

## Terms of Business for the supply of Nursing Staff

### 1. DEFINITIONS AND INTERPRETATION

1.1. In these Terms the following definitions apply:

- “Assignment” means the assignment services to be performed by the Nurse for the Hirer for a period of time during which the Nurse is supplied by the Employment Business to work temporarily for and under the supervision and direction of the Hirer;
- “Assignment Details Form” means written confirmation of the assignment details agreed with the Hirer prior to commencement of the Assignment;
- “AWR” means the Agency Workers Regulations 2010 and/or the Agency Workers (Northern Ireland) Regulations 2011;
- “AWR Claim” means any complaint or claim to a tribunal or court made by or on behalf of the Nurse against the Hirer and/or the Employment Business for any breach of the AWR;
- “Calendar Week” means any period of seven days starting with the same day as the first day of the First Assignment;
- “Charges” means the hourly charges of the Employment Business calculated in accordance with clause 6.1 and as may be varied from time to time in accordance with these Terms;
- “Comparable Employee” means as defined in Schedule 1 to these Terms;
- “Conduct Regulations” means the Conduct of Employment Agencies and Employment Businesses Regulations 2003 and the Conduct of Employment Agencies and/or Employment Businesses Regulations (Northern Ireland) 2005;
- “Confidential Information” means any and all confidential commercial, financial, marketing, technical or other information or data of whatever nature relating to the Hirer or Employment Business or their business or affairs (including but not limited to these Terms, data, records, reports, agreements, software, programs, specifications, know-how, trade secrets and other information concerning the Assignment) in any form or medium whether disclosed or granted access to whether in writing, orally or by any other means, provided to the Nurse or any third party in relation to the Assignment by the Hirer or the Employment Business or by a third party on behalf of the Hirer whether before or after the date of these Terms together with any reproductions of such information in any form or medium or any part(s) of such information;
- “Control” means (a) the legal or beneficial ownership, directly or indirectly, of more than 50% of the issued share capital or similar right of ownership; or (b) the power to direct or cause the direction of the affairs and/or general management of the company, partnership, statutory body or other entity in question, whether through the ownership of voting capital, by contract or otherwise, and ‘Controls’ and ‘Controlled’ shall be construed accordingly;
- “Data Protection Laws” means the Data Protection Act 2018, the General Data Protection Regulation (EU 2016/679) and any applicable statutory or regulatory provi-

sions in force from time to time relating to the protection and transfer of personal data;

“Employment Business”	Personnel Recruitment Services Limited (registered company no. 03611213) trading as Medilink Nursing Limited of 43 Church Lane, Pudsey, West Yorkshire LS28 7RR;
“Engagement”	means the engagement (including the Nurse’s acceptance of the Hirer’s offer), employment or use of the Nurse by the Hirer or by any third party to whom the Nurse has been introduced by the Hirer, on a permanent or temporary basis, whether under a contract of service or for services; under an agency, licence, franchise or partnership agreement; or any other engagement; or through a limited company of which the Nurse is an officer, employee or other representative; and “Engage”, “Engages” and “Engaged” shall be construed accordingly;
“First Assignment”	means: <ul style="list-style-type: none"><li>(a) the relevant Assignment; or</li><li>(b) if, prior to the relevant Assignment:<ul style="list-style-type: none"><li>(i) the Nurse has worked in any assignment in the same role with the relevant Hirer as the role in which the Nurse works in the relevant Assignment; and</li><li>(ii) the relevant Qualifying Period commenced in any such assignment, that assignment (an assignment being (for the purpose of this defined term) a period of time during which the Nurse is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);</li></ul></li></ul>
“Hirer”	means the person, firm NHS Trust, public sector body, hospital or corporate body together with any subsidiary or associated person, firm or corporate body (as the case may be) to whom the Nurse is introduced;
“Hirer’s Group”	means (a) any individual, company, partnership, statutory body, NHS Trust, public sector body, hospital or other entity which from time to time Controls the Hirer, including (but not limited to) as a holding company as defined in section 1159 of the Companies Act 2006; and (b) any company, partnership, statutory body or other entity which from time to time is Controlled by or is under common Control with the Hirer, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;
“Introduction”	means (i) the passing to the Hirer of a curriculum vitae or information which identifies the Nurse; or (ii) the Hirer’s interview of the Nurse (in person or by telephone or by any other means), following the Hirer’s instruction to the Employment Business to supply a nurse; or (iii) the supply of the Nurse; and, in any case, which leads to an Engagement of the nurse or the Nurse; and “Introduced” and “Introducing” shall be construed accordingly;
“Losses”	means all losses, liabilities, damages, costs, expenses whether direct, indirect, special or consequential (including, without limitation, any economic loss or other loss of profits, business or goodwill, management time and reasonable legal fees) and charges, including such items arising out of or resulting from actions, proceedings, claims and demands;

“Nurse”	means the nurse, midwife, or other worker currently registered with the NMC, or Care Assistant, Support Worker or other worker who is Introduced by the Employment Business to provide services to the Hirer OR ;
“NMC”	means the Nursing and Midwifery Council;
“Period of Extended Hire”	means any additional period that the Hirer wishes the Nurse to be supplied for beyond the duration of the original Assignment or series of Assignments as an alternative to paying a Transfer Fee;
“Professional Indemnity Insurance”	means the insurance required under the Health Care and Associated Professions (Indemnity Arrangements) Order 2014 for registered health care professionals;
“Qualifying Period”	means 12 continuous Calendar Weeks during the whole or part of which the Nurse is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in Schedule 1 to these Terms;
“Relevant Period”	means whichever ends the later of (a) the period of 8 weeks commencing on the day after the <u>last</u> day on which the Nurse worked for the Hirer having been supplied by the Employment Business; or (b) the period of 14 weeks commencing on the <u>first</u> day on which the Nurse worked for the Hirer having been supplied by the Employment Business or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous assignment;
“Relevant Terms and Conditions”	means terms and conditions relating to: <ul style="list-style-type: none"><li>(a) pay;</li><li>(b) the duration of working time;</li><li>(c) night work;</li><li>(d) rest periods;</li><li>(e) rest breaks; and</li><li>(f) annual leave</li></ul> that are ordinarily included in the contracts of employees or workers (as appropriate) of the Hirer whether by collective agreement or otherwise and including (for the avoidance of doubt and without limitation) such terms and conditions that have become contractual by virtue of custom and practice, including copies of all relevant documentation;
“Remuneration”	includes gross base salary or fees, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, the benefit of a company car and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Nurse for services provided to or on behalf of the Hirer or any third party. Where a company car is provided, a notional amount of £5,000 will be added to the salary in order to calculate the Transfer Fee;
“Revalidation”	means the process by which a Nurse or midwife demonstrates their fitness to practice and maintains NMC registration;

“Safeguarding Legislation”	means the Safeguarding Vulnerable Persons Act 2006 or the Protecting Vulnerable Groups (Scotland) Act 2007 or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007;
“Temporary Work Agency”	means as defined in Schedule 1 to these Terms;
“Terms”	means these terms of business (including the attached schedules) together with any applicable Assignment Details Form;
“Transfer Fee”	means the fee payable in accordance with clause 8 of these Terms and Regulation 10 of the Conduct Regulations;
“Vulnerable Person”	means any person who by reason of age, infirmity, illness, disability or any other circumstance is in need of care or attention, and includes any person under the age of eighteen; and
“WTR”	means the Working Time Regulations 1998 and/or the Working Time Regulations (Northern Ireland) 1998.

- 1.2. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.
- 1.4. Any reference, express or implied, to an enactment includes a reference to that enactment as from time to time amended, modified, extended, re-enacted, replaced or applied by or under any other enactment (whether before or after the date of these Terms) and all subordinate legislation made (before or after these Terms) under it from time to time.

## 2. THE CONTRACT

- 2.1. These Terms constitute the entire agreement between the Employment Business and the Hirer for the supply of the Nurse’s services by the Employment Business to the Hirer and are deemed to be accepted by the Hirer by virtue of its request for, interview with or Engagement of the Nurse, or the passing of any information by the Hirer about a Nurse to any third party following an Introduction. A guide providing full details about the Employment Business’s services is available on request.
- 2.2. Unless otherwise agreed in writing by *a director* of the Employment Business, these Terms prevail over any terms of business or purchase conditions (or similar) put forward by the Hirer.
- 2.3. Subject to clause 6.2, no variation or alteration to these Terms shall be valid unless the details of such variation are agreed between *a director* of the Employment Business and the Hirer and are set out in writing and a copy of the varied Terms is given to the Hirer stating the date on or after which such varied Terms shall apply.
- 2.4. The Employment Business shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973) when Introducing Nurses for Assignments with the Hirer.

## 3. HIRER OBLIGATIONS

- 3.1. To enable the Employment Business to comply with its obligations under the Conduct Regulations the Hirer undertakes to provide to the Employment Business details of the position which the Hirer seeks to fill, including the following:
  - 3.1.1. the type of work that the Nurse would be required to do;
  - 3.1.2. the location and hours of work;

- 3.1.3. the experience, training, qualifications and any authorisation which the Hirer considers necessary or which are required by law or any professional body for the Nurse to possess in order to work in the position;
  - 3.1.4. any risks to health or safety known to the Hirer and what steps the Hirer has taken to prevent or control such risks;
  - 3.1.5. the date the Hirer requires the Nurse to commence the Assignment;
  - 3.1.6. the duration or likely duration of the Assignment.
- 3.2. The Hirer will assist the Employment Business in complying with the Employment Business's duties under the WTR by supplying any relevant information about the Assignment requested by the Employment Business and the Hirer will not do anything to cause the Employment Business to be in breach of its obligations under the WTR. If the Hirer requires the services of a Nurse for more than 48 hours in any week during the course of an Assignment, the Hirer must notify the Employment Business of this requirement before the commencement of the Assignment or at the very latest, where this is not reasonably practicable, before the commencement of the week in which the Hirer requires the Nurse to work in excess of 48 hours.
- 3.3. For the avoidance of doubt, if the Hirer requires or may require a Nurse to work on-call, the Hirer and the Employment Business agree that the Nurse's working time:
- 3.3.1. shall include any on-call time where a Nurse is required either to be both physically present at the Hirer's premises or at another place as determined by the Hirer and available to carry out activities or duties for the Hirer;
  - 3.3.2. shall include any time during which the Nurse actually carries out activities or duties for the Hirer by virtue of being on-call even though s/he is not required to be physically present throughout the period of on-call time at the Hirer's premises or at another place as determined by the Hirer; and
  - 3.3.3. shall not include any on-call time during which the Nurse is not required to be physically present at the Hirer's premises or at another place as determined by the Hirer and during which s/he is not carrying out activities or duties for the Hirer as part of the Assignment.
- 3.4. If the Hirer considers that the activities of any Assignment fall within the exclusions under Regulation 21 (Other special cases) of the WTR by virtue of the activities involving the need for continuity of service in relation to services relating to the reception, treatment or care provided by hospitals or similar establishments residential institutions and prisons, the Hirer will comply with and will assist the Employment Business in complying with the corresponding obligations under Regulation 24 (Compensatory rest) of the WTR. For the avoidance of doubt, by virtue of Regulation 24 where a Nurse is obliged to work during a period which would otherwise be a rest period or rest break by reason of the activities falling within the exclusions under Regulation 21 (described above), the Nurse is entitled to be allowed to take an equivalent period of compensatory rest and, in exceptional cases in which it is not possible, for objective reasons, to grant a period of compensatory rest, the Nurse shall be afforded such protection as may be appropriate in order to safeguard his/her health and safety.
- 3.4.1. The Hirer will comply with its obligations under Regulation 12 (Rights of agency workers in relation to access to collective facilities and amenities) and Regulation 13 (Rights of agency workers in relation to access to employment) of the AWR.
- 3.5. To enable the Employment Business to comply with its obligations under the AWR, the Hirer undertakes as soon as possible prior to the commencement of each Assignment and during each Assignment (as appropriate) and at any time at the Employment Business's request:
- 3.5.1. to inform the Employment Business of any Calendar Weeks in which the relevant Nurse has worked in the same or a similar role with the Hirer via any third party

prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment which count or may count towards the Qualifying Period;

- 3.5.2. if the Nurse has worked in the same or a similar role with the Hirer via any third party prior to the date of commencement of the relevant Assignment and/or works in the same or a similar role with the Hirer via any third party during the relevant Assignment, to provide the Employment Business with all the details of such work, including (without limitation) details of where, when and the period(s) during which such work was undertaken and any other details requested by the Employment Business;
  - 3.5.3. to inform the Employment Business if the Nurse has prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment carried out work which could be deemed to count toward the Qualifying Period for the relevant Assignment in accordance with regulation 9 of the AWR because s/he has:
    - 3.5.3.1. completed two or more assignments with the Hirer;
    - 3.5.3.2. completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group; and/or
    - 3.5.3.3. worked in more than two roles during an assignment with the Hirer and on at least two occasions worked in a role that was not the same role as the previous role;
  - 3.5.4. save where the Nurse will not complete the Qualifying Period during the term of the Assignment, to:
    - 3.5.4.1. provide the Employment Business with written details of the basic working and employment conditions the Nurse would be entitled to for doing the same job if the Nurse had been recruited directly by the Hirer as an employee or worker at the time the Qualifying Period commenced or with those of a Comparable Employee, such basic working and employment conditions being the Relevant Terms and Conditions;
    - 3.5.4.2. inform the Employment Business in writing whether the Relevant Terms and Conditions provided are those of a hypothetical directly recruited employee or worker or those of a Comparable Employee;
    - 3.5.4.3. if the Relevant Terms and Conditions provided are those of a Comparable Employee, provide the Employment Business with a written explanation of the basis on which the Hirer considers that the relevant individual is a Comparable Employee; and
    - 3.5.4.4. inform the Employment Business in writing of any variations in the Relevant Terms and Conditions made at any time during the relevant Assignment after the Qualifying Period commenced; and
  - 3.5.5. save where the Nurse will not complete the Qualifying Period during the term of the Assignment, to provide the Employment Business with written details of its pay and benefits structures and appraisal processes and any variations of the same.
- 3.6. In addition, for the purpose of awarding any bonus to which the Nurse may be entitled under the AWR, the Hirer will:
- 3.6.1. integrate the Nurse into its relevant performance appraisal system;
  - 3.6.2. assess the Nurse's performance;
  - 3.6.3. provide the Employment Business with copies of all documentation relating to any appraisal of the Nurse, including without limitation written details of the outcome of any appraisal and the amount of any bonus awarded; and

- 3.6.4. provide the Employment Business with all other assistance the Employment Business may request in connection with the assessment of the Nurse's performance for the purpose of awarding any bonus.
  - 3.7. The Hirer will comply with all the Employment Business's requests for information and any other requirements to enable the Employment Business to comply with the AWR.
  - 3.8. The Hirer warrants that:
    - 3.8.1. all information and documentation supplied to the Employment Business in accordance with clauses 3.5, 3.6 and 3.7 is complete, accurate and up-to-date; and
    - 3.8.2. it will, during the term of the relevant Assignment, immediately inform the Employment Business in writing of any subsequent change in any information or documentation provided in accordance with clauses 3.5, 3.6 and 3.7.
  - 3.9. Without prejudice to clauses 16.7 and 16.8, the Hirer shall inform the Employment Business in writing of any:
    - 3.9.1. oral or written complaint the Nurse makes to the Hirer which is or may be a complaint connected with rights under the AWR; and
    - 3.9.2. written request for information relating to the Relevant Terms and Conditions that the Hirer receives from the Nurse

as soon as possible but no later than 7 calendar days from the day on which any such oral complaint is made to or written complaint or request is received by the Hirer and the Hirer will take such action and give such information and assistance as the Employment Business may request, and within any time-frame requested by the Employment Business, in order to resolve any such complaint or to provide any such information in a written statement to the Nurse within 28 days of the Hirer's receipt of such a request in accordance with Regulation 16 of the AWR and the Hirer will provide the Employment Business with a copy of any such written statement.

- 3.10. The Hirer undertakes that it knows of no reason why it would be detrimental to the interests of the Nurse for the Nurse to fill the Assignment.

#### 4. INFORMATION TO BE PROVIDED BY THE EMPLOYMENT BUSINESS TO THE HIRER

- 4.1. When Introducing a Nurse to the Hirer the Employment Business shall inform the Hirer:
  - 4.1.1. of the identity of the Nurse;
  - 4.1.2. that the Nurse has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work in the Assignment;
  - 4.1.3. that the Nurse is willing to work in the Assignment; and
  - 4.1.4. the Charges.
- 4.2. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any Public or Bank Holiday) following, save where the Nurse is Introduced for an Assignment in the same position as one in which the Nurse had previously been supplied within the previous 5 business days and such information has already been given to the Hirer, unless the Hirer requests that the information be resubmitted.

#### 5. TIMESHEETS

- 5.1. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of 1 week or less) the Hirer shall sign the Employment Business's timesheet verifying the number of hours worked by the Nurse during that week.

- 5.2. Signature of the timesheet by the Hirer is confirmation of the number of hours worked. If the Hirer is unable to sign a timesheet produced for authentication by the Nurse because the Hirer disputes the hours claimed, the Hirer shall inform the Employment Business as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with the Employment Business to enable the Employment Business to establish what hours, if any, were worked by the Nurse. Failure to sign the timesheet does not absolve the Hirer of its obligation to pay the Charges in respect of the hours worked.
- 5.3. The Hirer shall not be entitled to decline to sign a timesheet on the basis that it is dissatisfied with the work performed by the Nurse. In the event that the Hirer is dissatisfied with the Nurse the provisions of clause 12.1 below shall apply.

## 6. CHARGES

- 6.1. The Hirer agrees to pay the Charges as notified to and agreed with the Hirer. The Charges are calculated according to the number of hours worked by the Nurse (to the nearest quarter hour) and comprise the following:
- 6.1.1. the Nurse's hourly rate of pay;
  - 6.1.2. an amount equal to any paid holiday leave to which the Nurse is entitled in connection with the WTR and, where applicable, the AWR and which is accrued during the course of an Assignment;
  - 6.1.3. any other amounts to which the Nurse is entitled under the AWR, where applicable;
  - 6.1.4. employer's national insurance contributions;
  - 6.1.5. any travel, hotel or other expenses as may have been agreed with the Hirer or, if there is no such agreement, such expenses as are reasonable; and
  - 6.1.6. the Employment Business's commission, which is calculated as a percentage of the Nurse's hourly rate.
- 6.2. The Employment Business reserves the right to vary the Charges agreed with the Hirer, by giving written notice to the Hirer:
- 6.2.1. in order to comply with any additional liability imposed by statute or other legal requirement or entitlement, including but not limited to the AWR and the WTR; and/or
  - 6.2.2. if there is any variation in the Relevant Terms and Conditions.
- 6.3. The Employment Business will invoice the Charges to the Hirer on a weekly basis. The Hirer will pay the Charges within 30 days of the date of the invoice.
- 6.4. In addition to the Charges, the Hirer will pay the Employment Business an amount equal to any bonus that the Hirer awards to the Nurse in accordance with clause 3.6 immediately following any such award and the Employment Business will pay any such bonus to the Nurse. For the avoidance of doubt, the Hirer will also pay any employer's national insurance contributions and the Employment Business's commission on the bonus (calculated using the same percentage rate as that used under clause 6.1.6) in addition to any bonus payable to the Nurse.
- 6.5. VAT is payable at the applicable rate on the entirety of the Charges and all sums payable under clause 6.4, save where a relevant concession applies as notified by the Employment Business.
- 6.6. The Employment Business reserves the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998 on invoiced amounts unpaid by the due date at the rate of 8% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment.
- 6.7. The Employment Business will not refund any of the Charges.

6.8. The Hirer's obligations under this clause 6 shall be performed without any right of the Hirer to invoke set-off, deductions, withholdings or other similar rights.

## 7. PAYMENT OF THE NURSE

The Employment Business is responsible for paying the Nurse and where appropriate, for the deduction and payment of national insurance contributions and PAYE Income Tax applicable to the Nurse pursuant to sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003.

## 8. TRANSFER FEES

8.1. The Hirer shall be liable to pay a Transfer Fee if the Hirer Engages a Nurse Introduced by the Employment Business other than via the Employment Business or introduces the Nurse to a third party and such introduction results in an Engagement of the Nurse by the third party other than via the Employment Business and:

8.1.1. where the Nurse has been supplied by the Employment Business, such Engagement takes place during the Assignment or within the Relevant Period; or

8.1.2. where the Nurse has not been supplied, such Engagement takes place within 6 months from the date of the Introduction to the Hirer.

The Transfer Fee will be calculated in accordance with Schedule 2.

8.2. If the Hirer wishes to Engage the Nurse other than via the Employment Business without liability to pay a Transfer Fee, the Hirer may, on giving two week's written notice to the Employment Business, engage the Nurse for the Period of Extended Hire specified in Schedule 2.

8.3. During such Period of Extended Hire the Employment Business shall supply the Nurse on the same terms on which s/he has or would have been supplied during the Assignment and in any case on terms no less favourable than those terms which applied immediately before the Employment Business received the notice in clause 8.2; and the Hirer shall continue to pay the Charges set out in clause 6. If the Employment Business is unable to supply the Nurse for any reason outside its control for the whole or any part of the Period of Extended Hire; or the Hirer does not wish to hire the Nurse on the same terms as the Assignment; but the Nurse is Engaged by the Hirer, the Hirer shall pay the Transfer Fee, reduced pro-rata to reflect any Charges paid by the Hirer during any part of the Period of Extended Hire worked by the Nurse before being Engaged by the Hirer. If the Hirer fails to give notice of its intention to Engage the Nurse other than via the Employment Business before such Engagement commences, the parties agree that the Transfer Fee shall be due in full.

8.4. Where prior to the commencement of the Hirer's Engagement other than via the Employment Business, the Employment Business and the Hirer agree that such Engagement will be on the basis of a fixed term of less than 12 months, the Employment Business may, in its absolute discretion, reduce the Transfer Fee as calculated in accordance with Schedule 2 pro-rata. Such reduction is subject to the Hirer Engaging the Nurse for the agreed fixed term. Should the Hirer extend the Nurse's Engagement or re-Engage the Nurse within 12 months from the commencement of the initial Engagement the Employment Business reserves the right to recover the balance of the Transfer Fee.

8.5. The Employment Business will not refund the Transfer Fee in the event that the Engagement of the Nurse other than via the Employment Business by the Hirer or by a third party to which the Hirer introduces the Nurse terminates or terminates before the end of the fixed term referred to in clause 8.4.

8.6. VAT is payable in addition to any Transfer Fee due.

## 9. SUITABILITY CHECKS AND INFORMATION TO BE PROVIDED IN SPECIAL SITUATIONS

9.1. Where:

- 9.1.1. the Nurse is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment or where the Assignment involves working with, caring for or attending one or more Vulnerable Persons, the Employment Business will take all reasonably practicable steps to obtain and offer to provide to the Hirer copies of any relevant qualifications or authorisations of the Nurse which includes an NMC Pin (registration number), confirmation in respect of Revalidation and Professional Indemnity Insurance; and
- 9.1.2. the Assignment involves working with, caring for or attending one or more Vulnerable Persons, the Employment Business will in addition take all reasonably practicable steps to obtain and offer to provide copies to the Hirer of two references from persons who are not relatives of the Nurse and who have agreed that the references they provide may be disclosed to the Hirer;

and the Employment Business will take such other reasonably practicable steps as are required to confirm that the Nurse is suitable for the Assignment. If the Employment Business has taken all reasonably practicable steps to obtain the information above and has been unable to do so fully it shall inform the Hirer of the steps it has taken to obtain this information in any event.

- 9.2. The Hirer shall advise the Employment Business at the time of instructing the Employment Business to supply a Nurse whether during the course of the Assignment, the Nurse will be required to work with, care for or attend one or more Vulnerable Persons or engage in regulated activity as defined in the Safeguarding Legislation.
- 9.3. The Hirer shall assist the Employment Business by providing any information required to allow the Employment Business to comply with its statutory obligations under the Safeguarding Legislation and to allow the Employment Business to select a suitable Nurse for the Assignment.
- 9.4. In particular in the event that the Hirer removes a Nurse from an Assignment in circumstances which would require the Employment Business to provide information to the Disclosure and Barring Service (or the equivalent authority) under the Safeguarding Legislation, the Hirer will provide sufficient information to the Employment Business to allow it to discharge its statutory obligations.

## **10. POLICIES AND PROCEDURES**

- 10.1. The Nurse is precluded from assisting any patient when working on an Assignment in relation to making a will or codicil or from benefiting under the terms of any will or codicil made by any patient.
- 10.2. The Hirer will co-operate with the Employment Business in relation to any assessment of the risks at the premises where the Assignment is to be carried out and will provide all relevant information upon request to the Employment Business.
- 10.3. The Nurse will be subject to the Hirer's policies regarding administering and/or assisting with medication. The policy will also define the limits of the Nurse's assistance and the tasks which may not be undertaken without specialist training. The Hirer shall not request the Nurse to act in any way which is a breach of the said policies.
- 10.4. Where the Nurse is supplied to a patient's home, the Nurse shall not use any third party owned equipment in the home unless the equipment is in a safe condition and the necessary checks have been undertaken by the provider of the equipment.

## **11. COMPLAINTS PROCEDURE**

- 11.1. Where the Hirer has any cause for concern or wishes to make any complaint about the services provided during the Assignment, the Hirer shall submit such complaints to the Employment Business and such complaints shall be dealt with in accordance with the Employment Business

ness's complaints procedure. A copy of the Employment Business's complaints procedure will be supplied to the Hirer and to anyone who requests a copy of the procedure on behalf of the Hirer.

## **12. UNSUITABILITY OF THE NURSE**

12.1. The Hirer undertakes to supervise the Nurse sufficiently to ensure the Hirer's satisfaction with the Nurse's standards of work. If the Hirer reasonably considers that the services of the Nurse are unsatisfactory, the Hirer may terminate the Assignment either by instructing the Nurse to leave the Assignment immediately, or by directing the Employment Business to remove the Nurse. The Employment Business may, in its absolute discretion, in such circumstances, reduce or cancel the Charges for the time worked by that Nurse, provided that the Hirer has notified the Employment Business immediately that they have asked the Nurse to leave the Assignment or the Assignment terminates:

- 12.1.1. within 4 hours of the Nurse commencing the Assignment where the Assignment is for more than 7 hours; or
- 12.1.2. within 2 hours for Assignments of 7 hours or less;

and provided that notification of the unsuitability of the Nurse is confirmed in writing to the Employment Business within 48 hours of the termination of the Assignment.

12.2. The Employment Business shall notify the Hirer immediately if it receives or otherwise obtains information which gives the Employment Business reasonable grounds to believe that any Nurse supplied to the Hirer is unsuitable for the Assignment and shall be entitled to terminate the Assignment forthwith without prior notice and without liability. Notwithstanding, the Hirer shall remain liable for all Charges incurred prior to the termination of the Assignment.

12.3. The Hirer shall notify the Employment Business immediately and without delay and in any event within 2 hours if the Nurse fails to attend work or has notified the Hirer that they are unable to attend work for any reason.

## **13. TERMINATION OF THE ASSIGNMENT**

Any of the Hirer, the Employment Business or the Nurse may terminate an Assignment at any time without prior notice and without liability (except in the case of termination by the Hirer, who shall be liable for any Charges due under clause 6 above).

## **14. CONFIDENTIALITY AND DATA PROTECTION**

14.1. All information relating to a Nurse is confidential and subject to the Data Protection Laws and is provided solely for the purpose of providing work-finding services to the Hirer. Such information must not be used for any other purpose nor divulged to any third party and the Hirer undertakes to abide by the provisions of the Data Protection Laws in receiving and processing the data at all times.

14.2. The Employment Business undertakes to keep confidential all Relevant Terms and Conditions that the Hirer discloses to the Employment Business and not to use such information except for the purposes of compliance with the AWR (including, for the avoidance of doubt and without limitation, when dealing with any request for information or complaint made by any Nurse or any AWR Claim).

14.3. Information relating to the Employment Business's business which is capable of being confidential must be kept confidential and not divulged to any third party, except information which is in the public domain.

## **15. INTELLECTUAL PROPERTY RIGHTS**

All copyright, trademarks, patents and other intellectual property rights deriving from the Assignment shall belong to the Hirer. Accordingly the Employment Business shall use its reasonable endeavours to

ensure that the Nurse shall execute all such documents and do all such acts in order to give effect to the Hirer's rights pursuant to this clause.

## **16. LIABILITY**

16.1. Whilst reasonable efforts are made by the Employment Business to give satisfaction to the Hirer by ensuring reasonable standards of skill, integrity and reliability from the Nurse and to provide the same in accordance with the Assignment details as provided by the Hirer, no liability is accepted by the Employment Business for any loss, expense, damage or delay arising from any failure to provide any Nurse for all or part of the Assignment or from the negligence, dishonesty, misconduct or lack of skill of the Nurse or if the Nurse terminates the Assignment for any reason. For the avoidance of doubt, the Employment Business does not exclude liability for death or personal injury arising from its own negligence or for any other loss which it is not permitted to exclude under law.

16.2. Nurses supplied by the Employment Business pursuant to these Terms are engaged under contracts for services. They are not the employees of the Employment Business but are deemed to be under the supervision and direction of the Hirer from the time they report to take up duties and for the duration of the Assignment. The Hirer agrees to be responsible for all acts, errors or omissions of the Nurse, whether wilful, negligent or otherwise as though the Nurse was on the payroll of the Hirer.

16.3. The Hirer shall advise the Employment Business of any special health and safety matters about which the Employment Business is required to inform the Nurse and about any requirements imposed by law or by any professional body, which must be satisfied if the Nurse is to fill the Assignment.

16.4. The Hirer will also comply in all respects with all statutory provisions as are in force from time to time including, for the avoidance of doubt, but not limited to the WTR, the Data Protection Laws, Health and Safety At Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, by-laws, codes of practice and legal requirements to which the Hirer is ordinarily subject in respect of the Hirer's own staff (excluding the matters specifically mentioned in clause 7 above), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Nurse during all Assignments.

16.5. The Hirer undertakes not to request the supply of a Nurse to perform the duties normally performed by a worker who is taking part in official industrial action or duties normally performed by a worker who has been transferred by the Hirer to perform the duties of a person on strike or taking official industrial action.

16.6. The Hirer shall indemnify and keep indemnified the Employment Business against any Losses incurred by the Employment Business arising out of any Assignment or arising out of any non-compliance with, and/or as a result of any breach of, these Terms by the Hirer.

16.7. The Hirer shall inform the Employment Business in writing of any AWR Claim which comes to the notice of the Hirer as soon possible but no later than 7 calendar days from the day on which any such AWR Claim comes to the notice of the Hirer.

16.8. If the Nurse brings, or threatens to bring, any AWR Claim, the Hirer undertakes to take such action and give such information and assistance as the Employment Business may request, and within any timeframe requested by the Employment Business and at the Hirer's own cost, to avoid, dispute, resist, mitigate, compromise or defend any such AWR Claim and to appeal against any judgment given in respect thereof.

## **17. RIGHTS OF THIRD PARTIES**

None of the provisions of these Terms are intended to be for the benefit of or enforceable by third parties and the operation of the Contracts (Rights of Third Parties) Act 1999 is excluded.

**18. NOTICES**

All notices which are required to be given in accordance with these Terms shall be in writing and may be delivered personally or by first class prepaid post to the registered office of the party upon whom the notice is to be served or any other address that the party has notified the other party in writing, including by email or facsimile transmission. Any such notice shall be deemed to have been served: if by hand when delivered, if by first class post 48 hours following posting and if by email or facsimile transmission, when that email or facsimile is sent.

**19. SEVERABILITY**

If any of the provisions of these Terms shall be determined by any competent authority to be unenforceable to any extent, such provision shall, to that extent, be severed from the remaining Terms, which shall continue to be valid to the fullest extent permitted by applicable laws.

**20. GOVERNING LAW AND JURISDICTION**

These Terms are governed by the law of *England & Wales* and are subject to the exclusive jurisdiction of the Courts of *England & Wales*.

*I confirm I am authorised to sign these Terms for and on behalf of the Hirer.*

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*Signed for and on behalf of the Hirer*

-----  
*Name*

-----  
*Legal Entity (Company name)*

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*Position*

-----  
*Date*

SCHEDULE 1: "COMPARABLE EMPLOYEE", "QUALIFYING PERIOD" AND "TEMPORARY WORK AGENCY"

"Comparable Employee" means as defined in Regulation 5(4) of the AWR being an employee of the Hirer who:

- (a) works for and under the supervision of the Hirer and is engaged in the same or broadly similar work as the Nurse having regard, where relevant, to whether the employee and the Nurse have a similar level of qualification and skill; and
- (b) works or is based at the same establishment as the Nurse or, where there is no comparable employee working or based at that establishment who satisfies the requirements of (a) above, works or is based at a different establishment and satisfies those requirements.

For the purpose of the definition of "Qualifying Period" in clause 1.1 of these Terms, when calculating whether any weeks completed with the Hirer count as continuous towards the Qualifying Period, where:

- (a) the Nurse has started working during an assignment and there is a break, either between assignments or during an assignment, when the Nurse is not working;
- (b) the break is:
  - (i) for any reason and not more than six Calendar Weeks;
  - (ii) wholly due to the fact that the Nurse is incapable of working in consequence of sickness or injury and the break is 28 Calendar Weeks or less; paragraph (iii) does not apply; and, if required to do so by the Employment Business, the Nurse has provided such written medical evidence as may reasonably be required;
  - (iii) related to pregnancy, childbirth or maternity and is at a time in a protected period, being a period beginning at the start of the pregnancy and ending at the end of the 26 weeks beginning with childbirth (being the birth of a living child or the birth of a child whether living or dead after 24 weeks of pregnancy) or, if earlier, when the Nurse returns to work;
  - (iv) wholly for the purpose of taking time off or leave, whether statutory or contractual, to which the Nurse is otherwise entitled which is:
    - i. ordinary, compulsory or additional maternity leave;
    - ii. ordinary or additional adoption leave;
    - iii. ordinary or additional paternity leave;
    - iv. time off or other leave not listed in paragraphs (iv)i, ii, or iii above; or
    - v. for more than one of the reasons listed in paragraphs (iv)i, ii, iii to iv above;
  - (v) wholly due to the fact that the Nurse is required to attend at any place in pursuance to being summoned for service as a juror and the break is 28 Calendar Weeks or less;
  - (vi) wholly due to a temporary cessation in the Hirer's requirement for any worker to be present at the establishment and work in a particular role for a pre-determined period of time according to the established custom and practices of the Hirer;
  - (vii) wholly due to a strike, lock-out or other industrial action at the Hirer's establishment; or
  - (viii) wholly due to more than one of the reasons listed in paragraphs (ii), (iii), (iv), (v), (vi) or (vii); and

(c) the Nurse returns to work in the same role with the Hirer, any weeks during which the Nurse worked for the Hirer before the break shall be carried forward and treated as counting towards the Qualifying Period with any weeks during which the Nurse works for the Hirer after the break. In addition, when calculating the number of weeks during which the Nurse has worked, where the Nurse has started working in a role during an Assignment and is unable to continue working for a reason described in paragraph (b)(iii) or (b)(iv)i, ii, or iii., for the period that is covered by one or more such reasons, the Nurse shall be deemed to be working in that role with the Hirer for the original intended duration or likely duration of the relevant Assignment, whichever is the longer. For the avoidance of doubt, time spent by the Nurse working during an assignment before 1 October 2011 does not count for the purposes of the definition of "Qualifying Period".

"Temporary Work Agency" means as defined in Regulation 4 of the AWR being a person engaged in the economic activity, public or private, whether or not operating for profit, and whether or not carrying on such activity in conjunction with others, of:

- (a) supplying individuals to work temporarily for and under the supervision and direction of hirers; or

- (b) paying for, or receiving or forwarding payment for, the services of individuals who are supplied to work temporarily for and under the supervision and direction of hirers.

Notwithstanding paragraph (b) of this definition a person is not a Temporary Work Agency if the person is engaged in the economic activity of paying for, or receiving or forwarding payments for, the services of individuals regardless of whether the individuals are supplied to work for hirers. For the purpose of this definition, a "hirer" means a person engaged in economic activity, public or private, whether or not operating for profit, to whom individuals are supplied, to work temporarily for and under the supervision and direction of that person.

#### SCHEDULE 2: TRANSFER FEES

- 1.1 (a) The Transfer Fee referred to in clause 8 shall be agreed in writing between the Employment Business and the Hirer. In the event that the parties do not agree the amount of the Transfer Fee then the Employment Business shall be entitled to charge a fee calculated as follows: 18 % of the Remuneration payable to the Nurse during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the Charges multiplied by 300.
- (b) The Period of Extended Hire, referred to in clause 8, before the Hirer Engages a Nurse, shall be agreed in writing between the Employment Business and the Hirer. In the event that the parties do not agree the length of the Period of Extended Hire then the period shall be 18 weeks.