

SCHEDULE

Licence Conditions

PART 2

Conditions

Records relating to labour user

23. Every licence holder must record, as soon as reasonably practicable, the following details relating to labour users—

- (a) the date terms are agreed between the licence holder and the labour user;
- (b) the labour user's name and address, and location of the place of work if different;
- (c) details of any sub-contractors;
- (d) details of the position the labour user seeks to fill;
- (e) the duration or likely duration of the work;
- (f) any experience, training, ability, qualifications, or authorisation required by the licence holder or labour user by law, or by any professional body; and any other conditions attaching to the position the labour user seeks to fill;
- (g) the terms offered in respect of the position the labour user seeks to fill;
- (h) a copy of the terms between the licence holder and the labour user, and any document recording any variation;
- (i) the names of workers supplied;
- (j) details of enquiries under paragraphs 17 and 19 about the labour user and the position the labour user seeks to fill, with copies of all relevant documents and dates of their receipt;
- (k) the details of each resulting engagement and date from which it takes effect; and
- (l) dates of requests by the licence holder for fees or other payment from the labour user and of receipt of such fees or other payments, and copies of statements or invoices.