Dear «CANDIDATE_FORENAMES»,

Please find enclosed our Contract and Assignment Confirmation Note.

For the avoidance of doubt, the enclosed contract is a contract for services and does not create a relationship of employment between you and ARM or the Client. This contract does not provide you with any Employment Rights.

Could you please sign and return the Assignment Confirmation Note **with Attached Contract** to me as soon as possible. Our preferred method of return is by fax on fax number 08450 772801. **Please be aware that no payment will be made for this assignment period until ARM is in receipt of your signed contract and proof of your eligibility to work in the jurisdiction(s) where the Services are to be provided..**

We also require (if not previously sent) the following details from you:

- COMPLETED PAYE PAYMENT FORM (ATTACHED), P45 or P46

To prevent delays in payment to you please can you provide us with the above information as soon as possible to allow plenty of time to set up your details on BACS.

On your first day, please bring your passport with you to allow «COMPANY_NAME» to check your eligibility to work in the jurisdiction(s) where the Services are to be provided. For Assignments in the UK this is a legal requirement introduced on 29 February 2008 under the Immigration, Asylum and Nationality Act 2006, and which applies to all workers, regardless of nationality. Similar legislation is in place in other countries. If you cannot produce a UK, EEA or Swiss passport, «COMPANY_NAME» will advise you on what combination of documents will be acceptable.

Please note that you are required to **report to ARM** before 10am on the first day of any period of sickness.

If you have any questions regarding any of this please do not hesitate to contact me.

Many thanks.

Yours sincerely,

«CONSULTANT_NAME»

ASSIGNMENT CONFIRMATION SCHEDULE

Contract Number	«CONTRACT_NUMBER»
Date	«DATE_ISSUED»
ARM Representative	«CONSULTANT_NAME»
Fax-back number	08450 772801

<p>Client «COMPANY_NAME» «LOCATION_CONTACT_ADDRESS1» «LOCATION_CONTACT_ADDRESS2» «LOCATION_CONTACT_ADDRESS3» «LOCATION_CONTACT_TOWN» «LOCATION_CONTACT_COUNTY» «LOCATION_CONTACT_POSTCODE» «LOCATION_CONTACT_COUNTRY» Customer (if known): «LOCATION_COMPANY_NAME»</p>	<p>Purchase Order Number: «ORDER_NUMBER» Location Unless specifically stated otherwise, the Services are to be delivered at UK sites only.</p> <p>Any impending change of Location (including any change of Location to a site or sites outside the UK) must be notified to the Company prior to commencing the provision of Services.</p>
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Temporary Worker
Scope of Services / project
Fee rate € per («CHARGE_UNIT»)
Payment frequency
Agreed hours per week

«CANDIDATE_NAME»
 «JOB_TITLE»
 «PAY_RATE»
 «PAYMENT_FREQUENCY»
 «HOURS_PER_WEEK»

Additional Hours

At standard rate
 «OVERTIME_TEXT_1»: «OVERTIME_RATE_1»
 «OVERTIME_TEXT_2»: «OVERTIME_RATE_2»
 «OVERTIME_TEXT_3»: «OVERTIME_RATE_3»
 «OVERTIME_TEXT_4»: «OVERTIME_RATE_4»
 «OVERTIME_TEXT_5»: «OVERTIME_RATE_5»
 «OVERTIME_TEXT_6»: «OVERTIME_RATE_6»
 «OVERTIME_TEXT_7»: «OVERTIME_RATE_7»

Contract Start Date «START_DATE» **Anticipated End Date** «END_DATE»

Termination notice period

This Assignment may be terminated by either party by giving «NOTICE_PERIOD_1» weeks professional notice.

No payment can be made by arm until we are in receipt of the signed contract, proof of eligibility to work in the UK, bank details, requested qualification certificates (if applicable), P45 or P46, and any security clearance required by the Client. In the event of any conflict or inconsistency between this Assignment Confirmation Note and the Terms of Engagement the terms of this Assignment Confirmation Note shall take precedence except that nothing in this Assignment Confirmation Note shall limit the Company's right to terminate the Assignment on notice with immediate effect for reasons under clause 11.2. No amendment to this Agreement is effective unless it is in writing and signed on behalf of each party by a person duly authorised by that party.

"I accept the contract under the terms laid out in the CONTRACT FOR SERVICES FOR TEMPORARY WORKERS attached hereto, any addendum thereto and the ASSIGNMENT CONFIRMATION NOTE."

Signed _____ «CANDIDATE_NAME» Title: _____ Date	Signed for and on behalf of Advanced Resource Managers (ARM) _____ «CONSULTANT_NAME» Date «DOCUMENT_DATE_CREATED»
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CONTRACT FOR SERVICES FOR TEMPORARY WORKERS (Terms of Engagement)

NAMES OF PARTIES

(1) **"The Company"** - the company named on the Assignment Confirmation Schedule, acting in its capacity of employment business, and with registered offices at Langstone Technology Park, Langstone Road, Havant, Hampshire, PO9 1SA

AND

(2) **"the Temporary Worker"** - the person identified on the Assignment Confirmation Schedule, «CANDIDATE_COMPANY_NAME»

RECITALS

(A) The Supplier carries on the business of the provision of Services relating to all aspects of Services specified in the attached Assignment Confirmation Schedule.

(B) The Company has requested the Supplier and the Supplier has agreed with the Company, to provide the Supplier Services on the terms and subject to the conditions of this Agreement ("Agreement").

IT IS AGREED as follows:-

1. DEFINITIONS

1.1 In these Terms of Engagement the following definitions apply: –

"Agreement"	means the Terms set out herein together with the Assignment Confirmation Note;
"Assignment"	means the assignment as detailed in the Assignment Confirmation Note;
"Client"	means the person, firm or corporate body together with any subsidiary or associated company as defined in section 1159 of the Companies Act 2006 and any customer of the Client requiring the services of the Temporary Worker;
"Contract"	means the legally binding relationship the parties have entered into and which is governed by this Agreement;
"Location"	means the site and/or the jurisdiction where the Services are to be provided;
"Services"	means the Temporary Worker's provision of specialist skills for the benefit of the Client to be performed by the Temporary Worker as detailed herein and in the Assignment Confirmation Note;
"Temporary Worker"	means the person whose services are supplied by the Company to the Client on a PAYE basis and who is contracted by the Company under a contract for services. The Company is required by law to make statutory deductions / payments regarding NI and PAYE Income Tax. However Temporary Workers are not at any time considered to be employed by

either the Company or the Client;

“Terms”

means Advanced Resource Managers’ Contract for Services for Temporary Workers as set out herein;

“Relevant Period”

means the longer period of either 14 weeks from the first day on which the Temporary Worker worked on an assignment with the Company for the Client, or 8 weeks from the day after the date on which the Company last supplied the services of the Temporary Worker to the Client.

- 1.1 Each term starting with a capital letter and not defined in clause 1.1 above or elsewhere in this Agreement is as defined in the relevant Assignment Confirmation Note.
- 1.2 Unless the context otherwise requires, references to “he” includes “she” and the singular includes the plural.
- 1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. THE CONTRACT

- 2.1 These Terms shall apply from the earlier of: the acceptance by the Temporary Worker of the Assignment; and the Contract Start Date to the end of the Assignment.
- 2.2 The Temporary Worker is engaged by the Company under this Contract for Services.
- 2.3 The Temporary Worker is engaged as a self-employed worker, although the Company is required by law to make statutory deductions from the Temporary Worker’s remuneration in accordance with clause 4.
- 2.4 If security clearance is required by the Client this must be obtained and the Temporary Worker shall co-operate with any requests in respect of such clearance. The Company can give the Temporary Worker immediate notice of termination without any liability on the part of the Company if clearance is not gained or it is withdrawn.
- 2.5 No neglect or forbearance by the Company to enforce any of its rights hereunder whether expressly or by implication shall be construed as a waiver of its rights and no such neglect or forbearance shall prejudice the Company’s right to enforce that right in the future.
- 2.6 For the avoidance of doubt, if there is a conflict between these Terms and the Assignment Confirmation Note the Assignment Confirmation Note shall take precedence.

3. ASSIGNMENTS

- 3.1 The Company will endeavour to obtain suitable Assignments for the Temporary Worker in the role specified in the Assignment Confirmation Note. The Temporary Worker shall not be obliged to accept an Assignment offered by the Company.
- 3.2 The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees: that the suitability of the work to be offered shall be determined solely by the Company; that the Company shall incur no liability to the Temporary Worker should it fail to offer opportunities to work to the scope of work as defined on the Assignment Confirmation Note; and that no contract shall exist between the Temporary Worker and the Company during periods when the Temporary Worker is not working on an Assignment.
- 3.3 The Temporary Worker warrants to be lawfully eligible to work in the Location(s) where the

Services are (to be) provided, and will upon request produce such documentary evidence as identified by the Home Office as proof of eligibility to work in the Location(s) where the Services are to be provided.

- 3.4 If, before the Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Temporary Worker direct or through another employment business, the Temporary Worker acknowledges that the Company will be entitled either to charge the Client a fee or to agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be engaged directly by the Client or through another employment business without further charge to the Client. In addition the Company will be entitled to charge a fee to the Client if the Client introduces the Temporary Worker to a third party who subsequently engages the Temporary Worker.

4. REMUNERATION

- 4.1 The Company shall pay to the Temporary Worker the rate as indicated in the Assignment Confirmation Note. Payment will be subject to deductions in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions and any other deductions which the Company may be required by law to make.
- 4.2 The Temporary Worker must record all Public Holiday days/hours on the timesheet and paid holiday entitlement days/hours. Holiday entitlement, if above the statutory entitlement, is shown in the Assignment Confirmation Note. These will be paid as in clause 4.1. For the avoidance of doubt, unless stated on the Assignment Confirmation Note, Public Holidays are not paid unless they are claimed as part of the paid holiday entitlement.

5. STATUTORY LEAVE

- 5.1 Under the Working Time Regulations 1998, the Temporary Worker is entitled to 28 days pro-rated paid leave per leave year based on a Temporary Worker working 5 days per week. This is calculated in accordance with the Working Time Regulations. On the Temporary Worker's contracted hours. For example, if the Temporary Worker is contracted for 40 hours a week, a day is 8 hours.
- 5.2 Holiday entitlement is accrued as the Assignment continues and unless the Client approves, paid holiday can only be claimed during the first year of the Assignment if sufficient entitlement has been accrued. Holiday entitlement may, subject to Client approval and clause 5.4, be taken in subsequent annual leave years in advance of accrual. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year. A leave year is deemed to begin on the Temporary Worker's initial Assignment start date and thereafter on yearly anniversaries of such date.
- 5.3 Where a Temporary Worker wishes to take paid leave during the course of an Assignment he should notify the Company of the dates of his intended absence giving notice of at least twice the length of the period of leave that he wishes to take. In certain circumstances the Company may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances the Company will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that has been requested.
- 5.4 Where this Contract is terminated by either party and a P45 is requested, the Temporary Worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued. If more holiday pay than has been accrued has been paid, this will be recovered from the Temporary Worker.
- 5.5 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker's status as a self-employed worker.

6. SICKNESS ABSENCE

- 6.1 The Temporary Worker agrees to report to the Company before 10am on the first day of any sickness and to refrain from reporting directly to the Client.
- 6.2 The Temporary Worker may be eligible for Statutory Sick Pay provided that he meets the relevant statutory criteria.

7. PAYMENT

- 7.1 Payment will be made by the Company on a weekly or monthly basis, provided that the Company is in receipt of:-
 - 7.1.1 the duly signed Assignment Confirmation Note; and
 - 7.1.2 proof of eligibility to work in the Location(s) where the Services are to be provided;
 - 7.1.3 all properly completed timesheets; and
 - 7.1.4 (where applicable and subject to expense arrangements agreed with the Client) all properly completed expense forms supported by suitable receipts.
- 7.2 The Temporary Worker confirms that, by signing this Agreement, the Temporary Worker is aware that it could be a criminal offence to falsify any timesheet, for example by claiming that the Services were supplied for hours for which they were not in fact supplied. The Temporary Worker shall ensure that it supplies the Company with an accurately completed timesheet each week.
- 7.3 Subject to Client specific authorisation procedures, payment will be made on the Wednesday (for Friday clearance) following receipt of the relevant authorised timesheets, expense claim forms and receipts, provided that such items are received prior to 2pm on the Tuesday of the week in which payment is required. If this deadline should be missed, payment will be made on the following Wednesday.
- 7.4 The Company shall pay the Temporary Worker for all hours worked regardless of whether the Company has received payment from the Client for those hours.
- 7.5 Where the Temporary Worker fails to submit a properly verified timesheet the Company shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Client has refused to approve a timesheet in respect of those hours. This may delay any payment due to the Temporary Worker.
- 7.6 In the absence of authorised timesheets, or where a timesheet is received more than 4 weeks after the period to which it relates, the Company shall seek alternative confirmation from the Client. In the course of this investigation, payment delays may occur, which the Company shall endeavour to keep to a minimum. Temporary Workers should contact the Company's Accounts Department if any problems are foreseen.
- 7.7 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which he is carrying out activities or duties for the Client as part of the Assignment. Time spent traveling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.
- 7.8 Without limiting or affecting any other right of the Company to recover an overpayment, in the event that an overpayment is made to the Temporary Worker, the Temporary Worker hereby agrees the Company shall be entitled to recover an overpayment by deduction or deductions from any amount due by the Company to the Temporary Worker. The Company

shall give reasonable notice in writing to the Temporary Worker of such a deduction or deductions.

8. CONDUCT OF ASSIGNMENTS

8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Company but if he does so, during every Assignment and afterwards where appropriate, he will: -

8.1.1 co-operate with the Client's reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's Organisation;

8.1.2 observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;

8.1.3 take all reasonable steps to safeguard his own health and safety and that of any other person who may be present or be affected by his actions on the Assignment and comply with the Health and Safety policies and procedures of the Client;

8.1.4 not engage in any conduct detrimental to the interests of the Client or the Company;

8.1.5 not at any time divulge to any person, nor use for his or any other person's benefit, any confidential information relating to the Client's or its customer's or the Company's employees, business affairs, transactions or finances;

8.1.6 not at any time discuss details of payment terms with any of the Client's employees, contractors or other individuals who may be present at the Client's premises or the Location as defined in the Assignment Confirmation Note;

8.1.7 assign to the Client all right, title and interest in and to any inventions, confidential information or materials made, originated or developed during the course of or otherwise related to the Services together with any other intellectual property rights arising out of the provision of the Services. Not at any time compromise the intellectual property rights of the Client.

8.2 The Temporary Worker shall:

8.2.1 without delay enter into any and all assignments of intellectual property rights or confidentiality undertakings that the Company or the Client may require it to enter into;

8.2.2 not without the Client's express written permission remove from the Client's premises any material containing any confidential information; and

8.2.3 on request, return to the Company (or as the Company may direct) all material in its possession or control and belonging to the Client or the Company and/or containing confidential information.

8.3 The Temporary Worker hereby assigns to the Company all present and future intellectual property rights in or relating to work carried out including, without limitation, the right to sue for past infringements.

8.4 The Temporary Worker shall from time to time do all such acts and things and sign all such documents (without cost to the Company or the Client) at the request of the Company as may be necessary to perfect the assignments referred to in clause 8.2.

8.5 The Temporary Worker warrants that: -

- 8.5.1 he shall notify the Company immediately upon becoming aware of the possibility that the Client may wish him to supply his Services in any other Location than that stated in the Assignment Confirmation Schedule; and
- 8.5.2 in any case that he shall not commence delivery of his Services in any other Location than stated on the Assignment Confirmation Schedule without the Company's prior agreement, such agreement not to be unreasonably withheld.
- 8.6 The Temporary Worker shall at all times during the Assignment be eligible to work in the jurisdiction(s) where the Services are to be provided, and will upon first request produce such documentary evidence as identified by the appropriate laws and/or authorities of said jurisdiction(s) as proof of eligibility to work in the jurisdiction(s) where the Services are to be provided. Failure to produce such documentary evidence may result in termination of this Agreement.
- 8.7 The Temporary Worker warrants that he shall inform the Company immediately of any significant changes in circumstances, including but not limited to: -
 - 8.7.1 scope and/or nature of the Services;
 - 8.7.2 site and/or Location;
 - 8.7.3 rates and agreed working hours/days;
 - 8.7.4 the validity of the Temporary Worker's eligibility to work in the jurisdiction(s) where the Services are to be provided.
- 8.8 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment he should inform the Company within one hour of the commencement of the Assignment or shift.
- 8.9 If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why he may not be suitable for an Assignment, he shall notify the Company without delay.

9. VARIATIONS OF CONTRACT

- 9.1 The Temporary Worker understands and acknowledges that the Client may at any time and by written notice to the Company revise (any part of) its agreement with the Company. If the Client and the Company agree an amendment to their agreement which impacts on this Contract and necessitates an amendment to this Contract the Company shall:-
 - 9.1.1 inform the Temporary Worker as soon as reasonably practicable of any and all variations of the Contract, which may arise therefrom;
 - 9.1.2 seek the Temporary Worker's agreement thereto; and
 - 9.1.3 if not agreed, confirm the course of action to be followed.

10. DATA PROTECTION

- 10.1 The Temporary Worker consents to the Company and the Client:
 - 10.1.1 processing the Temporary Worker's personal data for purposes connected with the provision or otherwise in contemplation of providing the Services and for any

purposes connected with the performance of this Agreement and, for the avoidance of doubt, consents to the processing of any information obtained through any checks the Company and/or the Client is required to make; and

- 10.1.2 exporting and/or processing the Temporary Worker's personal data in jurisdictions outside the European Economic Area for purposes connected with the performance of this Agreement.

11. TERMINATION

11.1 Without limitation to any right the Company has to terminate the Assignment with immediate effect as set out in this clause 11, either party may terminate the Assignment by giving the notice specified in the Assignment Confirmation Note.

11.2 The Company may terminate the Assignment with immediate effect if:

11.2.1 the Temporary Worker has failed to adhere to the requirements of clauses 8.5 and/or 8.7;

11.2.2 the Temporary Worker fails to attend the Location to provide the Services;

11.2.3 the Temporary Worker fails to return completed signed timesheets in accordance with the provisions of clause 7.1.3;

11.2.4 the Temporary Worker has in relation to this Agreement committed an act or omission of dishonesty, incompetence or negligence; or is convicted of any indictable criminal offence (other than, where the Services do not require the Temporary Worker to drive, a road traffic offence for which a penalty of imprisonment is not imposed); or becomes bankrupt, applies for, or has made against him, a receiving order or makes any composition with his creditors;

11.2.4 the Company receives or obtains information which gives it reasonable grounds to believe that the Temporary Worker is unsuitable to provide services for the Client; or, if the information indicates that the Temporary Worker may be unsuitable, the Company has reasonable grounds to believe that the Temporary Worker is unsuitable after the Company has made such enquiries as are reasonably practicable as to such suitability;

11.2.5 the Company receives information which indicates that the Temporary Worker is not entitled or no longer entitled to lawfully live and work in the Location(s) where the Services are (to be) provided;

11.2.6 for any reason the Client:

11.2.6.1 terminates its corresponding agreement relating to the Assignment with the Company; or

11.2.6.2 cancels its requirement for the Services prior to the Start Date,

in relation to the provision of the Services by the Temporary Worker, and, for the

avoidance of doubt, the Company shall incur no liability for losses in connection with any such termination.

- 11.3 The Temporary Worker shall indemnify and hold harmless the Company from any loss, costs, damages and proceedings whatsoever, be they direct, indirect or inconsequential, resulting from or in connection with the Temporary Worker's failure to observe the notice period indicated in the Assignment Confirmation Note.

12. GENERAL

- 12.1 No neglect or forbearance by the Company to enforce any of its rights hereunder whether expressly or by implication shall be construed as a waiver of its rights and no such neglect or forbearance shall prejudice the Company's right to enforce that right in the future.
- 12.2 This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements and arrangements (if any) whether written, oral or implied between the Company and the Temporary Worker relating to the Services and all such agreements still effective at the date of this Agreement (if any) shall be deemed to have been terminated by mutual consent with effect from the Contract Start Date but without prejudice to any rights which have arisen prior to such termination and so that nothing in this clause 12.2 shall operate to exclude or limit the liability of any party in respect of fraud.
- 12.3 The Temporary Worker acknowledges that, in entering this Agreement, it has not relied on any representations by the Client or the Company made before the execution of this Agreement other than those expressly set out in this Agreement.
- 12.4 This Agreement is personal to the Temporary Worker and it shall not be entitled to assign or sub-contract its obligations or rights under this Agreement to any third party. Any assignment of this Agreement by the Company shall be subject to the Temporary Worker's prior consent (such consent not to be unreasonably withheld or delayed).
- 12.5 No amendment to this Agreement is effective unless it is in writing and signed on behalf of each party by a person duly authorised by that party.
- 12.6 Any notice required to be given under this Agreement (including the delivery of any timesheet or invoice) shall be: in writing signed by a person duly authorised by the sending party; delivered by hand, sent by facsimile, e-mail or prepaid first class post to the recipient at its fax number or address specified in this Agreement (or as otherwise notified from time to time to the sender by the recipient for the purposes of this Agreement).
- 12.7 This Agreement shall be governed by and construed in all respects in accordance with English law.
- 12.8 None of the provisions of this Agreement are intended to be for the benefit of, or enforceable by third parties (other than permitted assignees of the Company who shall be entitled to enforce the provisions of this Agreement as if original parties to it) and the operation of the Contracts (Rights of Third Parties) Act 1999 is excluded.

Notification to Opt-Out of the 48 hour Working Week

as defined in the Working Time Regulations 1998 (as may from time to time be amended)

I, «CANDIDATE_NAME», agree that I may work for more than an average of 48 hours a week (averaged over 17 weeks)

If I change my mind, I will give ARM 1 months written notice to end this agreement.

Signed

Dated

«CANDIDATE_ID»

Childcare scheme – For Contractors:

Status:

This scheme has been set up by the Government and is available on the same basis as Statutory Sick Pay (i.e. this can be made available to all individuals paid via PAYE regardless of their employment status). The provision of this service does not impart any employment related benefits on the self employed contractor. All assignments will continue to be provided under a Contract for Services and at no time does Advanced Resource Managers hold itself out to be the employer of the Contractor.

Benefit:

Childcare vouchers are a flexible way to assist managing the cost of childcare, whereby you can designate part of your contracted rate to be payable in childcare vouchers. Within specified limits the vouchers are Non-Taxable and exempt from National Insurance Contributions (N.I.C) for PAYE contractors. This is dependent upon personal circumstances. Childcare vouchers are a Government and HMRC support scheme.

Usage:

Childcare vouchers can be used to pay for the following forms of registered childcare: day nurseries, childminders, before & after school clubs, nannies, crèches, au pairs and holiday clubs for school aged children.

Applicable to:

All eligible working parents, with children under 16, regardless of tax status. Both parents can participate.

Scheme Provider:

Advanced Resource Managers are registered with Busybees Childcare Vouchers Limited.

Contact address – Administration Centre
Kuhlmann House
Lancaster Way
Fradley Park
Lichfield
Staffordshire
WS13 8SX

Freephone: 08000 430 860

Fax: 01543 266 606

To register and the administration process for the Contractor:

In the first instance you will need to personally telephone the Customer Services Department at Busybees using the freephone number above. A customer services agent will complete the order form over the telephone with you. You can discuss a financial example for your individual benefit, and at this stage you can request a full information pack.

If you decide to go ahead: - The order form will be sent to you to be checked and signed (**which is a variation to your contract**). **It is important to note** that you have the responsibility to take two photocopies, one for your records and one which must be sent to Advanced Resource Managers. You are responsible for sending the original to Busybees.

The order forms must be received by Busybees no later than 15 days before the Advanced

Resource Managers payroll is run.

You pass the vouchers to the child carer/nursery etc for payment of fees. If e-vouchers are selected, you log into the account to pay the carer or select autopay.

Administration process between Busybees & Payroll:

Advanced Resource Managers will pay Busybees at least 3 days prior to the payroll date.

A payroll schedule will be made for the amount stated on the individual order form.

Once payment is received by Busybees (via ARM payroll), the vouchers will be released by:

- sending directly to the parents via post
- electronically
- Busybees making a direct payment to the chosen carer and the carer redeeming the vouchers accordingly

Carer Registration:

In order for your chosen carer to be paid, Busybees will require their bank details.

The carer can either use the online application form or download the Voucher Redemption Agreements by logging onto the website.

Busybees will register all child carers on their database and check that they are registered with OFSTED or with the equivalent authority for Scotland, Wales, and Northern Ireland or have approved status.

Record keeping and the Inland Revenue:

Busybees will hold records of your carer details to include: registration or approval numbers, expiries and evidence. Additionally any changes to registration or approved status of childcare.

Advanced Resource managers will have the responsibility of requesting this information from Busybees for the purpose of producing documentation to the Inland Revenue if and when required.

Additional usage

Following recent changes to the Income Tax (Qualifying Child Care) Regulations 2008, parents can now use Childcare Vouchers* to pay schools for:-

- any activity that is not part of a child's compulsory education
- any activity that is out of school hours
- any activity that is held on school premises that can be inspected as part of the school inspection regime

For example, this may include boarding fees, music lessons and out of school clubs.

* The charges must be shown separately from those relating to compulsory education. All of the above Additional Usage criteria must be met in order to qualify.

Payment Logistics

Client specific procedures:-

Please be aware that Client specific procedures may overrule our standard procedures. Where this is the case, Client specific documentation will be included with the contract or under separate cover.

Ongoing payments:-

We require Temporary Workers to submit authorised timesheets on a weekly basis to allow for timely processing.

Cut-off point:-

We must be in receipt of authorised timesheet(s), expense claim form(s) and suitable receipts by 2pm on Tuesday of the week in which payment is required in order to execute payment by the Wednesday (for Friday clearance). We will endeavour to pay within 5-7 working days should this deadline be missed.

Timesheets:-

Timesheets will normally be included with the contract. Please contact us on accounts@arm.co.uk should a soft copy of the master timesheet be required.

We encourage early receipt of authorised timesheets, expense claim forms and suitable receipts, which should be emailed to ts@arm.co.uk, scanned in pdf, jpg, gif or tiff format. For any document received in this manner an automated email response will be issued. If for any reason it should not be possible for the Temporary Worker to email such documents, they may be faxed to us on fax number 08450 772800. Any documents sent to us by fax or email do not need to be re-sent by post.

eTimesheets:-

We utilise an electronic timesheet system for certain clients. If this should be applicable to this Assignment, the Temporary Workers will be informed of this and should receive an email within the first week of the assignment with login details. If this is not received, the Temporary Worker should contact his/her ARM representative.

Timesheets received more than four weeks after the worked week may be subject to delay while we obtain the Client's confirmation.

Exceptional Circumstances:-

Subject to provision of authorised timesheets, expense claim forms, suitable receipts and a valid invoice, we can make an urgent CHAPS transfer, although this service is subject to a £70 charge.

Expenses:-

We require any expense claims to be accompanied by suitable receipts and an authorised expense form, which the Client will provide. E-Timesheet users are required to complete the expense tab on the electronic timesheet for any expenses they wish to claim, and forward suitable receipts to ARM.

Remittance slips:-

We will send the Temporary Worker remittance slips to advise of any payments made. The Temporary Worker can indicate his/her preference for receipt by email or post on the payment details form enclosed with the contract.

Absences:-

The Temporary Worker should inform ARM of any days not worked (to be noted on the relevant timesheet). Temporary Workers who intend to claim paid holiday should clearly identify any paid holiday on their timesheets. PAYE contractors are entitled to Statutory Sick Pay from the 4th day of any consecutive illness. The first 3 days of any consecutive period of illness are "waiting days" for which no payment will be made. A Sick Note signed by your GP is required for any sickness lasting 7 consecutive days or more. **E-Timesheets users:** Any days when you are unable to provide your services (other than non contracted days) should be highlighted within the eTimesheet by using the un/planned absence functionality (please see help file for full details).

Contacts:-

General Finance Queries
Finance Phone
E-Timesheets / invoices
Timesheets/ invoices Fax

accounts@arm.co.uk
02392 228 221
ts@arm.co.uk
08450 772800

General Contract Queries
Contracts Phone
Contracts / documents fax

contracts@arm.co.uk
02392 415200
08450 772802

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