

# 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

[Check category and method to approach suppliers](#)

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

**Considerations Required:**  
Please review these [here](#) 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 complete the [Feedback/Request Form](#) to be sent to Procurement.

# 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  |