

Appendix B: Engagement of an Interim/Agency Worker

Under no circumstances must a Council Officer engage an Interim/Agency Worker without going through either of the council's corporate framework agreements for Agency Workers (social care and non-social care).

The council's Recruitment & Retention Manager must be contacted in respect of ALL Interim/Agency Worker engagements. The only exception to this is through the use of Manor Drive Solutions or Business Support work requests.

A summary of the process for engagement of an Interim/Agency Worker is outlined below.

STEP 1: The requirement for an Interim/Agency Worker is identified. Interims/Agency Workers will usually be fulfilling a substantive post on the establishment list or undertaking a temporary increase in workload.

STEP 2: All Interims/Agency Workers MUST be appointed through either of the council's framework agreements, unless engaged through the use of Manor Drive Solutions for Business Support work requests.

STEP 3: In order to use either of the council's framework agreements for the provision of temporary staff (social and non-social care), contact the council's Recruitment & Retention Manager, James Fordham, with the following information:

(i) job description/personal specification

(ii) approval to recruit from relevant Head of Service or equivalent;

STEP 4: The Recruitment & Retention Manager will advise on the most appropriate route of engagement, for example, via (i) the framework agreement with Reed for all non-social care engagements; or (ii) the council's framework agreement with listed providers for all social care requirements.

STEP 5: Once an appropriate Interim/Agency Worker has been selected, they may commence engagement in accordance with the framework agreement's terms and conditions;

STEP 6: All Interims/Agency Workers engaged via either of the council's framework agreements will be classed as within the IR35 regulations.

STEP 7: You MUST notify the council's Recruitment & Retention Manager, James Fordham, once you have completed the above process.

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