

**CONTRACT WITH LOCUMS
(TERMS OF ENGAGEMENT/CONTRACT FOR SERVICES) PAYE BASIS**

1. DEFINITIONS

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

“Assignment”	means the period during which the Locum is supplied to render services to the Client;
“Client”	means the person, firm or corporate body requiring the services of the Locum together with any subsidiary or associated company as defined by the Companies Act 1985;
“Employment Business”	means <i>MedSol Healthcare 5 Gold Street, Northampton NN1 1RA trading as Locumpages.com</i>
“Locum”	means <i>(Put Drs Name in Here)</i> .
“Relevant Period”	means the longer period of either 14 weeks from the ¹ first day on which the Locum worked for the Client, or 8 weeks from the day after the Locum was last supplied by the Employment Business to the Client.

1.2. Unless the context otherwise requires, references to the singular include 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 constitute a contract for services between the Employment Business and the Locum and they govern all Assignments undertaken by the Locum. However, no contract shall exist between the Employment Business and the Locum between Assignments.

2.2. For the avoidance of doubt, these Terms shall not give rise to a contract of employment between the Employment Business and the Locum. The Locum is engaged as a self-employed worker, although the Employment Business is required to make statutory deductions from the Locum's remuneration in accordance with clause 4.1.

2.3 No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Locum and set out in writing and a copy of the varied terms is given to the Locum stating the date on or after which such varied terms shall apply.

3. ASSIGNMENTS

3.1 The Employment Business will endeavour to obtain suitable Assignments for the Locum to work as a Locum Doctor. The Locum shall not be obliged to accept an Assignment offered by the Employment Business.

3.2 The Locum 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 Employment Business; that the Employment Business shall incur no liability to the Locum should it fail to offer opportunities to work in the above category or in any other category; and that no contract shall exist between the Locum and the Employment Business during periods when the Locum is not working on an Assignment.

3.3 At the same time as an Assignment is offered to the Locum the Employment Business shall inform the Locum of the identity of the Client, and if applicable the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work, location and hours during which the Locum would be required to work; the rate of remuneration that will be paid and any expenses payable by or to the Locum; and any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition the Employment Business shall inform the Locum what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment.

3.4 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

¹ The 'first day' will be the first occasion on which a Locum is supplied to work for the Client or the first day of an assignment where there has been more than 42 days since the end of any previous assignment

Bank holiday) following save where the Locum is being offered an Assignment in the same position as one in which the Locum had previously been supplied within the previous five business days and such information has already been given to the Locum.

- 3.5 For the purpose of calculating the average number of weekly hours worked by the Locum on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Locum commences the first Assignment.
- 3.6 If, before the first Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Locum direct or through another employment business, the Locum acknowledges that the Employment Business 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 Locum may be engaged directly by the Client or through another employment business without further charge to the Client. In addition the Employment Business will be entitled to charge a fee to the Client if the Client introduces the Locum to a third party who subsequently engages the Locum within the Relevant Period.

4 REMUNERATION

- 4.1 The Employment Business shall pay to the Locum remuneration calculated at a minimum hourly rate of £5.35 being the minimum rate of remuneration that the Employment Business reasonably expects to achieve, for all hours worked. The actual rate will be notified on a per Assignment basis, for each hour worked during an Assignment (to the nearest quarter hour) to be paid weekly in arrears, 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 Employment Business may be required by law to make.
- 4.2 Subject to any statutory entitlement under the relevant legislation, the Locum is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

5 SICKNESS ABSENCE

- 5.1 The Locum may be eligible for Statutory Sick Pay provided that s/he meets the relevant statutory criteria.
- 5.2 For the purposes of the Statutory Sick Pay scheme there is one qualifying day per week during the course of an assignment and that qualifying day shall be the Wednesday in every week.

6 TIME SHEETS

- 6.1 At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Locum shall deliver to the Employment Business a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client.
- 6.2 Subject to clause 7.3 The Employment Business shall pay the Locum for all hours worked regardless of whether the Employment Business has received payment from the Client for those hours.
- 6.3 Where the Locum fails to submit a properly authenticated time sheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Locum and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Locum. The Employment Business shall make no payment to the Locum for hours not worked.
- 6.4 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Locum's working time shall only consist of those periods during which s/he is carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Locum's working time for these purposes.

7 CONDUCT OF ASSIGNMENTS

- 7.1 The Locum is not obliged to accept any Assignment offered by the Employment Business but if s/he does so, during every Assignment and afterwards where appropriate, s/he will: –
 - a) Co-operate with the Client's reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's organisation;
 - b) 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 Locum might reasonably be expected to ascertain;
 - c) Take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Client;

- d) Not engage in any conduct detrimental to the interests of the Client;
 - e) Not at any time divulge to any person, nor use for his or her own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.
- 7.2 If the Locum is unable for any reason to attend work during the course of an Assignment s/he should inform the Client and/or the Employment Business within one hour of the commencement of the Assignment or shift.
- 7.3 If, either before or during the course of an Assignment, the Locum becomes aware of any reason why he may not be suitable for an Assignment, he shall notify the Employment Business without delay.

8 TERMINATION

- 8.1 The Employment Business or the Client may terminate the Locum's Assignment at any time without prior notice or liability.
- 8.2 The Locum may terminate an Assignment at any time without prior notice or liability.
- 8.3 If the Locum does not inform the Client or the Employment Business [in accordance with clause 8.2] should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Locum in accordance with clause 9.2 unless the Locum can show that exceptional circumstances prevented him or her from complying with clause 8.2.
- 8.4 If the Locum is absent during the course of an assignment and the contract has not been otherwise terminated under clauses 9.1, 9.2 or 9.3 above the employment business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker was assigned is no longer available for the Locum.
- 8.5 If the Locum does not report to the Employment Business to notify his/her availability for work for a period of three weeks, the Employment Business will forward his/her P45 to his/her last known address.

9 LAW

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