

KEY FACTS:

Your engagement with HHC Contracting Services Limited

This document was produced for:

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This document was produced by:

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Date:

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- About HHC Contracting Services.
- About this document.
- Your status and rights.
- Pay agreements.
- Deductions- Our rate.
- Deductions- Your pay.
- Insurance.

About HHC Contracting Services:

HHC Contracting Services are a commercial contractor which engages contractors in the public and private sectors. By contracting with HHC Contracting Services you can get all the benefits of being employed, with the flexibility of contract working.

Contact Numbers:

General Enquiries: 0203 887 9904

On-Boarding/Registrations: 01344 929220

Opening Hours:

9am-5pm Monday – Friday

Useful Email Addresses:

General Enquiries:

starters@hhc-cs.co.uk

Timesheet Submission:

payroll@hhc-cs.co.uk

Head Office Address:

11 Redhills Road, South Woodham Ferrers, Essex, CM3 5UL



About This Document:

- We have prepared this document to help you understand how HHC Contracting Services Limited works, and what is involved in your engagement with us.
- This key facts document is designed to ensure compliance for every operative engaged via an intermediary.
- All firms engaging with contingent labour are required to provide clear details on the engagement.
- This document can be used in conjunction with other documentation provided in order for you to make an informed decision before commencing an assignment.

Your Status and Rights:

- HHC Contracting Services Limited is the contractor. You are engaged as an employee/operative of the company.
- You will have already received a contract for services, which will have confirmed the full terms of your engagement and will cover all assignments with HHC Contracting Services Limited. The contract we use is commonly referred to as a 'contract for services'.
- As an operative with HHC Contracting you have many rights and obligations as laid out in your contract for services.

These rights include:

- Paid at least National Minimum Wage
- Receive a written statement clearly stating the basic details and the main terms and conditions of your engagement.
- Itemised pay/remittance slip.
- Work with reasonable care and skill.

More information can be found in your 'Contract for services' or ask a member of the team

Pay Agreements:

Minimum Rate of Pay:

£8.72 per hour.

Payment Intervals:

- 'Contracting Services' - The hours you've worked multiplied by agreed contracting rate.
- This is the total amount HHC Contracting Services Limited will charge the agency, or end client, for the delivery of your services.
- This is the total amount HHC Contracting Services Limited receives and includes all the costs associated to contracting with you and our profit margin.
- Depending on the assignment you are working on you may be paid weekly, monthly, fortnightly or on a project-by-project basis.



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Deductions - Our Rate

PAYE Umbrella:

- **Apprenticeship Levy.**

As a large employer we are required to pay the UK's Apprenticeship Levy. This is 0.5% of the total amount we charge the agency, excluding our profit margin. The cost of this is included in the Charge out Rate paid by the agency/client.

- **Pension.**

- **Company Margin.**

- **Employers National Insurance (NIERS).**

The amount we pay HMRC as your employer for National Insurance. The cost of this is included in the Charge Out Rate paid by the agency/client.

Hybrid LPM:

- **Company Margin.**

- **Employers National Insurance (NIERS).**

The amount we pay HMRC as your employer for National Insurance. The cost of this is included in the Charge Out Rate paid by the agency/client.

CIS/Soletrader:

- **Company Margin.**

Deductions - Your Pay.

PAYE Umbrella

Tax:

- This is the income tax paid to HMRC for you via Pay As You Earn. This is closely linked to your Tax Code and associated Tax-Free Allowance.

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National Insurance (NI):

- National Insurance (NI) is a tax in the United Kingdom paid by workers and employers for funding state benefits.

Holiday pay.

- You are entitled to 28 days pro-rated, inclusive of bank and public holidays in the U.K. The cost of this is included in the Charge Out Rate paid by the agency/client.

Hybrid LPM

Tax:

- This is the income tax paid to HMRC for you via Pay As You Earn. This is closely linked to your Tax Code and associated Tax-Free Allowance.

National Insurance (NI):

- National Insurance (NI) is a tax in the United Kingdom paid by workers and employers for funding state benefits

Holiday pay.

- You are entitled to 28 days pro-rated, inclusive of bank and public holidays in the U.K. The cost of this is included in the Charge Out Rate paid by the agency/client.

CIS/Sole trader

Tax Deduction:

- This is the income tax paid to HMRC for you

Insurances:

Professional Indemnity- £5,000,000 (any one claim).

Public and Products Liability- £5,000,000 (any one claim).

Employers Liability- £10,000,000 (any one claim).

Drivers Negligence Insurance- Call HHC Contracting Services for more information.



To make a claim- Call HHC Contracting Services on 0203 887 9904

Hiscox Insurance company Limited