

CONCEPT CARE & CONSULTANCY SERVICES LTD

(Health Care Recruitment & Consultancy Specialist)

Time Sheet No.: **4581**

CLIENT NAME AND ADDRESS

STAFF NAME:
GRADE:

Day	COMPLETE AS APPROPRIATE		HOURS WORKED		BREAK	TOTAL HOURS		Client Signature
	Duty Date	Sleep in	From	To	Time	Day	Night	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Bank Hol								
Total Hours								

Total Hours worked.....

Quality Assurance, please complete:

- | | | | |
|---|---|--|---|
| Was the staff on time? | <input type="checkbox"/> Y <input type="checkbox"/> N | Was the staff wearing uniform? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Did the staff interact with staff & client? | <input type="checkbox"/> Y <input type="checkbox"/> N | Was the staff clean and tidy? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Did the staff follow instruction promptly? | <input type="checkbox"/> Y <input type="checkbox"/> N | Was the staff polite and courteous? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Are you happy with the staff performance? | <input type="checkbox"/> Y <input type="checkbox"/> N | Was the staff competent in their role? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Are you happy to accept the staff again? | <input type="checkbox"/> Y <input type="checkbox"/> N | Was the staff wearing the badge? | <input type="checkbox"/> Y <input type="checkbox"/> N |

Thanks for completing this questionnaire.

I/ we accept the conditions of engagement overleaf and agree that my company will be involved for all hours signed for above.

Name:.....
(Authorised person only)

Signature:.....

Position:.....

Date:.....

White Copy: Concept Care

Yellow Copy: Client

Pink Copy: Staff

Phone: 0121 554 7750 Fax: 0121 554 5400 On Call hours: 0121 554 7750 (Anytime) 07896 567405 (54/7)

CONDITIONS OF ENGAGEMENT

Concept care, hereafter called 'the agency' supply this information as our terms of business for the supply of temporary staff, the conditions on which you accept the services of the agency, acting as Agent on your behalf, as an employment agency. The 1973 Employment Act and other relevant statutes apply. These conditions below are deemed to be accepted by and binding on all clients for any member of our staff introduced by us and appointed by the client. We do not accept responsibility for information provided by employees contracted to clients and strongly recommend clients check their validity prior to engagement. In the case of qualified nurses, all statutory requirements as contained in the Nurses Agencies Regulations of 1961 inclusive of any statutory modifications are binding.

PAYMENT

Payment is required immediately on receipt of our invoice as we have paid our employee by the time you receive the bill. We reserve the right to request a deposit in an amount to be agreed as security against final payment.

LATE PAYMENT OF INVOICES

All payments on invoices should be received within 14 days from the date of invoice, and unless we have specifically agreed different terms in advance, a surcharge of 10% would be levied on any such invoice not received.

CHARGES PAYABLE

We charge clients for work undertaken by contracted staff. These charges shall consist of the amount payable to or on behalf of the staff, our commission at 12% and any expenses reimbursed all of which have been notified previously. VAT charges on the commissions and where applicable an amount in respect of Employers National Insurance Contributions shall also be charged. Reviews and variations to our charges will be notified to you in writing in advance when appropriate. All charges must be paid to the agency, including the employees pay element, which must not be paid to the employee directly. Although employees are self-employed, we are required by the Inland Revenue and the Department of Social Security to deduct Income Tax and National Insurance contributions where appropriate and pay these elements to the Inspector of Taxes.

TIME SHEETS

It is in the employee's interest to ensure that their time sheet is signed each week for every assignment and that it is submitted weekly before payments can be approved and made. Delays in time sheet submission may delay payments to employees.

STANDARDS OF CONDUCT

Whilst every effort is made by the Employment Agency to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from Temporary Workers and further to provide them in accordance with the Client's booking details, the Employment Agency is not liable for any loss, expense, damage or delay arising from any failure to provide a Temporary Worker for all or part of the period of booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Worker. For the avoidance of doubt, the Employment Agency does not exclude liability for death or personal injury arising from its own negligence.

DIRECTION / SUPERVISION

Temporary Workers are engaged by the Employment Agency under contracts for services. They are deemed to be under the supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment. The Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker, whether wilful, negligent or otherwise as though he was on the payroll of the Client. The Client will also comply in all respects with all statutes including, for the avoidance of doubt, the Working Time Regulations, by-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect to the Client's own staff including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Temporary Worker during all assignments. The Client shall also advise the Employment Agency of any special health and safety matters about which the Employment Agency is required to inform the Temporary Worker. The Client will assist the Employment Agency in complying with the Employment Agency's duties under the Working Time Regulations by supplying any relevant information about the Assignment requested by the Employment Agency and the Client will not do anything to cause the Employment Agency to be in breach of its obligations under these Regulations. Where the Client requires or may require the services of a Temporary Worker for more than 48 hours in any week, the Client must notify the Employment Agency of this requirement before the commencement of that week.

INDEMNIFICATION

The Client shall indemnify and keep indemnified the Employment Agency against any costs, claims or liabilities incurred by the Employment Agency arising out of any assignment or arising out of any non-compliance with clause (Liability Clause) and / or as a result of any breach of these Terms by the Client.

CANCELLATIONS

If you wish to cancel or amend the pre-booked services of our staff, you must provide at least 48 hours notice. Failure to do so will result in a full fee being charged to you for cancellation. If an employee contracted to you leaves an assignment prematurely or fails to attend, please telephone us immediately and we shall endeavour to provide a replacement.

COMPLAINTS

Any complaint against an employee contracted to you will be discussed in person with them and dealt with swiftly. For very serious complaints the employee would be taken off that duty until the complaint is fully investigated and dealt with in accordance with our Complaints and Grievance Procedure.

CONTRACT REQUIREMENT

The engagement by a client of an employee contracted to them or former employee within the period of twelve months from the termination of any temporary assignment without prior agreement in writing from us whether for a definite or indefinite period on any basis whatsoever, or the introduction of such a current or former employee to another employer including Employment Agencies, with a resulting engagement renders the original client liable for a payment of a Permanent Placement Fee of £2,500 without the right of rebate as the quality and skill of the employee has been proven by the client or other employer.

CLIENTS ARE DEEMED TO ACCEPT THESE TERMS AND CONDITIONS IN THEIR ENTIRETY AS FAIR AND REASONABLE AND THAT THESE TERMS AND CONDITIONS ARE NOT UNFAIR OR RESTRICTIVE IN THEIR FORMAT, INTENT OR STRUCTURE.