

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 in-depth information.

A member of the [Resourcing Team](#) 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

Consideration of all options before an agency worker request initiated

It is understood that Services will only engage an agency worker when all other options have been considered or tried and not found to be viable.

Requirement for agency staff identified

Service Manager Approves

Initiate process to identify agency worker from on-framework agency suppliers:

- 1) [Check supplier details and method to submit request \(ranked or mini-comp\)](#)
- 2) Complete [Agency Request via Mini Comp](#) or [Agency Request via Ranked Approach](#) and send with appropriate [email template](#)

[Raising the PO, initiating and overseeing the agency worker engagement](#)

The subject code that **must** be used to process payment for Agency Workers is **0981**

Agency worker not found
Approach off-framework suppliers

Ensure you review the [Off Framework Guidance Document](#) before approaching off-framework agencies

[GDPR requirements reviewed](#)

[Raising the PO, initiating and overseeing the agency worker engagement](#)

The subject code that **must** be used to process payment for Agency Workers is **0981**

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 [Resourcing Team](#) and [Commercial and Procurement Shared Services](#) 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