Hiring and managing Consultants, Interims and Temporary Agency Staff : The Essentials

1. - Before you start, be clear about **deliverables, timescales, budget and the approvals you need from the relevant cost centre manager** (use the appropriate cost code). Be familiar with the **Guide and flowchart.**
   - Develop a specification of your requirements (known as a **Statement of Works**) – this captures work products, services, activities and deliverables.

2. **Consider internal resources** i.e. redeployment pool. Further advice available from hradvice@warwickshire.gov.uk or recruitment@warwickshire.gov.uk

3. **Instruct the council's contracted agency** (currently Pertemps), (**click here**) and ensure arrangements in place. The agency will ensure all the necessary pre-employment checks completed and code of conduct signed .

4. - **Access approved alternative routes for temporary workers.** See section 4 of guide if steps ii) and iii) unsuccessful.
   - Determine the worker's **Employment Status for Tax** and ensure compliance with the procurement process (**contract standing orders**) in the flowchart 'By Exception' box. For Self-Employed also check Employment Status for Tax and if result is ok to remain self-employed then see link to the procurement process in the flowchart.
   - **Prepare and issue contract**. Contact Legal Services for further guidance and support in relation to this: **wlscorpcomm@warwickshire.gov.uk**

5. **Arrange Induction** (see 5. of guide and link in the flowchart) and ensure all temporary staff covering posts normally undertaken within the establishment are recorded on Your HR.

6. **Manage performance** during length of assignment. Monitor against the contract and the Statement of Works where applicable (see 6. of guide). Avoid project & budget creep.

7. Upon exit of the worker ensure a **transfer of knowledge** is captured and passes and equipment returned.

Additional information for all 7 steps is available from the above links

The Following matrix is intended as a guide and may differ depending on the work activity and the temporary staffing resource used

	Check Employment status for tax	Statement of Works	On WCC Payroll	Comply with CSO's	Prepare contract	Hourly Rate	Day Rate	Lump Sum
Via contracted agency – PAYE	No	Poss	No	Yes	No	Yes	Poss	No
Via contracted agency – Ltd Company	No (only check by exception)	Yes	No	Yes	No	No	Yes	Poss
Direct with a Ltd Company	Yes	Yes	Poss	Yes	Yes	No	Poss	Poss
Casual Workers	No	No	Yes	No	No	Poss	Poss	Poss
Secondees		No	Yes	No	Secondment agreement	Yes	No	No
Self-Employed	Yes	Yes	Subject to tax check	Yes	No	Poss	Poss	Poss
Office Holders	Yes	Poss	Poss	Yes	Yes	No	Poss	Poss