

## Key Information Document

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### General Information:

<b>Name of employment business:</b>	<b>Oliver James Associates</b>
<b>Name of umbrella company:</b>	<b>Brookson Solutions Ltd</b>
<b>Your employer:</b>	The umbrella company named above
<b>Type of contract you will be engaged under:</b>	Employment Contract
<b>Who will be responsible for paying you:</b>	The umbrella company named above
<b>How often the umbrella company and you will be paid:</b>	<b>Weekly/Monthly</b>

### Intermediary or Umbrella Company Information:

You are being 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 the hirer. We will still be 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. At the bottom you will find a representative example of weekly salary with all relevant deduction. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below:

<b>Name of umbrella company:</b>	<b>Brookson Solutions Ltd</b>
<b>Any business connection between the umbrella company, the employment business and the person responsible for paying you:</b>	<b>No</b>
<b>Minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	Oliver James will pay the umbrella company at the agreed rates, which will never be lower than the National Minimum Wage. Please consult your agreement with the umbrella company for details of the rate of pay you should expect to receive.
<b>Deductions from umbrella income required by law:</b>	Employer's NI, Pension and Apprenticeship Levy
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Oliver James will not make any other deductions. It is our understanding that the umbrella will charge a processing fee of £20 per week, but you should confirm this with them directly.

<b>Minimum rate of pay to you:</b>	This should be in line with the National Minimum Wage.
<b>Deductions from your wage required by law:</b>	Income Tax, National Insurance, Pension and Student Loans <sup>1</sup>
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	None (unless otherwise agreed between yourself and the umbrella company)
<b>Any fees for goods or services:</b>	None (unless otherwise agreed between yourself and the umbrella company)
<b>Holiday entitlement and pay:</b>	Minimum of the equivalent of least 5.6 weeks of holiday per year.
<b>Additional benefits:</b>	Access to a FREE Contractor Financial Wellbeing check with Brookson Financial
<b>Any Opt -out agreements under Regulation 32</b>	No

### Example pay:

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to umbrella company from us:</b>	£750 (£150 per day)	
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers NI - £66.90 Apprenticeship Levy - £3.30	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Company Margin - £20	
<b>Example rate of pay to you:</b>		Gross Salary - £659.80 Hours Worked - 37.5 Rate - £17.59
<b>Deductions from your pay required by law:</b>		Income Tax - £83.61 Employees NI - £33.42
<b>Any other deductions or costs taken from your pay:</b>		No
<b>Any fees for goods or services:</b>		No
<b>Example net take home pay:</b>		£542.76

<sup>1</sup>A Student Loan deduction would only be made if applicable to you and the amount of the deduction is determined by your earnings and the 'Plan Type' of the student loan.