

Policy for Use of Agency Staff

About this chapter

Summary

This document outlines the procedure to be used for booking agency staff through Carlisle Managed Solutions.

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Version control

The table below shows the history of the document and the changes that were made at each version:

Version	Date	Summary of changes
1.0	May 2008	First published version.

Distribution

This policy is available on The Learning Trust's Intranet.

1. Introduction

The procedure introduces new controls to ensure good practice and value for money.

2. When to use temporary staff

Any manager who identifies that there is a need to engage a temporary person must use the preferred supplier, Carlisle Managed Solutions. Carlisle have a number of agencies that they will contact on the manager's behalf with whom they have also agreed preferential rates of pay.

Carlisle will **not** supply any agency staff outside these arrangements. Any invoices received outside of the Carlisle agreement will not be paid.

Agency staff must only be booked where there will be a detrimental impact on service delivery or on the delivery of a contract by not doing so.

The use of agency staff should be used to cover:

- a permanent vacant post where a recruitment campaign has been unsuccessful and is ongoing
- where there is an identified skills shortage
- where the service will fail to meet minimum statutory service requirements
- a short-term absence where a business case has been submitted and approved.

Agency staff must not be used to cover:

- annual leave, as this is planned leave and should be managed within departments
- maternity leave, as this should be advertised in the usual way
- short-term absence.

3. Steps to be followed for booking agency staff

Appendix 1 – Agency Recruitment Process (Week 1 to 13), on page 6 shows the stages in a flow chart:

1. All bookings in the first instance should not exceed a 13 week period.
2. Recruiting managers should also demonstrate that they have tried to recruit to the post and why they have been unsuccessful.
3. Budget managers should identify that there are sufficient funds to meet the costs of engaging an individual through Carlisle and confirm this by approving the Carlisle Authorisation Form (this is done on line through the Evolution system).
4. The Carlisle Authorisation Form will be forwarded by Carlisle to the cost centre manager for authorisation. Once approved Carlisle will source potential candidates.

Note: Emergency bookings can be arranged by talking to the Carlisle team and agreeing an emergency process. Carlisle will require the authorisation form to complete the booking.

5. Agency staff can only be booked for a maximum of **13 weeks** in the first instance, with the minimum being a week for The Learning Trust. In recognition of statutory staffing ratios for Children's Centres the minimum will be one day. Any discussion regarding making agency staff permanent prior to the 13 week period will incur a placement fee of approx 10% of the annual salary and HR should be consulted before any decision is reached.
6. Where an agency person has been placed for a period approaching 13 weeks, the manager will be contacted by Carlisle advising them of the need for further authorisation to extend. Carlisle will advise the manager on the process which will include the completion by the manager of a business case detailing all the steps that have been taken and what action will be taken to fill the post on a more permanent basis whilst a temporary person is engaged. This should be submitted to the Head of Department for authorisation with the Carlisle Authorisation Form which is completed online.

7. An extension beyond 13 weeks must be authorised by a Head of Department or Director. At this point, managers should look at the option of offering the candidate a temporary contract with The Learning Trust as in most cases this would be a more cost effective option. Again a budget needs to be agreed and allocated for the post.

If there is no response from the manager, the individual engaged through Carlisle will be advised that the contract will expire.

Where reminders are issued the relevant Head of Department and Director will also be notified.

8. At 6 months, authorisation can only be granted for an extension by a Director who will continue to authorise thereafter at 3-month intervals or as required. At this point the Director needs to satisfy themselves that an external recruitment campaign has been undertaken and, if not, ensure one is initiated where appropriate. The agency worker will be eligible to apply for the vacancy.

4. Monitoring

HR will work with Carlisle to monitor the use of temporary staff and will provide Directors with regular management information relating to the usage of temporary staff at The Learning Trust and Children's Centres.

Budget managers and department heads are also advised to monitor the use of temporary staff in their areas to ensure that temporary staffing costs are managed in a cost effective manner.

Appendix 1 – Agency Recruitment Process (Week 1 to 13)



In exceptional circumstances

If the agency staff member is required for longer, the process is as follows:



The process is repeated after 33 and 50 weeks.