



Validify

Compliance & On-boarding Solutions



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ABOUT US

At Head Resourcing we are proud to specialise in contract and permanent IT, digital and business change recruitment. We try not to take ourselves too seriously, but what we do take seriously is the service we provide to our candidates and clients. So, whether you're looking for the best person for your team or the best opportunity for your career, we're here to help and delighted to introduce **Validify**.

VALIDIFY

WHO WE ARE

Established in 2015, **Validify** was originally launched to support our busy contractor business with all their pre-engagement screening requirements for new contractor personnel placed across our broad and heavily regulated client base.

Founded on the level of service and compliance offered from the team, we were approached by a number of our clients to extend this service, which led us to the decision of creating this distinct service offering that is now being utilised by clients on a stand-alone basis or in conjunction with our other recruitment services.

Validify operates with a dedicated team led by Manager, Emily Downing, who has over 10 years' experience in Quality and Compliance Management and she along with her team are all subject matter experts in terms of regulation, governance, and legislation across a number of industry sectors.

Our services have extended over time, offering clients a full menu of support to assist in any size of recruitment project or campaign.



VALIDIFY

WHAT WE OFFER

Vetting and Payroll Services

Onboarding and Contractor Management Services

Consultancy and Audit Services

IR35 Consultancy

VETTING & PAYROLL SERVICES

Validify provides best practice vetting for your permanent or contingent workforce.

Eligibility and Identity Verification
Employment History
Criminal Record Checks
Adverse Financial Summary
Global Sanction Checks

DVLA reports
Academic Qualification Check
Professional Membership Verification
Directorship Search
International Checks



ONBOARDING & CONTRACTOR MANAGEMENT SERVICES

A wrap-around package solution for management of your contingent workforce, including:

- Vetting and on-boarding
- Invoicing and payments
- Contractor support and management
- Guaranteed contractor insurances
- IR35 assessments, advice and guidance

This service can be tailored to meet the needs of any organisation and our team of specialists manage the end to end process covering;

- | | |
|-------------------------------------|-------------------------------|
| Verbal & Written Offer Management | Issue and Return of Contracts |
| New Employee Registration | Payroll Set Up |
| Distribution of Company Information | Keep-in-Touch Programmes |

Full weekly and monthly payroll services to support PAYE and Ltd Co. Contractors



BENEFITS FOR CLIENTS...

Some of the advantages of engaging with our Direct Contractor Management services include one consolidated invoice for all directly engaged contractors, oversight and assurance mitigating any risks or financial liability from non-compliance within the supply chain, one point of contact for contract negotiations, vetting guaranteed to be done to standard required, high level of contractor care services provided to contractor population and consistency of terms.

- Contract paperwork - Ensure the correct contract is in place, removing issues that can arise around deemed employment (employee benefits).
- Regulatory Compliance - Vetting checks ensure all necessary pre-engagement checks are complete up to your required standards, including Right to Work.
- Insurance - We ensure contractors maintain the appropriate insurances, such as Professional Indemnity, Public Liability etc.
- Tax Liability - As the fee payer, we absorb the financial liability that could result from non-compliant PSC's.



BENEFITS FOR CONTRACTORS...



Contract Paperwork

Ensure the correct contract is in place, helping issues around deemed employment and IR35.



Contractor Care

On-going support and advice whilst on site.



Payments

Consistently paid, on time, every time.



CONSULTANCY & AUDIT SERVICES

Our **Validify** team can assist in setting up in-house compliance frameworks and offers an internal and external audit service that will give you assurance that your current practices would meet and pass any formal review of your adherence to all relevant regulation and legislation.

With a focus on compliance and risk mitigation, our experienced team will work with you to design and develop a bespoke in-house vetting process for your organisation.



TAILORED TO YOUR NEEDS

1. Pre-Engagement Vetting Contract
2. Pre-Employment Vetting Permanent
3. Full Direct Contract Management
4. Consultancy - PEV Design & Audits





IR35 CONSULTANCY

As a supplier of professional IT contract resource to clients for nearly 20 years', we have built up extensive in-house expertise on contractor related legislation, including IR35. Utilising our knowledge & experience,

extensive in-house expertise on contractor related legislation, including IR35

we can provide IR35 advice and consultancy services, helping both our clients and contractors to prepare for legislative changes and ensuring everyone in the supply chain is adhering to current legislation.

Over the past 24 months our IR35 experts have held seminars with over 40 clients across multiple sectors, including in depth training on what the upcoming changes to the legislation mean for them, run

multiple webinars for contractors and have also provided specific consultancy for clients to design their IR35 assessment & appeals process and have collaboratively run their contractor assessments.

To bolster our in-house knowledge we partner with a number of companies whose expertise in IR35 is widely recognised. We utilise tried and tested third party assessment tools as alternatives to or alongside CEST in order to provide our clients with the most robust and accurate assessments possible.

Services include;

- IR35 Seminars and Training
- IR35 Process Design Consultancy
- IR35 Assessment Consultancy

TALK TO US

For any queries relating to our compliance and onboarding solutions or consultancy services please speak to our **Validify** team.

Emily Downing

Contractor Support Manager

edowning@headresourcing.com

0131 625 9646 | 07557 394050

Charlie Wood

Head of Contractor Solutions

CWood@headresourcing.com

0131 625 9611 | 07825 398720



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