

22nd July 2021



The HR Dept
Central Dorset & West Wiltshire
Coombe Lodge
Compton Park
Over Compton
Dorset
DT9 4DJ

and

Warminster Town Council
Civic Centre
Sambourne Road
Warminster
BA12 8LB

AGREEMENT
For the provision of services

An HR Dept business owned and operated under licence.

By HUNOT HR

AGREEMENT

Date of Agreement: 22nd July 2021

Parties:

Hunot HR, Company Number 7112757, trading as The HR Dept, whose registered office is at Coombe Lodge, Over Compton, Dorset, DT9 4DJ (hereafter “**HR Dept**”, “**we**” or “**us**”) and

Warminster Town Council whose registered office is at The Civic Centre, Sambourne Road, Warminster, BA12 8LB (hereafter called “**the Client**”, “**your**” or “**you**”)

1 Term

- 1.1 This agreement shall commence on 22nd July 2021 (**Commencement Date**). Unless terminated earlier in accordance with clause 5.5.16, 7.1, 7.1.5 or 7.1.8 (**Ending the Agreement**) or this clause, this agreement shall continue for a period of 12 months from and including the Commencement Date (**Initial Term**) and shall automatically extend for a period of 12 months (**Extended Term**) at the end of the Initial Term and at the end of each Extended Term. Either party may give written notice to the other party, not later than 2 months before the end of the Initial Term or the relevant Extended Term, to terminate this agreement at the end of the Initial Term or the relevant Extended Term, as the case may be.

2 Service -

2.1 Advice Line

The Client engages HR Dept to provide human resources advice to assist the Client with the management of its employees as outlined below. This advice is available between the working hours of 8am to 6pm from Monday to Friday. Provided that the Client has given all relevant facts to HR Dept, HR Dept will provide a response within a maximum of four working hours of the Client's request. HR Dept will provide to the Client draft letters where appropriate. The Client shall consult HR Dept at least once before taking any action about an issue that they require assistance with.

This agreement shall not relate to any other services supplied by HR Dept for example, but not limited to, contracts of employment, self-employed contracts, zero hour or casual contracts, handbooks, policies, settlement agreements and performance management documentation. These services are

available, if required, as is on site attendance but may be subject to an additional fee.

3 Client obligations

- 3.1.1 Client shall: co-operate with HR Dept in all matters relating to the Services.
- 3.1.2 provide, for HR Dept, its agents, subcontractors, consultants and employees, in a timely manner and at no charge, access to the Client's premises, office accommodation, data and other facilities as reasonably required by HR Dept.
- 3.1.3 provide, in a timely manner, such information as HR Dept may reasonably require, and ensure that it is accurate and complete in all material respects.
- 3.1.4 If HR Dept's performance of its obligations under the Services is prevented or delayed by any act or omission of the Client, its agents, subcontractors, consultants or employees, HR Dept shall:
- 3.1.5 not be liable for any costs, charges or losses sustained or incurred by the Client that arise directly or indirectly from such prevention or delay.
- 3.1.6 be entitled to payment of all services fees and charges despite any such prevention or delay; and
- 3.1.7 be entitled to recover any additional costs, charges or losses HR Dept sustains or incurs that arise directly or indirectly from such prevention or delay.

4 Call recording

- 4.1.1 HR Dept may record calls to the office for training purposes.

5 Insurance

- 5.1.1 As part of your membership of the HR Dept advice line service and under this agreement and, subject to your instruction and acceptance of your insurance application form, an employment protection insurance policy will be arranged for you.
- 5.1.2 HR Dept is an Authorised Representative of Straight Solutions Ltd, an insurance intermediary that is authorised and regulated by the Financial Conduct Authority (FCA 315448).
- 5.1.3 Straight Solutions Ltd has used its skill and experience to design a policy we believe represents good value for money and has appropriate terms and conditions for a client who wishes to take and follow the specific advice of a HR Dept representative.

