



## **ADVANCED ASSESSMENTS LTD**

*Expert Witnesses & Psychologists*

**Dr Bernard Horsford**, D Occ Psych, PhD, MBA, MSc, LLB, BA, DipAd Ed, Dip M, MAPM, MAE, FCIPD, C Psychol, MIoD, FIBC, AFBPsS  
**Chief Executive**

Our ref: BIH/1964/Emp/2018

Your ref:

Date as email/download

**Dear Colleague**

### **Request for a Psychological Assessment Report for Employment Proceedings**

Thank you for your enquiry. Please find attached a copy of my CV and a summary of the type of expert reports we provide for employment and civil claims.

If you require the services of a psychiatrist, psychologist or medical practitioner with different expertise to mine please advise of the same by return. Once I have sight of the information requested I would allocate your case to the most suitable psychologist, psychiatrist or general medical practitioner in our practice to take your case forward.

### **How to book your free initial advisory call**

To arrange an initial free telephone advisory call to discuss your client's needs please email my customer care team on: [wecare@advancedassessments.co.uk](mailto:wecare@advancedassessments.co.uk) with your name, telephone number and the best time to call you back in the subject header. Alternatively, you may call us on 0208 2000078.

Free initial advisory calls are only available to solicitors, barristers or other qualified legal professionals. There is a fee of £75 for the initial advisory call if you are not represented by a lawyer. You can pay the fee for the initial advisory call by PayPal. If you wish to pay by PayPal please advise us of this by return and we will arrange for Sankofa Financial Services Ltd (who handle our credit card transactions) to send you a credit card invoice. Alternatively, you can pay the initial advisory call fee by bank transfer to:

Advanced Assessments Ltd  
Account number: 14120135  
Sort Code: 52-10-33  
Bank: NatWest

*Please include your name as the reference.*

### **How much will the expert witness medicolegal report cost?**

Before the date of the initial advisory call, to advise on costs and prepare an estimate I need the following information:

1. An indication of the deadlines of the report;



180 Piccadilly London W1J 9HF T: 020 2000078 F: 0208 2000334 W: [www.advancedassessments.co.uk](http://www.advancedassessments.co.uk)  
Registered Office: Africa House 21 Shorwell Road Nottingham NG3 7HG Registered in England Number 3743892

A member of the Strategic Enterprise Group Ltd

2. A detailed draft letter of instruction setting out exactly the questions that you would like the expert witness to consider;
3. Copies of all of the relevant NHS and private medical notes;
4. Copies of educational records, including psychologist's assessments, if applicable;
5. The Claimant's disability statement, for Equality Act 2010 claims;
6. Relevant witness statements and/or proofs of evidence;
7. Reports of the opposing party's experts if available;
8. All the Claimant's pleadings including, Particulars of Claim, Letter before Claim, ET1 or application to the Tribunal as appropriate;
9. All the Defendant's pleadings including, the ET3, Defence (and counterclaim, if applicable)
10. A schedule of loss, if applicable;
11. All related interlocutory Orders and case management decisions;
12. Counsel's advice on expert evidence;
13. Any personnel file (in employment cases);
14. Details of what your client's first language is and whether an interpreter will be necessary;
15. In indication of your client's current mental state;
16. Name of the opposing party, so that a conflict of interest check can be carried out; and

Could you please send us this information electronically by email (or by a link to a file such as Dropbox with a further paper copy by post). We need to see all documents, which would assist or harm your case. Please do not send original documents at this stage. We regret that without seeing this information, we are unable to provide an estimate for the medicolegal report.

I can advise that the current hourly rate for our psychologists is a minimum of £200 per hour plus VAT. Your bill would need to be paid before the release of the report.

Our fee structure for expert witness reports is organised into five levels linked to how you intend to use the report and the complexity of issues we must consider in discharging our duty to the court. The five levels of reporting we offer are:

- (1) **Preliminary expert witness reports:** these assessments are designed for clients who are considering whether to use expert evidence in proceedings but are not sure whether there is sufficient medical evidence to defend or bring a claim. This level is sometimes suitable for occupational health assessments where the employer might be considering disciplinary action or dismissal. The minimum amount of time we devote to these triage reports is 7.5 hours. This equates to a fee of £1,500 plus VAT. If you proceed to a report at Level 1 or above the cost of the preliminary expert witness report will be credited to the overall fee, thus reducing the costs.
- (2) **Level 1 expert witness reports:** The minimum amount of time that is required to produce a report that is suitable for use in legal proceedings is 25 hours. Reports drafted in less than 25 hours are likely to be a false economy — they do not meet the rigorous minimum standards required of a competent expert witness psychologist. We operate on reputation of rigorous analysis and high-quality work. Our overriding duty is to the court and we have found through experience and analysing the reports of other experts that it is not possible to produce a quality expert psychologist report in less than 25 hours. We normally work much longer than the number of hours given in our cost estimates without additional charge to produce robust reports that result in early settlement of claims, thus reducing the overall cost of litigation.



- (3) **Level 2 Expert witness reports:** more comprehensive coverage is often required. Where this is the case it might take 27 to 50 hours to properly answer the questions that need to be addressed by the court.
- (4) **Level 3 Expert witness reports:** more complex cases such as those involving neuropsychological assessment are likely to take between 51 to 72 hours to complete proficiently.
- (5) **Level 4 Expert witness reports:** assessments of more than one individual or assessments of very complex injury are likely to take more than 72 hours to skilfully complete.

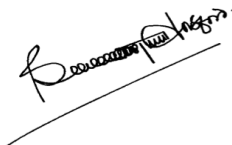
Cases with fewer documents for assessment are not always less complex. The amount of time required will ultimately depend on the quality of the evidence, the complexity of the instructions and factors which relate to the individual who is to be assessed. Thus, it is impossible to advise on the costs of the assessment without seeing all the evidence.

If your client is currently in receipt of legal aid, we are only able to carry out an assessment at the legal aid rate if you can provide proof of public funding in the form of a document bearing the current Legal Aid Agency reference number or unique funds number (UFN).

Thank you again for your enquiry, we look forward to working with you.

Kind regards

Yours faithfully



**Dr Bernard Horsford**  
**Consultant Chartered Psychologist and Neuropsychologist**  
**Chief Executive**  
**Advanced Assessments Limited**

Enclosures:

1. Dr Horsford's CV
2. Employment and Personal Injury Information Packs
3. Terms of Business





**Dr Bernard Horsford**

Ph.D., D Occ Psych, MBA, MSc, BA(Hons), LLB(Hons), DipAd Ed, DipM, MAPM, MAE, MEWI,  
Chartered FCIPD, MIoD, FIC, AFBPsS, Chartered Psychologist and Neuropsychologist

180, Piccadilly, Mayfair, London, W1J 9HF T: 0208 2000078 M: 07071 200344  
E: experts@advancedassessments.co.uk

**SUMMARY PROFILE**

I have built up a practice with many solicitors, insurance companies, local authorities and government departments. I also take instructions directly from individuals. I have appeared in and prepared reports for, the County Court, the High Court, Crown Court, magistrates' court and Tribunals for both defendants and claimants. I am known for my hard work, excellent client care and meticulous preparation of cases, often exceeding 40,000 pages. My background in business and human resources is a strength when advising on white-collar crime, health and safety and regulatory proceedings. I have over 20 years' experience in the assessment of individuals in occupational, forensic, clinical and educational settings. I cover all areas of personal injury and medical negligence including the ability to work; road traffic accidents; anxiety; mental health, psychological harm, workplace injuries, workplace stress, occupational health, ill health retirements, bullying, sexual abuse, post-traumatic stress disorder (PTSD) and neuropsychological assessments. I have considerable experience in equality and diversity. Specialist interests include assessment of head injuries and memory loss, psychological testing, children, families, assessment of intellectual functioning, and assessments that consider the impact of drugs, alcohol and strokes. I have experience in assessing the effects of injury on the loss of earnings. Solicitors consistently praise my work; my expert reports have frequently secured convictions and acquittals. More than 95% of cases settle on the basis of my reports. Waiting times are short.

**Key Specialities**

- Neuropsychological assessments and personal injury
- Evaluation of employment and discrimination claims
- Crime and evaluation of offenders
- Mental health and mental capacity assessments
- Impact of cognitive/intellectual functioning on ability to parent
- Assessment of malingered neuropsychological and psychiatric disorders
- Children and special educational needs

**NOTABLE CASES**

**Personal injury and neuropsychology**

- **NHS Wales Legal Services & Morgan Cole LLP:** carried out a psychological assessment in £7m personal injury claim arising from clinical negligence.
- **Allan Jones Solicitors:** Assessment of traumatic brain injury and psychological damage following an RTA.
- **OH Parsons and Unite:** assessment of psychiatric injury, brain damage and disability in a health and safety case.
- **Esure Insurance & Stewarts Law LLP:** a neuropsychological assessment following a serious road traffic accident.
- **Hilary Meredith Solicitors:** neuropsychological assessment of brain injury and depression for CICB.
- **Horwich Farrelly Solicitors:** assessment reports in a number of high value paediatric personal injury claims for brain damage and psychiatric injury following road traffic accidents.
- **New Law Legal Limited:** neuropsychological assessment of brain injury arising from health and safety failures.
- **Blackstone Law Solicitors:** carried out an evaluation of personal injury following a road traffic accident.

**Employment and discrimination**

- **Wedlake Bell LLP:** Jointly instructed, Callahan v Countywide PLC to assess whether the claimant was disabled by dyslexia, dyspraxia and mixed anxiety and depressive disorder.
- **Olswang LLP & Bloomberg LP:** assessment of whether claimant's social anxiety disorder was a disability.
- **Michelmores LLP & Stanley de Leon Solicitors:** Ramos Alvarez v London Borough of Kensington & Chelsea. Disability discrimination assessment, whether the claimant was disabled by anxiety and mixed depressive disorder.
- **Michelmores LLP:** MacDonald v Commissioner of Police for Metropolis & Others. Whether the second respondent was suffering from a mental illness and whether he would be fit to give evidence at an Employment Tribunal.



- **Davies & Partners LLP:** Bailasz v International Federation of Gynaecology & Obstetrics. Disability discrimination assessment. Whether the claimant was disabled by mixed anxiety and depressive disorder.
- **Taylor Wessing:** carried psychological profiling of an individual with borderline personality disorder to support a Protection from Harassment Act (1997) and defamation claim.
- **Brewin, Leighton Paisner LLP:** assessment of whether psychological illness caused misconduct.
- **DMH Stallard:** in Simpson v CRI. I assessed whether the claimant's depression was a disability.
- **Morisons Solicitors:** advised on a complex claim involving fairness of Strathclyde Fire and Rescue redundancy selection process.
- **Freeth Cartwright & Howes Percival Solicitors:** carried out a psychological assessment of disability in a claim involving dyslexia brought by a solicitor.
- **Shakespeare Putman Solicitors:** carried out an expert psychological assessment of injury in race and disability discrimination claims.
- **Kapoor & Co Solicitors:** Assessment of whether depression was caused by bullying and racial harassment to an employee of a major accountancy firm.
- **Kids Charity:** Whether an employee was disabled by social anxiety disorder and depression.
- **Bond Solicitors:** assessment of whether a General Medical Practitioner expelled from practice was disabled.
- **London Borough of Tower Hamlets and Quinn Manton Solicitors:** evaluated to determine whether the claimant was disabled by her depression.
- **Ministry of Justice:** assessment of reasonable adjustments in disability discrimination claims brought by a judge.
- **Re: Mannings:** assessment of whether a teacher was mentally fit to work with children.
- **National Offender Management Service:** Assessment of capability pending dismissal of a learning disabled and dyslexic probation officer.
- **Queen's Counsel Appointments Secretariat:** selection and assessment of Queen's Counsel candidates.
- **Serious Organised Crime Agency (SOCA):** designed and delivered assessment centres.
- **Searle Court:** a review of pupillage selection process.

### **Forensic and clinical**

- **ZMS Solicitors:** R v Daudia Assessment of autism spectrum disorder in a defendant charged with murder.
- **National Crime Agency:** R v Faioli Assessment of malingering, IQ, and mental health of defendant charged with drug importation.
- **J D Spicer Solicitors:** R v McGlue Assessment of illiteracy, IQ, suggestibility, and mental health on ability to give evidence in a major £1m fraud trial.
- **Ison Harrison Solicitors:** R v Cummins Assessment of subarachnoid haematoma and depression on the ability of the defendant multimillionaire to serve a prison sentence.
- **Noble Solicitors:** assessment of intelligence, mental health and suggestibility on a juvenile sex offender.
- **Elliott Stern Solicitors:** assessment of mental health, autism and ADHD on a juvenile charged with sex offences.
- **DDP Law Solicitors:** in R v Wilson & Grant carried out a forensic clinical assessment of IQ/cognitive functioning in a high-profile child destruction and GBH with intent case at the Old Bailey.
- **Lionel Blackman Solicitors:** R v Haire Assessment of whether a head injury (subdural haemorrhage/subdural haematoma) was caused by the defendant or complaint.
- **Stuart Miller Solicitors:** in R v Bergum & Others carried out a clinical forensic assessment of the impact of learning disability, domestic violence and significant harm on a defendant in a murder case.
- **Crown Prosecution Service:** I carried out an evaluation of high-functioning autism (Asperger's syndrome) in R v Ali, a high-profile terrorism case heard at the Old Bailey.
- **Bindman and Partners:** in R v Bello I carried out a neuropsychological assessment in £5m fraud and POCA proceedings.
- **Kesar & Co:** a risk assessment of a violent offender for the parole board in R v Dilley
- **Hodge Jones and Allen & London Borough of Camden:** carried out a mental capacity assessment.





- **Department of Business Innovation and Skills:** R v Ubsdell I completed a fitness to plead assessment in Director's Disqualification proceedings.
- **Department of Business Innovation and Skills:** R v Smith fitness to plead evaluation in insolvency proceedings.
- **Duncan Lewis Solicitors:** in R v Sterling I carried out an evaluation fitness to plead and fitness to stand trial.
- **Chelmsford Crown Court:** in R v Gaunt I risk assessed a high-profile child sex offender for sentencing.
- **HRS Solicitors:** I carried a psychological assessment of criminal responsibility in R v Khan, an elaborate DWP fraud.
- **Trinity Advocates:** assessment and sentencing of the impact of child sexual abuse on offending in R v Ferrier.
- **JD Spicer Zeb Solicitors:** R v Harten impact of ADHD, PTSD, and depression on offending;
- **JD Spicer Zeb Solicitors:** R v Garnder, impact of depression, IQ, suggestibility, and borderline personality disorder on offending;
- **JD Spicer Zeb Solicitors:** R v Morgan-Kilner impact of suggestibility and depression on intent in a false imprisonment case.
- **JD Spicer Solicitors:** R v Day Assessment of suggestibility, mental health and IQ
- **Ann Blyth Cook and Co:** I produced a report for sentencing a suggestible offender with low IQ in R v McDermott.
- **Crown Prosecution Service:** in R v Underwood I provided a forensic neuropsychological assessment in a high-profile domestic violence case involving GBH with intent/attempted murder.
- **Jane's Solicitors:** I carried out a forensic assessment of fitness to plead and stand trial for ABH in R v Abu.
- **Kaim Todner Solicitors:** I assessed intellectual capacity and mental health in R v Peverall, a fraud case.
- **Criminal Defence Solicitors:** assessment of intention in a self-defence case involving automatism in R v Maltese.
- **Kangs Solicitors:** sentencing report for a claustrophobic offender in a significant VAT fraud in R v Hassan.
- **Lloyds PR Solicitors:** clinical psychological assessment of fitness to plead in a robbery in R v Dahair.
- **Philips Osborne Solicitors:** R v Bayliss I assessed criminal intention and fitness to plead in a major conspiracy of an autistic defendant.
- **Shah Law Chambers:** I undertook an assessment of fitness to plead and stand trial for arson in R v Brown.
- **Selby Dixon Solicitors:** R v Preston. Assessment of the impact of severe gambling addiction on the defendant's life.
- **Whitworth & Green:** assessment of the impact of extradition on a child in high-value drugs trafficking case the USA v B.
- **Crown Prosecution Service:** a four-year programme improving the prosecution of hate crime.
- **DPP Law:** assessment of adjustments needed for a learning-disabled defendant to stand trial in R v Ludlow.
- **Edwards Duthie Solicitors:** risk assessment and evaluation of fitness to plead of a violent psychotic offender in R v Murphy.
- **Advice Wise Solicitors:** assessment of fitness to plead and sentencing report of an of a violent criminal who suffered memory loss and PTSD in R v Taha.
- **Vickers Solicitors:** R v Stapleton assessment of ability of a child charged with rape to participate in proceedings.

#### **Family and child custody**

- **London Borough of Redbridge & Others:** Re: H Assessment whether children's psychological problems and ability to learn where a consequence of child abuse in care proceedings.
- **London Borough of Croydon:** I carried out a parental capacity assessment in child abuse proceedings.
- **Charles Allotey and Co Solicitors:** expert psychological assessment in Children Act proceedings with reference to father's use of drugs.
- **Re B:** Assessment of mother's IQ and parental alienation in child custody proceedings.
- **Re V:** Parenting assessment of father in custody proceedings with reference to risk, parental alienation and substance abuse.
- **Re R:** Parenting capacity evaluation in child custody proceedings where domestic violence and parental alienation were alleged.
- **Re S:** assessment of risk, domestic violence, parental alienation, and attachment in a child custody case.







### Child psychology and education

- **National Youth Advocacy Service:** in R (on the Application of Board & others) v Lincolnshire County Council. I carried out an expert assessment of two profoundly disabled young people to support judicial review proceedings for the right to attend their chosen school.
- **Special Educational Needs and Disability Tribunal:** numerous learning needs assessments of which to support applications to schools.
- **M v London Borough of Waltham Forest:** assessment of a child with profound learning disabilities to support a request to her chosen school.
- **Re Hall:** Dyslexia Assessment of a very smart general medical practitioner with work performance problems.
- **Re UG:** Dyslexia assessment of a bilingual student in higher education with multiple learning difficulties.
- **Re TG:** Dyslexia assessment of a bilingual student with a fragmented educational history was refused entry to her chosen school.
- **Re M:** Assessment of learning disabilities and developmental delay in a group of elite UAE children.
- **Re SD:** assessment of reasons for compulsive lying and poor academic performance in a child.
- **Re H:** assessment of additional support required to support a child with emotional problems and ADHD.
- **Re JH:** assessment of an autistic and dyslexic child with conduct disorder for additional educational support.

### Regulatory and Disciplinary

- **Solicitors Disciplinary Tribunal:** assessment of criminal intention in a significant fraud involving a solicitor.
- **Health Care Professions Council:** Panel member hearing fitness to practice cases for four years.
- **Department of Health:** set up the Office of the Health Professions Adjudicator.

### EMPLOYMENT HISTORY

07/05/01-Present **Chief Executive & Consultant Chartered Psychologist**, Advanced Assessments Ltd, 180 Piccadilly, Mayfair, London, W1J 9HF

(1) Preparing neuropsychological reports. (2) Providing education, counselling and therapy to clients with neurological disorders. (3) Interviewing clients to gain their medical histories. (4) Advising on the risks associated with particular neurological surgical procedures. (5) Devising rehabilitation plans for clients with cognitive dysfunction. (6) Distinguishing between psychogenic and neurogenic syndromes with two or more etiologies of cerebral dysfunction or between disorders involving complex seizures. (7) Diagnosing and treating neural and psychological conditions such as early dementing illnesses or chronic pain with a neurological basis. (8) Developing neurobehavioral measures for monitoring progressive cerebral disease. (9) Evaluating the progress of clients following pharmacologic, surgical or behavioural treatment. (10) Diagnosing and treating conditions such as dementias, psychosis and somatoform disorder. (11) Diagnosis and treatment of conditions that have resulted from damage to the CNS as head traumas, degenerative diseases, cerebrovascular accidents, neoplasms, infectious or inflammatory diseases, neurodegenerative diseases, demyelinating diseases and dementing conditions. (12) Diagnosis and treatment of children with learning disabilities including dyslexia, ADHD and autism. (13) Developing treatment plans with children and their parents. Carrying out neuropsychological assessments of intelligence and academic ability, attention, concentration, language, learning, memory and sensory-motor function. (14) Acting as an expert witness. (15) Registered provider of counselling and psychological services for AXA PPP Health Care.

23/02/98-04/05/01 **Managing Director**, Fanon Trust & Foundation, 33 Effra Road, London, SW2 1BZ

(1) Providing behaviour therapy and counselling interventions for patients with brain disorders. (2) Obtaining the medical histories of patients. (3) Preparing neuropsychological reports of patient's performance on neuropsychological tests and clinical observations. (4) Advising patients of the risks associated with neurological procedures. (5) Training and supervising psychologists and mental health staff. (6) Diagnosing and treating psychological and neural conditions. (7) Implementing rehabilitation plans. (8) Monitoring physiological responses in the patients (8) Assessment and care of people suffering from mental health





problems and drug addiction. (9) Family and parenting assessments. (10) Carrying out forensic psychological evaluations (10) Managing clinical psychologists.

- 03/08/96-23/02/98 **Personnel Director**, London Borough of Harrow, Civic Centre, Harrow, Middlesex, HA1 2XY
- Acted up from Personnel Manager to Personnel Director.
  - I led work on employment law and personal injury.
  - Responsible for occupational assessments.
  - Reduced sickness absence by 20%.
  - Reduced personal injury and health and safety claims against the council by 10%.
- 05/09/94-05/08/96 **Senior Personnel Officer**, Coventry City Council, Council House, Coventry, CV1 5RR
- Acted up into the role of personnel manager.
  - Managed a team of 30 human resource professionals.
  - Reduced employment tribunal claims by 27% by implementing a mediation scheme.
  - Improved the process for TUPE transfers of staff.
- 22/07/91-02/09/94 **Management Consultant**, Nottingham City Council, Burton Street, Nottingham, NG1 4BT
- Improved leadership effectiveness by introducing development centres.
  - Reduced staff turnover by introducing a talent management programme.
  - Improved CPA ratings by implementing a performance improvement plan.
  - Led a team of consultants.
- 01/07/88-12/07/91 **Senior Personnel Officer**, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7QP
- Trained social workers in child care and child protection.
  - Reduced staff sickness by 10%.
- 06/07/87-01/07/88 **Job Club Leader**, Nottinghamshire City Council, Burton Street, Nottingham, NG1 4BT
- Achieved a 19% improvement rate in getting the long-term unemployed into work.
  - Obtained the highest completion rate of the programme in the East Midlands.
- 07/10/85-03/07/87 **Leader-in-Charge**, Tennyson Hall Youth and Community Centre, Forest Road West, NG7 4EP
- Led inter-agency work on reduction of offending and child protection with social services, education and probation
  - Led and developed a large, inner city team of Youth and Community Workers.
  - Working with young people at risk of offending.
  - Joint assessment, mentoring and support of young people in education

### **PRIVATE PRACTICE, TEACHING & RESEARCH**

- 09/15 – 12/16 **Lecturer/Senior Lecturer in Business and Psychology**, University of Derby Online Learning, Enterprise Centre, 37 Bridge Street, Derby, DE1 3LD
- Teaching and supporting learning across courses in business, forensic, health and clinical psychology.
  - The design of programmes of study in psychology and business.
  - Assessing and providing feedback to learners.
  - Developing effective learning environments and approaches to student support and guidance.
  - Engaging in research and the evaluation of professional practice.







- 04/08 – 03/11 **Panel Chair**, Health Professions Council (HCPC), Park House, 184 Kennington Park Road, London, SE11 4BU
- Considering fitness to practice cases.
  - Contributing to the development of educational standards for HCPC registered psychologists.
- 11/98 – 07/12 **Associate Lecturer in Business Studies and Human Resource Strategy**, Open University, Walton Hall, Milton Keynes, Buckinghamshire
- Teaching at undergraduate and postgraduate level both in university and prisons of industrial and organisational psychology including the courses: Managing Human Resources, Industrial Psychology and Industrial/Organisational Psychology and Business Psychology.
  - Obtaining research funding support.
  - Supervision of undergraduate taught graduate (Masters) or research graduate (MPhil/Ph.D.) students.
  - Contributing to the development, planning and implementation of a high-quality curriculum.
  - Developing learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
  - Leading departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
  - Participating in the development, administration and marking of exams and other assessments.
  - Providing pastoral care and support to students with specific learning disabilities including autism.
  - Participating in the administration of programmes of study and other activities.
- 09/95 – Date **Child psychologist and psychotherapist**, Sankofa Group Ltd, 180 Piccadilly, Mayfair, London, W1J 9HF.
- Therapy with adults, older adults, children, families and learning, disabled clients.
  - Delivering applied cognitive behavioural therapy on a range of problems including phobia's obsessive-compulsive disorder, post-traumatic stress disorder, depression, psychosis, health-related presentations, family functioning, adjustment and addictive behaviours and eating disorders.
  - Delivering applied psychodynamic therapy for problems including anxiety presentations, depression, relationship difficulties, personality presentations, health-related presentations, addictive behaviours and eating disorders. Assessing clients for psychodynamic therapy, engaging customers in psychodynamic approaches, psychodynamic formulation, recognising and working on unconscious communication and unconscious dynamics influencing relationships, working with clients to become aware of unexpressed feelings, using therapy to explore change, working with clients to terminate treatment. Making dynamic interpretations, working with transference and counter-transference, defences, projection and projective identification.
  - Delivering systemic therapies for anxiety, depression relationship difficulties developmental transitions, family functioning, health-related presentations, addictive behaviours and family functioning. Conducting systemic assessments, engaging with clients in a developmentally appropriate way, developing systemic hypotheses and providing interventions from a systemic perspective, helping clients identify and change problematic behaviours. Applied systemic principles including circular questioning reframing techniques, working with clients to identify individual and family strengths, using mapping techniques to help clients understand the development and maintenance of problems working with systemic teams.
  - Evaluating parental rights cases, training violent offenders, carrying out risk assessments, analysing sex offenders, offender profiling, evaluating child custody cases, counselling offenders, delivering offender treatment programmes, assessing the credibility of child witnesses, counselling victims of crime and detecting potential child abuse.





- 12/92 – 08/95 **Chairman**, Central Management Corporation for Consultancy Ltd, Lenton Business Centre, Lenton Boulevard, Nottingham, NG7 2BY
- Counsellor in private practice.
  - Set up Uhuru mental health project and provided counselling for service users.
  - Improved engagement with service users and acted as a counsellor at Greenwich Mind.
  - Designed training for educational psychologists, Guardian Ad Litem and Court Reporting officers.
  - Worked with children who have special educational needs including dyslexia and autism.
  - Provided training and business transformation services for local authorities and central government including the Department for Work and Pensions.

### **QUALIFICATIONS**

- 22/10/16 – 08/08/17 **University of Huddersfield:** MSc Investigative Psychology (Forensic Psychology), distinction  
22/10/11 – 12/12/13 **BPP Law School:** Postgraduate Diploma, Bar Professional Training Course, very competent,  
01/09/98 – 13/06/03 **Cranfield University:** PhD Applied Psychology  
01/10/01 – 01/08/03 **Birkbeck College: University of London:** LLB (Hons) Law  
05/09/93 – 12/07/96 **University of East London:** Professional Doctorate in Occupational Psychology  
07/09/90 – 08/06/93 **Manchester Business School:** MBA  
31/10/85 – 18/03/93 **Open University:** BA(Hons) Psychology and Economics  
04/09/91 – 10/12/92 **Nottingham Trent University:** Professional Diploma in Marketing  
10/10/88 – 23/07/90 **University of Nottingham:** Postgraduate Diploma in Adult Education, teacher training  
02/09/88 – 05/11/90 **De Montfort University:** Professional Diploma in Personnel Management

### **Professional Courses**

- Colorado State Licensing Board, Mental Health Jurisprudence Examination, 2015  
Human Sexuality Training, Psychceu.com (approved by the American Psychological Association) 2015  
Child Abuse Training, Psychceu.com (approved by the American Psychological Association) 2015  
Hogrefe, Autism Diagnostic Observation Schedule, Second Edition, 2015  
Hogrefe, Autism Diagnostic Interview-Revised, 2015  
Test User, Occupational Personality, Saville Consulting Wave, 2015  
Euro Test User, Occupational, 2015  
Forensic Test User, 2015  
Assistant Forensic Test User, 2015  
Pearson, Wechsler Adult Intelligence Scale (WAIS-IV) Training, 2014  
Pearson, Wechsler Memory Scale (WMS-IV) Training, 2014  
American Psychiatric Association, Diagnostic and Statistical Manual 5 (DSM-5), 2014  
IMA: Accelerating Implementation Methodology, 2014  
Test User, Occupational Personality, Occupational Personality Questionnaire, 2012  
Dr Craig Childress, Parental Alienation and Pathogenic Parenting Assessment, 2010  
APM Group: Managing Successful Programmes Practitioner, 2009  
APM Group: PRINCE2™ Project Management Practitioner, 2008  
PAR Inc: Personality Assessment Inventory (PAI), 2007  
AD&C: Assessment & Development Consultants, approved assessor, 2003  
SHL: Design and implementation of Assessment and Development Centres, 2003  
SHL: Motivation Questionnaire, 2003  
Test User, Occupational Personality, 16 Personality Factor Questionnaire, 2000  
Test User, Occupational Ability 1995  
Assistant Test User, Occupational Ability, 1995





### **Membership of Professional Institutions**

American Psychological Association, 2015  
Society for Industrial and Organizational Psychology, full member 2015  
Expert Witness Institute, Member (number 8451) 2014  
The Honourable Society of Gray's Inn, Barrister (number 14674) called 2013  
Academy of Experts, Member (number 2994) 2011  
Employment Law Bar Association, 2010  
Bar Association for Commerce Finance and Industry, 2010  
Administrative Law Bar Association, 2010  
Association for Project Management, Member (number R46425) 2010  
Institute of Consulting, Fellow, (number 00426350) 2008 to date  
Chartered Institute of Personnel and Development, Chartered Fellow (number 10049934) 1998  
British Psychological Society, Associate Fellow, 2015  
British Psychological Society, Chartered Psychologist (number 31939) 1999  
British Psychological Society, Full Member of the Division of Occupational Psychology, 1999  
British Psychological Society, Special Group in Coaching Psychology, 2008  
British Psychological Society, Full Member of the Division of Neuropsychology, 2015  
British Psychological Society, Full Member of the Division of Academics, Researchers & Teachers in Psychology, 2015  
British Psychological Society, Associate Member of the Division of Clinical Psychology, 2011  
British Psychological Society, Associate Member of the Division of Child and Educational Psychology, 2011  
British Psychological Society, Associate Member of the Division of Forensic Psychology, 2011  
Registered with the Health Care Professions Council (Registration number PYL15766) 1999  
Institute of Directors (number H131172) Member, 1994

### **AWARDS**

Crown Prosecution Service, Outstanding Achievement Award, 2007  
Interim Management Association, Interim Manager of the Year Award (overall winner) 2004  
Interim Management Association, Interim Manager of the Year (project management) 2003

### **SELECTED PUBLICATIONS**

Horsford, B. I. (2014) *Initial analysis of the equality impact to support to support development of the revised Mental Health Act 1983 Code of Practice*, London: Department of Health

Horsford B. I. (2006) *An equality Impact assessment of the virtual court*, London: London Criminal Justice Board and the Legal Services Commission.

Horsford, B. I (2005) *Performance appraisal ratings: a review and impact assessment*. London: The Crown Prosecution Service: Equality and Diversity Unit & Human Resources Department

Horsford, B. I (2003) *Career progression of black managers*, Cranfield: Cranfield University

Horsford, B. I., & Foster, D. (1993). Are South African psychologists to blame for blustering racial segregation? *All in the Mind*, BBC Radio 4, 19 October 1993.

Horsford, B. I. (1990). Cultural issues and psychiatric diagnosis. Paper presented at the Abnormal Psychology Study Workshop, Nottingham University. In N. Hayes (1994), *Foundations of Psychology: An Introductory Text*. London: Routledge.

Horsford, B. I. (1986). Psychology, education and race: A Black perspective. *Psychology News & In Mind* 2(1), 11–14.

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# **Advanced Assessments Ltd**

Expert witnesses and Psychologists

A Member of the Strategic Enterprise Group

180 Piccadilly, London, W1J 9HP T: 0845 130 5717

## **Expert Witness Services for Employment Lawyers**



## **Expert Witness Service for Employment Lawyers**

We provide the most comprehensive employment expert witness service in the United Kingdom. You will have access to a multi-disciplinary team of leading psychologists, human resource experts, psychiatrists and occupational health physicians. Our expert witness service encompasses the whole range of employment law needs, providing timely and comprehensive reports for employment tribunals, county court and high court claims.

We work in the following markets:

- Private sector
- NHS
- Central government
- Local government
- Charities and social enterprises

We are often instructed to report on claims arising out of working conditions, organisational change, restructuring, workplace stress, bullying and harassment, discrimination and disability at work. We assess rehabilitation after illness and make recommendations on reasonable adjustments.

Assessment and treatment of occupational stress is a particular feature of our work. We report on the vocational effects of brain injury, psychological damage and severe trauma, such as spinal cord injuries, amputation, or other health issues that impede employment or career.

Typical reports cover the following areas:

- Advising on the fairness of reward and remuneration systems
- Pay and benefits claims, including equal pay and equal value claims
- Job evaluation claims
- Employment demographics and statistics
- Discrimination in employment in respect of race, gender, age, disability sexual orientation and religion and belief
- Psychological injury arising from unfair dismissal and redundancy
- Assessment of discrimination in recruitment and selection
- Psychological effects of physical disability
- Personal injury and fatal accidents
- Personal injury rehabilitation
- Cost of injury, disability and death



- Loss of future earnings and pension rights
- Career and employment prospects
- Potential earning assessments
- Employment disputes linked to established practices
- Fitness to work assessments
- Financial quantification of injury/death
- Loss of income and loss of profits
- Rehabilitation assessments
- Potential earning assessments
- Vocational evaluation of the cost of injury
- Employment prospects and employability
- Workplace issues and adaptations for disabled people
- Medical injury — quantum in employment cases
- Employment and disciplinary disputes
- Harassment investigations and reports
- Business valuation/loss
- Insurance claims assessment, investigation and loss adjustment
- Occupational stress
- Psychological testing
- Workplace hazards
- Human contributory factors in accidents
- Fitness to work following personal injury
- Failure to recover/suspicion of malingering

We offer knowledge and experience of a broad range of occupations and industries. Clients are normally seen within a week of confirmation of funding and reports are normally released within two weeks.

## **Occupational Health Assessments**

Our consultants have a wide range of expertise in occupational health and well-being.

We have a range of proactive and reactive services that will improve productivity, boost morale and effectively manage your mental health and well-being issues.

Here is a summary of what our occupational health team does:

- We assess what an employee can and cannot do following illness or injury
- We assess and recommend reasonable adjustments in accordance with the Equality Act 2010
- We assess psychological injury in unfair dismissal claims
- We assess the health risks and liability for redundancy and restructuring
- We carry out independent assessments for ill-health and early retirement
- We assess discrimination claims involving race, gender, disability, sexual





## ADVANCED ASSESSMENTS LTD

*Expert Witnesses & Psychologists*

orientation and religion and belief

- We assess personal injury claims involving bullying and harassment
- We assess and manage medical redeployment
- We carry out risk assessments
- We carry out pre-employment screening
- We deliver independent medical assessments in long-term sickness absence cases
- We assess individuals with mental health problems at work
- We provide Employee Assistance Programmes, including a confidential 24-hour 7 day a week counselling, CBT, mentoring and coaching service
- We assess and design health and safety and well-being policies

Our specialists act as single and joint experts in matters. Our extensive legal training allows us to produce reports that meet all the necessary legal standards.

To find out more contact Dr Bernard Horsford or Mr Ali Khan on:

0208 2000078 or email us on: [wecare@advancedassessments.co.uk](mailto:wecare@advancedassessments.co.uk)



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## **MEDICOLEGAL REPORTS**

**Client Engagement Agreement: v16**

### **Terms of Business**

**Normally you will receive a populated individual contract. Where an individual contract is not produced or returned the following terms will apply**

**Advanced Assessments Ltd**



The  
British  
Psychological  
Society

Chartered Psychologists

This Agreement is made on the date agreed by the email of acceptance

BETWEEN

- (1) Advanced Assessments Limited incorporated in England under number 3743892 and whose registered office is at Africa House, 21 Shorwell Road, Nottingham, NG3 7HG (“The Expert”).  
and
- (2) The organisation or individual purchasing the service as confirmed by exchange of letter or email (“The Client”).

IT IS HEREBY AGREED THAT

## Definitions

- 1.1 Agreed Sum means the sum set out in the Specification being the hourly rate that the Client agrees to pay to Advanced Assessments Limited for providing Services.
- 1.2 Specification means the details of the services required by the Client as notified by the Expert to the Supplier from time to time in accordance with the Specification sheet in the form set out in the Schedule to this Agreement.
- 1.3 Personnel means the Supplier, Advanced Assessment’s Limited employees, subcontractors, experts and substitutes as appropriate.
- 1.4 Services mean those services details of which are set out in the Specification and, as the case may be, letter of instruction.
- 1.5 IP rights: patents, rights to inventions, copyright and related rights, moral rights, trademarks [and service marks], trade names and domain names, [rights in get-up,]. Rights to goodwill or to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

## 2 Agreement

- 2.1 Subject to its agreement to do so, Advanced Assessments Limited shall provide those Services detailed in the Specification to the Client.
- 2.2 Advanced Assessments Limited shall invoice the Client for the Agreed Sum in respect of Services provided by it.

- 2.3 This agreement may be transferred, subcontracted, assigned or made over to a third party by Advanced Assessments Limited or the Client provided that the prior written consent of the other party is obtained (whose agreement will not be unreasonably withheld).

### **3 Payment**

- 3.1 Advanced Assessments shall submit invoices to the Client in respect of Services provided by it to the Client.
- 3.2 The Client shall meet Advanced Assessment's invoices in full immediately upon presentation of the invoice before the release of the report unless you have been given written confirmation that you may settle your account in full within 14 days submitting the invoice, report or, attendance, subject to the terms of this Agreement. Where the case is publicly funded or where you have been granted a credit account, invoices will be raised for the work by our sister company, Sankofa Financial Services Limited. In the event of late or non-payment of our bills, you agree that Sankofa Financial Services, Lloyds Bank Commercial Finance or Advanced Assessments will be able to sue for the value of those invoices and to claim costs at our professional rate rather than the litigant in person rate.
- 3.3 You also agree that Sankofa Financial Services or Advanced Assessments may assign any invoice to Lloyds Bank Commercial Finance. You agree to cooperate with Lloyds Bank Commercial Finance and that you will confirm any invoiced amount, invoice number and Project ID.
- 3.4 In the event of there being an error in the invoice for payment, the invoice will still be due within the time specified in this agreement or on the invoice. It is the responsibility of the client to bring any errors to the attention of Advanced Assessments Limited within two days of issue of the invoice.
- 3.5 In the event of late payment by the Client, Advanced Assessments Limited will be permitted to raise a late payment pursuant to the current rate in The Late Payment of Commercial Debts (Interest Act) (1998). The Bank of England base rate from the date when the interest became due. This rate will apply to any amount but, at our sole discretion, your invoice may be reduced following resolution of the dispute. In the unlikely event that there is a dispute about payment, it is in your interest to raise this dispute within the seven-day period from which you receive the service or invoice. At Advanced Assessments' sole discretion, we may determine that the amount of interest payable is from the date of the resolution of the dispute and not of the original invoice.

## 4 Duration and Termination

- 4.1 This Agreement shall commence on the dates confirmed in the email or letter of acceptance and shall apply in respect of Services that Advanced Assessments Limited agrees to provide to the Client in accordance with the Specification.
- 4.2 Either party shall be entitled to terminate this Agreement forthwith if:
- (a) Either party is in breach of this Agreement and fails to remedy such breach (if capable of remedy) within two weeks of receiving written notice from the other party requiring it to do so.
  - (b) The other party goes into liquidation, becomes bankrupt or enters into an arrangement with creditors or members or has a receiver or administrator appointed.
  - (c) Either party acts in fundamental breach of any of the terms of this Agreement.
- 4.3 If the Client reports its dissatisfaction, Advanced Assessments Limited will take whatever reasonable steps are necessary to remedy the situation. All complaints must be made to Advanced Assessments in writing immediately; complaints raised outside of the seven-day period of receipt of the goods, services or invoice will not be accepted.

## 5 Advanced Assessments' Obligations

- 5.1 Advanced Assessments Limited will ensure that the Specification includes the following detail as a minimum:
- (a) The Services which the Supplier is to provide;
  - (b) The Agreed Sum;
  - (c) The required commencement date for provision of Services;
- 5.2 Advanced Assessments Limited shall retain responsibility for its Personnel. Advanced Assessments Limited acknowledges, and shall require that the Client's acknowledges, that Advanced Assessment's personnel are professionals who will use their initiative as to the manner in which the Services are delivered and will not be subject to, or to the right of, supervision, direction or control as to the manner in which they render those Services.
- 5.3 Advanced Assessments will only offer to provide Services where Advanced Assessments is satisfied:

- (a) That its Personnel possesses the required knowledge and expertise as detailed in the Specification; and,
- (b) That it is confident that it can meet the requirements set out in the Specification.
- (c) Advanced Assessments shall, in performing the Services:
  - i. Comply with the Specification unless agreed otherwise by the terms of this Agreement;
  - ii. At the end of each month (or at the end of the work to be included in the specification of a period less than one month or if the work is completed before the end of a month) the expert shall reflect on the number of hours worked during the preceding month in the invoice.

5.4 Advanced Assessments shall:

- (a) Ensure that it has valid and adequate Public and Employer's Liability Insurance and Professional Indemnity in force throughout the duration of the Specification; and,
- (b) Ensure that its Personnel complies with any relevant legislation or regulations relating to the Specification and/or the working environment.

5.5 Advanced Assessments shall have the right to supply one or more substitutes of equivalent Expertise to work in place of the first Personnel. Advanced Assessments acknowledges that the Client has the right, under its contract with Advanced Assessments, to refuse to accept the substitute Personnel if, in the reasonable view of the Client, the substitute Personnel has insufficient qualifications or Expertise to carry out the Specification.

5.6 Where substitution occurs, the other Terms and Conditions of this Agreement and the Specification, and in particular, the Agreed Sum, will remain unchanged unless varied by the provisions of this Agreement.

5.7 If Advanced Assessments Limited cannot provide either the original Personnel or acceptable substitute Personnel, the Client is entitled to terminate the Specification and/or this Agreement forthwith.

5.8 Advanced Assessments will be solely responsible for: the payment of Statutory Sick Pay, Holiday pay or statutory maternity pay to its Personnel, and will be responsible for any PAYE, Income Tax, National Insurance contributions and other taxes and deductions payable in respect of its Personnel in respect of any Specification undertaken.



- 5.9 Advanced Assessments acknowledges its obligations under relevant statutes and statutory instruments.
- 5.10 Advanced Assessments agrees to ensure that all regulatory requirements regarding Company reporting procedures are met, and the Company is legally able to trade.
- 5.11 Advanced Assessments confirms that it will comply with all the requirements of the VAT legislation and the Companies Act 2006.
- 5.12 Nothing in this Agreement shall prevent Advanced Assessments from providing its services and/or those of its Personnel to any other person or organisation other than the Client.
- 5.13 Neither party wishes to create or imply any mutuality of obligation between themselves either in the course of or between any performance of Services under the Specification.

## **6 Client's obligations**

- 6.1 To inform the Expert when his or her fees are to be paid and whether the Client needs to obtain authority to incur the estimated costs and disbursements before confirming the Expert's instructions. In all cases to ensure that the Client has sufficient funds in the account to pay for the assessment, should payment from any third party be delayed.
- 6.2 In legally aided cases to:
  - (a) notify Advanced Assessments that a funding certificate or legal aid order has been applied for, granted or amended and to provide Advanced Assessments Limited with copies of such documents;
  - (b) apply to the Area Office of the Legal Aid Agency for prior authority to incur the Experts anticipated fees and disbursements and immediately advise the Expert should this authority be refused; and
  - (c) apply to the area office for interim payments on account to settle our invoices immediately upon presentation or within a maximum of 14 days from the date of the invoice (if you have written confirmation from Advanced Assessments Limited that a 14-day account has been granted).
- 6.3 In all cases, to ensure that the Expert's fees and disbursements are paid immediately upon presentation of the invoice or within 14 days from the date

of the invoice if Advanced Assessments has provided you with 14 days interest-free credit, whether or not the instructing party has been placed in funds. Invoices must be paid in full without deduction or set off.

- 6.4 To respond promptly to any reasonable requests from the Expert for example for:
- (a) clarification of instructions already given;
  - (b) further information or documents;
  - (c) permissions to enter expense additional to that already estimate;
  - (d) for authority to engage others in undertaking part of the assessment.
- 6.5 Not to alter or allow others to modify the text of the Expert's report in any way without the Experts permission.
- 6.6 To give prompt written warning of every meeting or hearing that the Expert is or may be required to attend and provide an immediate notification should they be cancelled. To keep the Expert informed as to the progress of the case and its outcome.
- 6.7 Not to use or allow others to use the Expert's report for any purpose other than the litigation in the matter on which the Expert's advice was sought.
- 6.8 The Client's instructions are accepted by the Expert only upon the basis that the Client gives the Expert full, timely and proper instructions, which will enable the Expert to lawfully and properly carry out the assignment, and comply with the Expert's duty to the court and that the Client will indemnify the Expert accordingly.
- 6.9 In the absence of any written agreement to the contrary, the Client, who instructs the Expert, does so as principal and shall be personally responsible for payment of the Experts fees and disbursements. The client shall be liable for whether or not the Client has been placed in funds by the person being assessed, the insurance company, Legal Aid Agency, Criminal Injuries Compensation Fund or another body. The Client shall pay the invoices in full, notwithstanding any provisions of the civil procedure rules with regard to the amount, recovery or otherwise, and whether or not the full amount has been allowed in any assessment of costs of the case, taxation or assessment will not reduce our fees by a court or other authority.
- 6.10 Fees will be charged for an on a 'time spent basis' at the Expert's hourly rate from time to time applicable, and notified in writing by the Experts to the point.

In cases where the Client has insufficient time to obtain an estimate for the work being undertaken or any extension of work that is undertaken, it is at Advanced Assessments Limited's sole discretion to determine whether the amount of time to produce the report or service was reasonable. The Experts fees will not be subject to reduction under section 15 of the Supply of Goods and Service Act 1982. In any event, it is a term of the contract, with respect to time and quality that the Expert owes its primary duty to the court and not those that instruct it.

- 6.11 Where it becomes apparent that the costs of producing the assessment are more than the original cost estimate, the Client must urgently seek to fund any additional costs. (Advanced Assessments Limited will be unable to carry out any further work until written confirmation of additional funding has been seen and agreed on.)
- 6.12 By continuing to instruct us, you will have entered into a binding agreement whether or not you have signed and returned our Terms and Conditions. For the avoidance of doubt or if, for any reason, the Client chooses to stop instructing us once we have commenced work, the client will be Client will be liable for all the work that has been carried out up to the time when Advanced Assessments Limited ceased being instructed, whether or not a final report is produced.
- 6.13 The cost of the assessment does not include our cost of attendance at any court hearing. In the unlikely event that we are required to give evidence at a court hearing, we will charge for our services at our hourly rate prevailing at the time as professional witnesses. The Expert will furnish the client with his or her dates to avoid and liaise with the client in respect of his or her fee for attendance. It is up to instructing solicitors to contact the court to agree our full fees (which will be higher for giving evidence) if such an agreement is in place, we will bill HMCTS and not the instructing solicitors. In the absence of such an agreement, we will be entitled to charge the Client at our professional rate, whether or not we are summoned to court under a witness order, irrespective of whether or not that witness order/summons is issued after this contract expires. When we summoned to court, we will be entitled to bill the party who applied for the summons for travel, preparation and attendance at our professional rates, irrespective of whether or not HMCTS fully reimburses the Client.
- 6.14 Advanced Assessments Limited may present interim invoices at such intervals as it considers fit and payment of each invoice will be due within the area specified, subject to any written waiver granted by the Expert in legal aid cases.
- 6.15 In the event of any invoice or part of an invoice remaining unpaid, Advanced Assessments Limited reserves the right not to carry out any further work for the Client until that invoice is settled in full.
- 6.16 Advanced Assessments Limited reserves the right to charge the Client the

costs and expenses (including legal expenses) of recovering late payments and to levy contractual and interest in under the Late Payments Commercial Debts (interest) Act 1998.

- 6.17 If the Client does not make payment when due, the Expert may, also, modify the payment terms so as to make all fees and disbursements payable in advance or require the Client to give such assurance, guarantee or undertaking as the Expert may reasonably require security pointers payment obligations. Until payment in full has been made by the Client, Advanced Assessments shall be entitled to retain all books, papers, reports, documents and other materials whether or not these are the property of the Client and whether or not they relate to the assessment in respect of which the Expert has been instructed.
- 6.18 In the case of a joint instruction, the lead solicitor is responsible for arranging settlement of the invoice in full.

## **7 Warranties**

- 7.1 Advanced Assessments warrants that all and any information regarding the Suppliers and its Personnel's Expertise, experience and qualifications provided to the Client are complete, accurate and up to date.
- 7.2 Advanced Assessments warrants that it will, when utilising any of its equipment or intellectual property in carrying out the engagement, ensure that any security requirements reasonably required by the Client are complied with.
- 7.3 Advanced Assessments warrants that any intellectual property rights of whatever nature and whether registered or not, which may be created by Advanced Assessments or its Personnel in the course of performing the Specification, will be transferred to the Client. Advanced Assessments agrees to take whatever steps are necessary to transfer any such intellectual property to the Client.
- 7.4 Insofar as Advanced Assessments makes use of any of its own IP Rights in connection with the performance of this agreement, Advanced Assessments hereby grants a licence to the Client to use Advanced Assessment's IP rights insofar as the use of such rights by Client is required for the proper performance of this agreement.

## 8 Limitations

- 8.1 Advanced Assessments puts its personnel forward for the Client's consideration in all good faith and therefore cannot be held to be responsible for any misrepresentations or misleading information provided by the Client concerning the qualifications or experience required of its personnel for the Specification.
- 8.2 The parties agree that neither party may be held to be liable to the other in respect of:
- (a) Any loss, damage, costs, expenses or other claims for compensation arising from the Client making use of Advanced Assessment's services for any purpose not explicitly disclosed to Advanced Assessments in the Specification or from the Client allowing a third party to make use of the Services provided by Advanced Assessments;
  - (b) Any representation (unless fraudulent), or any implied warranty, condition or other term. Any duty at common law, or other than under the express terms of this Agreement, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of Advanced Assessments, their servants or Experts or otherwise) which arises out of or in connection with the performance of the Specification by Advanced Assessments or its use by the Client.
- 8.3 Should the Specification be terminated by any party other than Advanced Assessments, and, as a result of such termination, Advanced Assessments suffers loss (in any form whatsoever) Advanced Assessments expressly reserves the right to pursue the Client for that loss. Advanced Assessments shall pursue them insofar as that loss has resulted from any statement and/or act or omission of the Client or persons for whose conduct the Client is responsible.
- 8.4 Our fees are expressly excluded from assessment by the Legal Aid Agency, the Court or any other third party. The Client undertakes to pay the Expert's fees in full at the time of delivery of the report or service irrespective of whether the Client's costs have been recovered from the Legal Aid Agency, insurer or any other third party.

## 9 Confidentiality

- 9.1 Both parties will take all reasonable steps to ensure that any documents, other materials and data or other information which are supplied to the other party under this Agreement and are clearly marked as confidential, remain confidential to the parties. Such information will only be made available by the parties to those of their personnel who have a reasonable need to know of it and the documents or other materials and data, or other information or copies thereof will not be made available to any third parties except for professional advisers in confidence or if required by law. Either party is entitled to demand the return of all copies of any such documents, materials, data or other information within two weeks, by giving the other party written notice.
- 9.2 This obligation of confidentiality will remain in force beyond the cessation or other termination of this Agreement.
- 9.3 At the end or upon earlier termination of this Agreement, each party shall return to the other all documents or other material containing the Confidential Information, which, for the avoidance of doubt, shall include any copies of the documents or material created by Advanced Assessments or its Personnel.
- 9.4 This clause shall not apply to any documents, other materials, data or other information which are already in the public domain at the time when either party provides them. It shall cease to apply where either party is required by law to make a disclosure or if the information becomes public knowledge through no fault of the other party.
- 9.5 Both parties undertake that, any information which is received from the other party under this Agreement, will only be used for this Agreement.
- 9.6 Advanced Assessments Limited acknowledges, under the Data Protection Act 1998 and the General Data Protection Regulations that we have a statutory duty as Data Controllers to protect personal data. Our Privacy Policy, annexed to this agreement forms a binding part of the contact.
- 9.7 The Expert will not disclose to any person, firm or company any information about the Client, the Client's work or its policies and procedures without the express written consent.
- 9.8 We agree to take technical and organisational measures against the unauthorised processing of information of a confidential nature gained in the course of carrying out work for the Client.
- 9.9 The Expert will take technical and organisational measures against the accidental loss, destruction or damage of any information of a confidential nature, gained in



the course of carrying out work for the Client.

- 9.10 Advanced Assessments Limited will ensure that all records obtained from the customer in any medium, whether written, electronic and whether readable or otherwise, will remain the property of the customer and shall only be used for the purposes agreed by the customer.
- 9.11 Upon completion of the instructions, Advanced Assessments will return to the Client records or data obtained from the customer.
- 9.12 In the event of an investigation by the Legal Ombudsman or other authority, Advanced Assessments Limited will provide any information obtained during the work carried out for the Client as a matter of urgency.
- 9.13 Advanced Assessments Limited will retain a file relating to these instructions for inspection by the Legal Aid Agency or other authority.

## **10 General**

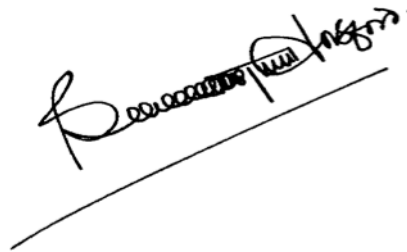
- 10.1 The relationship between the parties is one between independent businesses acting at arm's length, and nothing contained in this Agreement shall be construed as constituting or establishing any partnership, joint venture or relationship of employer and employee between the parties or their personnel.
- 10.2 In the event of the Client engaging Advanced Assessment's personnel on an additional assignment or extension of contact or introducing Advanced Assessments Limited's staff to any other party resulting in an offer of a contract with the other party, the Client shall immediately notify Advanced Assessments in writing. The Client agrees that Advanced Assessments shall be provided and fee negotiated exclusively by Advanced Assessments in advance of the commencement of any such engagement or re-engagement.
- 10.3 Where Advanced Assessments is commissioned to carry out particular interventions such as assessment of the Clients or to attend court to give evidence, Advanced Assessments will charge a 100% cancellation fee if that intervention is cancelled and rescheduled within 72 hours.
- 10.4 Advanced Assessments shall not be liable to the Client or be deemed to be in breach of the Agreement because of any delay in performing or any failure to perform any of Advanced Assessment's obligations under this Agreement, if the delay or failure was due to any cause beyond Advanced Assessments Limited's reasonable control.

- 10.5 The terms of this Agreement represent the entire agreement between the parties and supersede any previous representations or agreements whether recorded in writing or otherwise.
- 10.6 The terms of this Agreement or of any Specification provided under this Agreement (other than as set out below) may only be varied where the variation is recorded and agreed in writing by both parties.
- 10.7 For the avoidance of doubt, Advanced Assessments may change the personnel carrying out the Services in accordance with the terms of this Agreement.
- 10.8 The Client shall provide reports detailing the performance of Advanced Assessments and its personnel at reasonable notice to our Head of Quality Assurance.
- 10.9 All complaints about the quality of professional service should be referred to the Expert instructed to carry out the assessment. Where the complaint remains unresolved at Stage I, it should be referred to Advanced Assessments' Chief Executive. Where the Chief Executive is unable to resolve the complaint at stage II, he or she may direct that the complaint is referred to the Expert's supervisor for independent review. Where the complaint remains unresolved by stage III, independent review by the Expert's supervisor, the reviewing supervisor may, at Advanced Assessments' sole discretion, refer the complaint to an independent mediation body on appeal. The final stage (IV) of the complaints process, therefore, rests with the Expert's supervisor unless he or she determines that the complaint is referred to a fifth (V) stage independent review body.
- 10.10 Both parties agree that the terms of this Agreement are fair and reasonable in all the circumstances.
- 10.11 Advanced Assessments shall enter into written contracts with its Personnel to ensure that those Personnel comply with those duties of confidentiality and in respect to intellectual property as accepted by the Supplier herein.
- 10.12 It is agreed that this Agreement will be governed and construed according to the laws of England and Wales and the parties submit to the exclusive jurisdiction of the English Courts.
- 10.13 In the event of a dispute over the amount of Advanced Assessment's fees or disbursements, such sums that are not in dispute shall be payable when due, irrespective of any counterclaim alleged. If means of negotiation mediation does not resolve the dispute, the courts of England and Wales will have exclusive jurisdiction over this dispute in its resolution.

10.14 In this Agreement, unless the context provides otherwise, references to the plural includes the single and vice versa. References to the masculine include the feminine and vice versa and references to the neutral include either gender and vice versa.

10.15 The headings contained in this Agreement are for convenience only and do not affect interpretation.

Signed by



Print Name

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Dr Bernard Horsford  
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For and on behalf of (Advanced  
Assessments Limited)

Signed by

Print Name

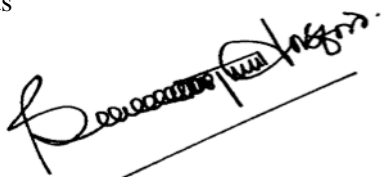
For and on behalf of the  
Client

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-----  
Partner/Director

## Schedule The Specification

Client	As agreed in letter/email of instruction
Number of supplier's personnel required	1
Minimum qualifications and experience required	Dr Bernard Horsford, Chartered Psychologist
Services to be performed	Medicolegal Report
Where services will be performed	
Assessment of Instructions:  Purchase order number or client reference  Project Reference	As agreed in letter/email of instruction and estimate
Agreed rate & estimate	£ 200 per hr plus VAT
Expenses	As per estimate
Lead expert	Dr Horsford will prepare the report
Any other special provisions	Dr Horsford to travel to client
Anticipated start date for provision of services	As per email of acceptance/letter of instruction
Anticipated end date for provision of services	As per email of acceptance/letter of instruction
Timing or frequency of invoices to be rendered	Invoices to be paid before the release of the report.

This Schedule forms an integral and binding part of the Contract signed between the Client and Advanced Assessments



**Signed**

(for and on behalf of Advanced Assessments)

Dr Bernard Horsford

Print Name

**For and on behalf of the Client**

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Print Name:

## Annex 1

### Advanced Assessments Ltd Privacy Policy

This Privacy Notice sets out how we protect your 'data' (personal details and records) we do this to comply with the General Data Protection Regulation or GDPR (Europe) and The Data Protection Act 2018 (UK). A summary of how GDPR is being implemented, why confidential information is held and how this is protected can be found by visiting: <https://ico.org.uk>

***It is assumed that by engaging in this assessment or service, you are consenting to records being kept. For the avoidance of doubt, we (or those who instruct us) might ask you to sign a consent form. If we believe you lack capacity or if you are a child we might seek consent from an appropriate adult.***

- Keeping records is an essential component of healthcare, which helps in understanding how best to help and forms the basis of any reports needed. We usually keep your records for any of the following reasons:
  - Preventative or Occupational Medicine.
  - Legal defence necessary for the establishment, exercise or defence of legal claims whenever courts are acting in their judicial capacity.
  - Where the data subject has given explicit consent.
  - Research.
  - Where it is necessary to protect the vital interest of the data subject or some other person where the data subject is physically or legally incapable of giving consent.
  - Employment relationship.
  - Where a data subject has already put information in the public domain.
- Confidentiality is maintained at all times (i.e. your information is not shared) unless there are *exceptional* circumstances such as risk to yourself or others. If believe you or a child is at risk other services such as your GP or police may be contacted without your consent, as this is a professional obligation. Please see The British Psychological Society, Generic Professional Practice Guidelines [www.bps.org.uk](http://www.bps.org.uk)
- We operate a system of peer review and supervisor review, where we believe that it would be helpful for a peer or supervisor to review the content of a report or therapeutic session we will obtain your consent.
- Consultation notes and questionnaires will be held for varying lengths of time depending on the content (and then carefully disposed of). For example:
  - Some records might be held indefinitely if there were any issues of concern that could lead to a police investigation in the future.
  - Where there is a legal obligation to hold those records to report our transactions to HMRC, we will hold those records for seven years.
  - Mental health records are subject to special legislation, e.g. children's records are kept until age 26 and adult records for eight years after the last contact with the service [www.gov.uk/government/publications/records-management-code-of-practice-for-health-and-social-care](http://www.gov.uk/government/publications/records-management-code-of-practice-for-health-and-social-care)
- All information recorded on paper will be securely stored in a locked filing cabinet, and if this has to be transported outside of the office, great care will be taken in other premises and likewise locked in a filing cabinet

- Confidential digital information will be stored in a secure cloud service offering high levels of security.
- Confidential information sent via the internet will be encrypted and password protected, the password may be sent separately by text message.
- Letters sent by surface mail, e.g. to GP's will be marked Confidential.
- All electronic devices (e.g. computers, laptops and phones) and used to access stored information will themselves be password protected. Disc's drives will be encrypted.
- The right of access called a 'subject access request' or SAR can be made for the data we hold, but there may be an administration charge if all records are requested, as these may be 'excessive'. These will be provided within one calendar month of the request being made.
- Where we carry out psychological tests and assessments, we work within the British Psychological Society's Statement on the Conduct of the Psychologists providing Psychometric Expert Evidence to Courts and Lawyers. Under these guidelines, it is not possible to disclose some of our records to you. We cannot disclose certain test information under these guidelines, or where disclosure would amount to a breach of a trade secret.
- Where a request is made by a *bona fide* data subject (the data subject might be an organisation or individual), we will require proof of identity in the form of:
  - a current passport,
  - a driving licence; or
  - a birth certificate.

And also one of these:

- a recent bank statement dated within the last the months (with full address); or
- a recent utility statement dated within the last three months (with full address).
- We might ask records to be collected in person from our office and for the data subject to bring the original identification documents with them. Please also provide a certificate of true likeness of the documents from the Post Office identity checking service. If records are sent by post, they can only be sent to the registered address which is proved by the identity documents.
- In the event of death or incapacity of any medical professional in Advanced Assessments, arrangements have been made for records to be held by a named professional colleague who will continue with the above obligations.
- We do not process your information outside of the EEA.
- Where you are under a statutory or contractual obligation to provide your data, this will be set out in the letter of instruction from the lawyers involved in your case, the court or by your employer.
- We do not use automated decision making in processing your data.
- You have the right to withdraw consent and ask us to delete the data that we hold on you. If you have not provided consent, we will not retain your data unless we were lawfully obliged to.
- This Privacy Notice will be subject to review, as needed or annually by 25 May each year.
- Advanced Assessments Ltd is registered with the Information Commissioner's Office (ICO), and you have the right to complain how we process your data to the ICO.

**Enquiries can be made by contacting the Data Controller in writing:**

Tamsin Beeby

Data Protection Officer  
Advanced Assessments Ltd  
180 Piccadilly  
Mayfair  
London W1J 9HF

Email: [tamsin.beeby@strategic-enterprise.com](mailto:tamsin.beeby@strategic-enterprise.com)

Secure email: [tamsin.beeby@experts.cjsm.net](mailto:tamsin.beeby@experts.cjsm.net)