

Process for Engaging a Non-employed Worker

A. Agency Workers

- 1 The council has a contract with Hays Employment Agency to act as a neutral vendor to provide all agency workers to the Council at agreed discounted rates. When a manager has identified the need for a worker, s/he completes a request form giving the following information:
 - A description of the work to be covered,
 - whether the request is to cover an established vacancy or whether it is supernumerary to the establishment,
 - the reason for the request and
 - confirmation that there is budget to cover the cost.
- 2 Once the request has been authorised by the Head of Service the recruiting manager enters the vacancy details onto the Hays database. Suitable CVs are then sourced by the agencies and sent to the manager for consideration. Once the manager has shortlisted for interview those candidates s/he wishes to see, Hays arrange interviews. When the post is offered and a start date agreed, the manager arranges for induction etc to take place, checks the new worker's DBS details (if relevant) and other required documents and the contract begins.
- 3 A monitoring report is provided by Hays on a monthly basis and a copy of the relevant extract is sent to Assistant Directors for their information.
- 4 The current policy allows for contracts to be offered for a maximum of 12 weeks. If a contract extension is required, the manager completes the extension form which is authorised by the Assistant Director.

B. Consultants / Interims

- 1 The Council is part of a framework contract with other London authorities to source senior level Consultants / Interims. The framework was re-let in April 2015 and there are now six suppliers (including Hays) on the framework who are able to supply either specialist or generalist skills.
- 2 Following a recent review, the engagement process has been updated and mirrors the process for engaging an agency worker. The main changes are that the request is authorised by the Assistant Director and recruiting managers must provide details of the transformation project or of the vacant post and the length of the contract. Once the process has been completed and the contract awarded, a copy of the form is sent to HR to enable the monitoring spreadsheet to be updated.
- 3 The Consultants policy allows for the initial contract to be awarded for up to nine months, subsequent extensions must be authorised by the Chief Operating Officer, the Deputy Chief Executive or Director of Regeneration, Development & Planning.
- 4 A quarterly monitoring report is provided to the Staffing & Remuneration Committee detailing the number and cost of Consultants and Interims over the previous quarter and estimating the cost over the course of a year.