



Downing HR Ltd.

7 March 2022

Proposal for:

HR consultancy – HR Consultancy, MLCSU

Contact:

[REDACTED]

Email:

[REDACTED]

Proposal

For [REDACTED] of Downing HR Ltd, to provide HR consultancy services for process and practice improvement work within MLCSU ("the client") or its customer base.

It is expected that this arrangement will be worked flexibly either from applicable offices / venues or from a venue of the relevant consultant's choosing, from Monday-Friday. The arrangement is flexible as business needs dictate with the aim to complete within 4 weeks from the time that this proposal is agreed.

Duties will be defined by the nominated contacts of the client. The client will, as necessary, be responsible for gaining staff member participation, communicating the purpose of the consultant's work and for any logistical arrangements to facilitate meetings.

In terms of engagement between the client and Downing HR Ltd, there is therefore no obligation for the client to offer Downing HR Ltd work and in turn, Downing HR Ltd is not obliged to accept work.

Invoices will be submitted monthly with costs accrued only when work has been undertaken. There is no fixed arrangement to continually provide work. A Purchase Order reference will be required prior to the submission of any invoice.

About Downing HR

I have over 18 years' background in senior HR management gained within national and international organisations. I have significant experience in dealing with employee relations matters to include disciplinary, grievance and performance management issues. I am MCIPD-qualified and for over 9 years have provided an independent, advisory / consultancy HR service to numerous clients throughout the UK. Within the scope of my assignments, I have undertaken many complex investigations relating to issues of bullying & harassment, discrimination, victimisation, misconduct, breakdown in workplace relations and unsatisfactory performance. My clients include national and international organisations including charities, SMEs, private sector and high-profile NHS employers.

I am a trained workplace coach and mediator, as well as being a practitioner of Neuro-Linguistic Programming (NLP). Being self-employed, I am required to maintain my own approach to CPD (Continuous Professional Development) and regularly attend seminars on employment law, best practice and issues relating to the workplace.

IR35

For the avoidance of doubt, it is deemed that this arrangement is outside of the scope of IR35 legislation for the following reasons:

- Downing HR Ltd is an independent / freelance organisation which provides HR-related services to numerous clients throughout the UK, one of which is proposed to be the client. Downing HR Ltd will continue to provide such services to clients outside of any work performed for MLCSU;

- Downing HR Ltd does not perform “office holder” duties for the client and the above arrangement is not to cover a role previously occupied by an employee;
- Downing HR Ltd will be able to exercise the right of substitution and for any substitution, Downing HR Ltd will be responsible for that person’s remuneration;
- Downing HR Ltd holds its own professional indemnity and public liability insurance;
- There is no mutuality of obligation between the client and Downing HR Ltd as noted above.

Costs Structure:

- It is proposed that a Purchase Order to the value of 60 working days (i.e. £24000 + VAT) is created with the aim to complete work below this figure wherever possible;
- Wherever possible, all meetings will be held via MS Teams, and where this is not the case, mileage to be charged at current AfC rates.

Cancellation Policy

- Cancellation fees are charged at 100% if cancellations are made within 2 calendar days of expected assignment and 50% if cancelled within 5 days of expected assignment.

Confidentiality

- Downing HR Ltd. is registered with the Information Commissioner’s Office.
- At the commencement of each assignment, the associated parties may form a confidentiality agreement and will not share information with others unless by prior, mutual agreement.

Insurances

- Downing HR Ltd. maintains Professional Indemnity Insurance and Public Liability Insurance to the value of £5million each. Certificates are available upon request.

Payment Terms

- [REDACTED]

This proposal is for information purposes only and does not form a contract.

If you have any questions, please do let me know. Email [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

For and on behalf of Downing HR Ltd.



[Redacted]

[Redacted]

On behalf of MLCSU

10.03.2022