

# **AWR Impact Assessment** **Questionnaire**



Dear Recruiter,

Please complete and return this questionnaire to [agency@contractorumbrella.com](mailto:agency@contractorumbrella.com) and we will assess whether or not your workers will fall inside the scope of the AWR post October 2011.

If you have any questions in the meantime, please do not hesitate to contact a member of our team on 01206 713 684.

**Job Title:**

**Brief Description of the Role:**

**Contract Rate:**            **per:**

**Candidate Qualifications:**

- Was the candidate working at this client site prior to the start date of your contract? If so what date period did the previous contract cover

Yes       No

- Are there permanent members of staff doing the same or similar jobs to your candidate?

Yes       No

- Is the candidate expected to undertake additional tasks other than those specified in the contract?

Yes       No

- Will the candidate be required report to a line manager regularly?

Yes       No

- Can the candidate provide a substitute worker without prior consent from yourselves or the client?

Yes       No

- If the candidate provides a substitute are they paid directly by your company?

Yes       No

- Will the management at the client site dictate your candidate's work schedule e.g. decide when lunches are taken, working hours etc?

Yes       No

- Will the candidate work from home, different sites or just the one site? If working from home, is prior consent needed? (Working from home can't be within the normal remit of permanent employees of the client)

Just one site       Multiple sites       Work from home without consent

- If your candidate needed to leave the site at anytime would they have to seek permission from the client?

Yes       No

- Will the candidate have set working hours e.g. Mon-Fri 8.30-5.30?

Yes       No

- If the candidate wants time off would they need to request permission in advance and wait for confirmation?

Yes       No

- Is your candidate bound by the client's terms and conditions e.g. are they required to clock in & out each day etc?

Yes       No

- Will the candidate be offered free or subsidised refreshments at the client site?

Yes       No

- Will the candidate be made aware of the grievance procedures at the client site?

Yes       No

- Will the candidate be given the opportunity to join a Trade Union at the client site?  
 Yes       No
  
- Is the candidate responsible for providing their own equipment or is it provided? Equipment is defined as being essential for fulfillment of the contract and does not include stationery  
 Provide own equipment       Equipment provided
  
- If a mistake is made or equipment damaged, would your candidate be responsible for putting things right at their own expense and/or during their own time?  
 Yes       No
  
- Does the contractor require Professional Indemnity insurance for the contract?  
 Yes       No
  
- Will the candidate be required to give notice in advance to terminate the contract?  
 Yes       No
  
- How much control will the client have over your candidate? E.g. will they work under their own initiative, or is there someone that tells them when and how to complete tasks?  
 Own Initiative       Given Tasks
  
- Can the client terminate the contract with immediate effect if they are not satisfied with your candidate's work?  
 Yes       No
  
- Will the candidate be paid for substandard work they have done that has to be put right at the client's expense?  
 Yes       No

## About ContractorUmbrella Ltd

ContractorUmbrella is one of the largest and most respected Umbrella Companies in the UK. Established in 2002, we are now recognised as being a market leader with several thousand satisfied clients.

ContractorUmbrella is part of the SJD Group of accountancy companies, which includes **SJD Accountancy** who are the chosen firm to over 8,000 contractors working through their own Limited Company, winner of the prestigious Accountancy Age Awards for Excellence and are the National firm of Accountants recommended by the Professional Contractors Group.

ContractorUmbrella featured 14<sup>th</sup> in the FastTrack 100 league table of Britain's fastest growing companies in 2007. Visit [here](#) for more information.

ContractorUmbrella was awarded the prestigious Investors in People accreditation in 2006.

### Key Features

- Unlike other Umbrella Companies we do not charge a percentage of your income, our fee remains the same regardless of your earnings.
- No hidden joining or leaving charges, no minimum commitment and no fees charged in-between contracts.
- ContractorUmbrella Ltd is an alliance partner of **Contractor UK, Infinte Wealth Management Ltd, Freelance UK, Freelancers in the UK** and associate members of the **Professional Contractors Group** the UK's largest trade body for contractors.
- Money-back **Customer Service Guarantee**.
- Web-based portal giving 24/7 access for both timesheets and expenses submission.
- Personal Account Manager for every client.

