## HR & OD POLICIES

human resources and organisational development

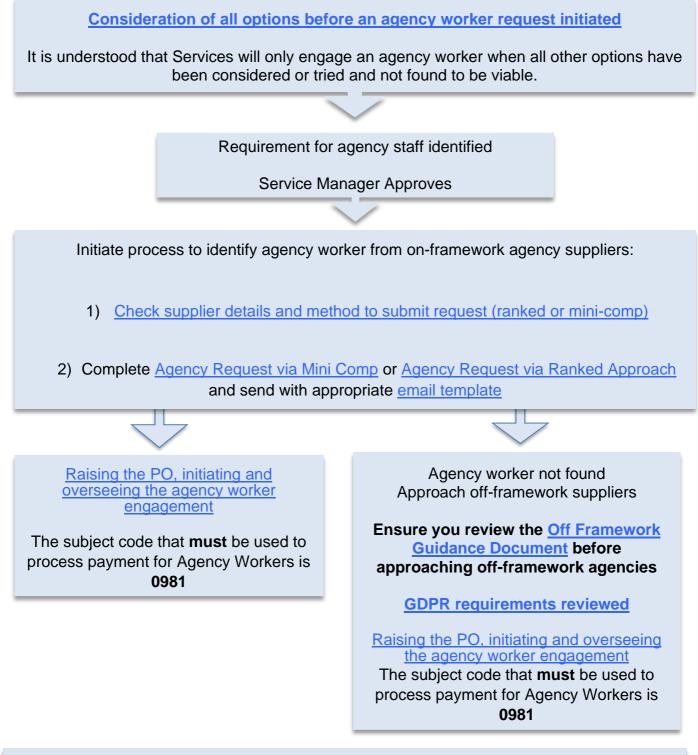


## Agency Worker Guidance Local Government Employees



This document will guide managers through the process of engaging an agency worker as a flowchart, each box will lead to guidance documents for each step which will provide more indepth information.

A member of the <u>Resourcing Team</u> can be contacted at any point in this process for guidance and advice. They may contact your service if there is extensive agency worker use to discuss the potential of a recruitment campaign and workforce planning



All agency worker details deleted at the end of engagement.

If no agency worker is sourced at the end of this process contact a member of the <u>Resourcing Team</u> and <u>Commercial and Procurement Shared Services</u> for further advice.

## Agency Worker Procedure Index of Documents

## Guidance

Revision Date	Previous Revision Date	Summary of Changes
30-06-2009		Creation of all Documents
01-03-2011	30-08-2009	New contract for agency workers amendments
21-03-2011	01-03-2011	Resource Pack updated
22-08-2013	21-03-2011	Revision of Agency Worker Procedure
23-06-2014	22-08-2013	Revision of Agency Worker Procedure
23-06-2015	23-06-2014	Format change
28-06-2016	23-06-2015	Revision of Agency Worker Procedure
09-08-2016	28-06-2016	Revision of Agency Worker Procedure
31-07-2018	09-08-2016	Full Revision of Agency Worker Procedure, incorporation of IR35 process and GDPR considerations
17-07-2019	31-07-2018	New agency supplier details confirmed, new agency worker request form uploaded, evaluation matrix revised, addition of description information when raising PO
14-10-2020	17-07-2019	Updates to IR35 information and process
08-06-2021	14-10-2020	Updates to IR35 information and process
17-01-2022	08-06-2021	Revised Induction Checklist also inclusion of Cyber security course within document
17-01-2022	14-09-2022	Update to IR35 processes for agency workers