



## Service Agreement

<b>Client Organisation Name:</b>	Bexhill-on-Sea Town Council		
<b>Address:</b>	London Road Bexhill Bexhill-on-Sea TN39 3JX  07769254176		
<b>Finance Contact: Name   Email   Phone</b>	Julie Miller town.clerk@bexhilltowncouncil.gov.uk 07769254176		
<b>Registration Number:</b>	0	<b>Sector:</b>	Public & Government
<b>Start Date:</b>	13/05/2022	<b>End Date:</b>	12/05/2027
<b>Transitional Period Start Date (if applicable):</b>		<b>Number of Sites:</b>	0
<b>Employees included in this Agreement:</b>	2	<b>Agreement Prepared By:</b>	Nimish Sheth - nimishsheth@worknest.com

### Services

FIXED FEE UNLIMITED SUPPORT SERVICES	Annual Fee (£) (excluding VAT)
Employment Law / HR and Health & Safety Compliance (inclusive of 1 SafetyNest License)	£3,100
Legal Expenses Insurance Administration Fee (Excluding VAT. Not subject to IPT)	£55.00
TOTAL ANNUAL FEE INCLUDING VAT	<b>£3,786</b>
HR SOFTWARE SUBSCRIPTION	Annual Fee (£) (excluding VAT)
Core Youmanage HR Software Package (normally costs £194)	£0
TOTAL ANNUAL FEE INCLUDING VAT	<b>£0.00</b>
LEGAL EXPENSES INSURANCE (LEI)	Insurance Premium (£) (inc. IPT)
Employments Claims LEI, including Insurance Premium Tax (IPT)	£100.00
Health & Safety Prosecution LEI, including Insurance Premium Tax (IPT)	£10.50
TOTAL PREMIUM FOR LEI INCLUDING IPT	<b>£110.50</b>
ADDITIONAL SERVICES	Annual Fee (£) (excluding VAT)
e-Learning* individual licences / site licence for 3 users. First 12 Months Free.	£215.00*
TOTAL ANNUAL ADDITIONAL SERVICES FEE INCLUDING VAT	<b>£258.00</b>

### Payment Terms

Annual Fee Payment Terms - Total Annual Fee (inc. VAT) in full on receipt of invoice. Our fees are as set out in the Fees Summary.

Fee conditional upon payment being received within 14 day terms stated below, otherwise an additional 5% charge will be payable.

Payment to be received within 14 days of receipt of invoice.

Legal Expenses Insurance (if applicable) is invoiced separately in accordance with the Service Agreement Terms and to be paid within 14 days of receipt of invoice. The premium charged is per employee per annum and so will vary annually as employee numbers decrease / increase. The premium includes Insurance Premium Tax (IPT).

\* e-Learning is FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at [elearning@elliswhittam.com](mailto:elearning@elliswhittam.com) no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.

**Health & Safety Visit Schedule**

The table below shows the number of visits you will receive and in which year of your agreement.

The distribution of any Additional Consultancy Days may be varied over the term of your agreement, subject to discussion with and advice from your Ellis Whittam Health & Safety Consultant.

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Visit Schedule	2	1	2	1	2	8

**Legal Expenses Insurance**

Please give details of any employment dispute / legal action / claims / tribunals / health and safety criminal prosecution in the last three years involving current or former workers.

None

Please give details of any circumstances that might give rise to a claim under legal expenses insurance (See Service Agreement Terms).

None

By signing this Service Agreement, you are confirming ALL of the following statements to be true:

1. I/we are domiciled in the UK
2. To the best of my/our knowledge and belief I am/we are not aware of any existing circumstances save for those listed above which have resulted or could result in a dispute which might give rise to a claim under the legal ex-penses insurance referred to herein
3. No insurer has declined or refused to renew or cancelled a legal expenses insurance policy for me/us
4. I/we acknowledge that we have read and understood the terms of the policy of insurance

**IMPORTANT NOTICE:** IT IS A CONDITION OF LEGAL EXPENSES INSURANCE (IF APPLICABLE) THAT ADVICE IS TAKEN FROM ELLIS WHITTAM (TELEPHONE 0345 226 8393) BEFORE YOU TAKE ANY ACTION THAT MIGHT RESULT IN A DISPUTE UNDER THE INSURANCE COVER. FAILURE TO DO SO WILL JEOPARDISE YOUR INSURANCE COVER.

**Signed for and on behalf of the CLIENT and each ASSOCIATED ORGANISATION**

By signing this agreement, you accept the services as described in Ellis Whittam's Service Proposal dated: 21/03/2022

In the event that any of the details in this Service Agreement vary from those in the Service Proposal then the Service Agreement shall take precedence.

I/we acknowledge receipt of the Company's Service Agreement Terms. I/we accept that the Services are provided by the Company subject to the terms set out in the Company's Service Agreement Terms.

Print Name

Julie Miller

Position

Town Clerk

Signature DocuSigned by:

*Julie Miller*

Date of Sign-off: 17/5/2022

17/5/2022

**Additional Notes:**