

Emily Drake
Head of Corporate Systems, Payments
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Mr Dave Chaplin

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Doc Ref	FOI 8311
Ask for	Emily Drake
Direct Line	0161 342 3185
Date	4 January 2018

Dear Mr Chaplin,

Freedom of Information – Request for Information
Unique Reference: FOI 8311

Thank you for your request for information dated 11 December 2018 which the Council received by email. You have requested the following information:

In April 2017 Government introduced new rules into the public sector called the off-payroll reforms, commonly referred to as “IR35”.

<https://www.gov.uk/guidance/off-payroll-working-in-the-public-sector-reform-of-intermediaries-legislation>

We understand you may (or may not) have planned for this and developed a set of internal guidelines to be used when on boarding flexible workers, or contractors.

Please can you:

- 1. Tell us if you are familiar with these reforms – yes or no?*
- 2. send us a copy of your internal guidelines used for any internal guidance,*
- 3. send us any policies you use surrounding the reforms.*
- 4. send us any documents you use to explain your policies to agencies who supply workers to you.*
- 5. Send us your internal guidance explaining how you assess the status for each contractor*

I am pleased to advise that the Council can provide the information you have requested.

Question 1.

Yes.

Question 2-5.

Please find enclosed our guidance document. The Council does not have a separate policy; the guidance document details all processes and assessment information. In respect of agencies we also confirm the outcome of the assessment via email attaching the PDF outcome assessment taken from the HMRC employment status tool.

If you have any queries about this letter, please do not hesitate to contact me.

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If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. The Commissioner cannot normally make a decision unless you have exhausted the complaints procedure provided by the Council. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF and at www.ico.gov.uk.

Yours sincerely,

Emily Drake
Head of Corporate Systems, Payments & Registrars