



## CATEGORY 26 - ENTRY FORM

### MOST EFFECTIVE COMPLIANCE OPERATION

Open to all recruitment, executive search, interim management and recruitment process outsourcing firms with a UK presence.

Awarded to the firm delivering evidence of the most effective compliance operation and setting the highest standards for compliance performance. The winning entry will provide evidence of financial stability and profitability and of having enhanced the recruitment industry's reputation in the UK business world.

Entrants will have been in business and started trading no later than 30 June 2018. Achievements outlined in the entries should have occurred up to 31 December 2021.

Please provide the following information, using the headings below. The word count for each question is max 500 words unless stated otherwise.

#### Entrant details

**Company name**

**Date trading began (as listed on Companies House)**

**Entry submitted by**

#### Entry details

**Please give a brief overview of your organisation.**

*(Guideline length: 100 words)*

**Describe your compliance operation and the resources devoted to it (location/s, number of staff, etc).** (Guideline length: 50 words)

**Describe what is meant by 'compliance' in your company.**

(Guideline length: 50 words)

**Detail the processes, practices and other operational matters within your business that are subject to regulatory oversight within the UK (i.e., Competitions & Markets Authority, Financial Conduct Authority, Gangmasters Licensing Authority, etc) and which regulators are involved.**

(Guideline length: 200 words)

**What steps do you take to ensure you are up-to-date with the latest regulatory requirements and who (job title/s) is responsible for doing so?**

(Guideline length: 200 words)

**What steps do you take to ensure your clients are up-to-date with the latest regulatory requirements and who (job title/s) is responsible for doing so?**

(Guideline length: 200 words)

**Describe your internal audit processes and their frequency.**

(Guideline length: 250 words)

**Describe external audits your business undergoes and which organisations conduct them.**

(Guideline length: 200 words)

**What impact have a) the COVID-19 pandemic and/or b) government's implementation in April 2021 of new Off-Payroll Working Rules (IR35) on the private sector had on requirements for additional compliance measures and on your team's operations?**

**Do you have any compliance verifications and if so, what are they?**  
(Guideline length: 200 words)

**Describe staff and clients compliance training your business has run in the last 12 months and the number and types (job roles) of staff and clients that have received it.**  
(Guideline length: 200 words)

**Describe compliance training your business has run for clients in the last 12 months and the number, sector and company size of clients trained.**

(Guideline length: 200 words)

**What steps have you taken to ensure that your candidates' information is secure and their information is used only with their permission? How has your company implemented the General Data Protection Regulations?**

(Guideline length: 200 words)

**What steps have you taken to ensure that payroll/accountancy/umbrella services your temporary staff and contractors work with are compliant with HM Revenue & Customs requirements?**

(Guideline length: 200 words)

**Please provide a copy of your compliance policy/statement and explain where it is published.**

**Please send any supporting material to [enquiries@recruiterawards.co.uk](mailto:enquiries@recruiterawards.co.uk) (if applicable).**