

SESSIONAL RESEARCH : REID-HOWIE ASSOCIATES LTD

The following information is intended for sessional researchers considering registration with Reid - Howie Associates.

GENERAL INFORMATION

Reid - Howie Associates Ltd is a research and evaluation consultancy which undertakes work primarily in the voluntary and statutory sectors. (Further information on the range of research projects carried out is provided at www.rhassoc.co.uk). The company is based in Lochgelly, but conducts research throughout Scotland.

Reid - Howie Associates Ltd regularly involves sessional researchers in assisting with pieces of work (generally through conducting fieldwork for specific projects). Sessional researchers may be invited to participate in specific pieces of work, in accordance with their skills and experience.

Suitably qualified / experienced individuals can register with the company for such work.

PAYMENT

Sessional researchers are paid according to the type of work which is carried out, and the qualifications required / rates of pay are as follows :

Task	Payment (£/hour)	Qualifications
Facilitating group discussions	15	Degree or equivalent and relevant experience
Basic data analysis	15	Degree or equivalent, or currently undertaking a course of study or relevant experience
Qualitative face to face interviewing	15	Degree or equivalent, or currently undertaking a course of study
Literature reviews	15	Degree or equivalent and experience of preparation of written reports
Telephone surveys	10	Excellent communication skills, interest in research and some telephone experience
Large scale interviewing	8	Excellent communication skills, flexibility and interest in research

The anticipated output per hour and the total hours and work required will generally be agreed at the start of the sessional contract.

TERMS AND CONDITIONS

Sessional researchers who undertake work with Reid - Howie Associates are required to comply with the following terms and conditions.

1. Sessional researchers are responsible to the Directors of Reid - Howie Associates and will be expected to provide regular feedback on progress. Reasonable access to work in progress must be made available.

2. Sessional researchers must not undertake work for other bodies which would not be compatible with the requirements of Reid - Howie Associates as specified.
3. Sessional researchers may not subcontract any of the work carried out for Reid - Howie Associates.
4. Sessional researchers must not, in any part of their work, discriminate against any client or group of clients and must strive to promote the principles of equality.
5. Reid - Howie Associates reserves the right to modify its requirements of sessional researchers prior to the completion of research. Such alterations will be notified to sessional researchers and payment adjusted accordingly, whether this involves a reduction or increase in work.
6. Reid - Howie Associates can terminate a contract by giving the sessional researcher 5 days notice (with the period beginning on the day on which the researcher could reasonably have been expected to receive this). The sessional researcher will be entitled only to payment for work completed satisfactorily at the point of notice and will not be entitled to receive compensation.
7. Travel costs will be paid at the rate of 35p per mile, but payment will not be made for travelling time unless the daily fieldwork involves a cumulative daily mileage travelled of greater than 120 miles, after which an allowance will be made of £10 per hour of travel. Claims for travel should be submitted on forms provided at the end of a project.
8. Sessional researchers are paid at the end of their involvement in a project, or monthly (whichever is sooner) on the basis of submission of an invoice. Payment is only made on the basis of work completed and will be withheld where the work is not completed to target or to an acceptable standard. This will be regarded as a serious breach of contract.
9. The total payment for a piece of work is calculated on the basis of those hours which Reid - Howie Associates Ltd consider are reasonable to complete the work satisfactorily. Any hours worked above the number allocated in order to complete the work will not be paid unless specifically agreed in advance in writing. If, however, the researcher fails to complete the work specified within this time, then full payment will not be made and a payment will be calculated on the basis of the proportion of the work completed.
10. Sessional researchers work on a self-employed basis and are responsible for their own tax and National Insurance arrangements.
11. All of the work carried out for Reid - Howie Associates by sessional researchers is the property of Reid - Howie Associates and Reid - Howie Associates retains the copyright of the work.

12. Sessional researchers may not divulge any information relating to work undertaken for Reid - Howie Associates to any other party outwith the company without the written consent of one of the Directors and will require to sign a confidentiality bond. This applies both during and after a contract. All of the intellectual and written materials are subject to the strictest confidentiality and unauthorised disclosure constitutes a breach of confidentiality.
13. Failure to comply with any of the terms and conditions specified will lead to the termination of the contract and further action as required.
14. These terms and conditions are governed by and construed in accordance with Scots law.

REGISTRATION

Researchers interested in registering with Reid - Howie Associates should complete a pro forma and we will acknowledge your registration. Those who register should note that their CVs may then be used within relevant research proposals.

We may then contact you at a later stage, should a suitable project become available, when you will sign a contract with Reid - Howie Associates. Please note, however, that registration does not guarantee that you will be invited to undertake work, and payment will only be made for work completed.

You will be asked, on a regular basis, whether you wish to remain on the sessional list.

For further information, contact Sheila Reid on 01592 873900 or by email on sheila.reid@rhassoc.co.uk.

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RHA/TC/SEH
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