

Umbrella Company - Procedure



The below outlines what key steps we look for when trying to find the right umbrella companies that fit with our ethos on being fair, transparent and working to have positive impact on those we work with and those that work for Xander Recruitment Group.

1. Ensure Compliance and Transparency

First and foremost, the umbrella companies we choose are fully compliant with all relevant legislation, including IR35. We ensure that they have accreditations from professional bodies such as FCSA (Freelancer & Contractor Services Association) to ensure they adhere to high service standards, transparency and ethics.

2. Understand the Fee Structure

Xander Recruitment Group knows exactly how the umbrella company charges for its services – whether it's a fixed fee or percentage of your earnings. The fee structure must be transparent and simple to understand. The umbrella companies that we use must be upfront about and have no hidden fees.

3. Review Their Reputation

Xander Recruitment Group will research the company's reputation within the industry by reading reviews and forums from other contractors. Social media groups can assist with this for unfiltered opinions. At Xander Recruitment Group a good reputation for reliability and service is a strong indicator of a trustworthy umbrella company that we would work with.

4. Consider Insurance Coverage

Xander Recruitment Group ensures that the umbrella company must include comprehensive insurance coverage as part of their service. This has to consist of professional indemnity, public liability, and employer's liability insurance, providing peace of mind and protection.

5. Evaluate Customer Service

Xander Recruitment Group when choosing an Umbrella company will have a dedicated account manager who is responsive, helpful and has a good reputation to provide the service that Xander Recruitment Group requires. Accessibility is also vital, so Xander Recruitment Group ensures that they have a reliable point of contact for any queries or issues that may arise.

6. Check for Hidden Costs

Xander Recruitment Group will not use umbrella companies that are not transparent about all costs involved with using them these must be stated from the start and be clearly visible on the contract for Xander Recruitment Group temporary workers. Extra charges that umbrella companies may levy this needs to be transparent from the start. Extra charges could be for processing expenses, issuing P45s, or even when a temporary worker leaves Xander Recruitment Group.

7. Assess Ease of Use

Xander Recruitment Group will only engage with umbrella companies that have a straightforward onboarding process, easy-to-use portals, and efficient systems for submitting timesheets and expenses. The experience of using the umbrella companies that Xander Recruitment Group approve should be user-friendly for all involved in using the process. be straightforward and user-friendly.

8. Understand Their Payroll Process

Umbrella Company - Procedure



Xander Recruitment Group ensures that the umbrella company has a timely and accurate payment process in place, and that the umbrella company will be able to run the Xander Recruitment Groups payroll schedule as stipulated on the contract and to ensure it aligns with this ensuring our temporary workers are paid in a timely manner always and safeguards are in place should there be an issue with their systems so it does not inhibit the temporary worker from being paid. Xander Recruitment Group will ensure that we are aware of how they handle tax, National Insurance contributions, and any allowable expenses to maximise the take-home pay for our temporary workers that is legally allowed.

9. Consider Their Experience in Our Sector

Xander Recruitment Group will engage with umbrella companies that are familiar with our specific sector and so can offer tailored advice and services relevant to our field. This expertise at Xander Recruitment Group we believe can prove invaluable in navigating industry-specific regulations and maximising the income of our temporary workers.

10. Look for Added Value

Xander Recruitment Group will consider what additional value the umbrella company offers beyond the basics. This could include perks such as reward schemes, access to training courses, or discounts on professional services. These extras can enhance the overall benefit of using that umbrella companies service.

Choosing the right umbrella company is a crucial decision for Xander Recruitment Group as we feel it's about finding a partner that ensures compliance, provides efficient payroll management, and supports those that we work with and work for us.

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED



Date: March 2024