

# HR & OD POLICIES

human resources and organisational development

## RESOURCE PACK

# Agency Workers

## FACTSHEETS

### [Agency Worker, Consultant or Contractor?](#)

Provides information on attributes that are associated with these different groups of workers

### [Roles and Responsibilities](#)

Sets out the roles and responsibilities of the various parties involved in the engagement of an agency worker.

## FORMS

### [Agency Worker Request Form \(non-social care\)](#)

Request form to be submitted to agency suppliers for an agency worker role that does not fall within social care.

### [Agency Worker Request Form \(social care\)](#)

Request form to be submitted to agency suppliers for an agency worker role that does fall within social care.

### [Evaluation Matrix \(non-social care\)](#)

A spreadsheet to be completed by the service which provides support and record of review of CV quality and price to provide best value result – for roles that do not fall within social care.

### [Evaluation Matrix \(social care\)](#)

A spreadsheet to be completed by the service which provides support and record of review of CV quality and price to provide best value result – for roles that fall within social care.

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### [Induction Checklist](#)

To be completed by the service to ensure all required factors are covered during the induction of an agency worker.

### [Agency Worker Record](#)

A spreadsheet to be completed by the service to be used as a record of key dates and information.

### [IR35 Record](#)

A spreadsheet to be completed by the service to record the outcome of IR35 employment status assessment for agency workers. To be emailed to [IR35@aberdeenshire.gov.uk](mailto:IR35@aberdeenshire.gov.uk)

## SAMPLE WORDING

### [Agency Worker Request Email](#)

Wording to be used when sending an agency worker request to agency suppliers via email.