

This document sets out key information about your relationship with Search Consultancy Limited and the Umbrella Company used in your engagement, including details about pay and other benefits.

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100 Monday to Friday, 8 am to 6 pm.

Only specific roles will be considered to be suitable to be paid on a self-employed basis. These generally fall into the category of those traditionally called ‘trades’. The nature of these roles holding specific skills or expertise where the work carried out does not require supervision, direction, or control.

Your role will be subject to a telephone questionnaire with the client to whom you are assigned. The purpose of this is to assist Search in determining your employment status. Where Search is unable to engage with the client your payments will be paid under PAYE or via an Umbrella Company and will be subject to deductions.

Where you are found to be eligible for the CIS, you will be paid through an Umbrella Company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for Search. Search will be responsible for finding you assignments.

The money earned on your assignments will be transferred to the Umbrella Company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip will be provided by the Umbrella Company.

Search has undertaken limited checks on this Umbrella Company including compliance checks, on-site audits, payslip reviews and accreditation checks (FCSA or Professional Passport). Search cannot make any guarantees as to suitability or comparative benefits so you should undertake your own checks in order to decide which company is most suitable.

Name of employment business:	Search Consultancy Limited
Type of contract you will be engaged under:	Contract for services
Who you will be engaged by:	Self-employed – engaged by Orbital Management Services Limited
Who will be responsible for paying you:	Orbital Management Services Limited
How often you will be paid:	Weekly
Any business connection between the umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to Umbrella Company from Search	£16.75 per hour. Search will pay Umbrella Company weekly.
Deductions from Umbrella Company income required by law:	None
Expected or minimum rate of pay to you:	Not less than the National Minimum Wage

Deductions from your wage required by law:	Minimum 20% taxation
Any other difference between the Umbrella Company's income and your pay:	Umbrella fee per timesheet - £19.00
Any fees for goods or services:	Umbrella fee as above
Holiday entitlement and pay:	None
Additional Benefits:	None

EXAMPLE OF PAY (CIS)

	Umbrella Company fees	Worker fees
Example gross rate of pay to Umbrella Company from us:	£670.00 (40 hrs @ £16.75)	
Deductions from Umbrella Company income required by law:	None	
Any other deductions or costs taken from Umbrella Company income:	£20.00 Umbrella fee*	
Example rate of pay to you:		£650.00 (40 hrs @ £16.25)
Deductions from your pay required by law:		£130.00 Tax
Example net take home pay:		£520.00

* For this example, we have assumed a £20.00 fee.