

## Accessing approved alternative routes for temporary resources

1. complete a statement of works (see link in 1.0 of guide)
2. comply with the Council's procurement processes (Contract Standing Orders) and seek the relevant exemptions if needed (**see links in the flowchart**). Contract Standing Orders (CSO's) lay down the minimum requirements that must be applied when procuring / contracting and CSO's apply to all procurement activity. CSOs are agreed by the Council and form part of the Council's Constitution;
3. conduct an appropriate selection process to ensure the best available resource that meets the service need is chosen;
4. undertake appropriate [pre-employment checks](#) (see flowchart) and/or received appropriate assurances in relation to checks undertaken by third parties e.g. satisfactory DBS checks;
5. check that public liability insurance is in place for any self-employed individuals or those contracted with a personal service company or limited liability partnership that are used. Public liability insurance covers the cost of legal action and compensation claims made against the Council if a third party is injured or their property suffers damage whilst on Council premises or when you are working in their home, office or business property. Seek advice if needed from WCC Insurance Team on extension 8160.
6. consider if the post requires the application of a confidentiality agreement (for example, where the job provides access to information defined in the Data Protection Act as 'sensitive')
7. determine the employment status for tax (see [link](#) for a definition and how this is determined) and note that this is only required if the individual is not via the contracted agency. The aim of determining the employment status is to ensure that income is charged correctly for tax and that the correct NICs are paid. It is not to impose any particular status.
8. determine a contract. (see flowchart box labelled 'By Exception'). It's important that the contractual conditions of the work to be undertaken are understood and agreed with the worker. See [template contract](#) and [guidance](#). Contact Legal Services for further guidance and support in relation to this:  
[wlscomm@warwickshire.gov.uk](mailto:wlscomm@warwickshire.gov.uk)

For further support in connection with the above contact the resourcing team 01926 418125| [recruitment@warwickshire.gov.uk](mailto:recruitment@warwickshire.gov.uk) and [strategicprocurement@warwickshire.gov.uk](mailto:strategicprocurement@warwickshire.gov.uk) for any procurement queries.