

## Appendix 1 - Externally Provided Workforce (Agency Workers / Interims, Consultants) - Definitions

The following definitions are provided in order to assist in the engaging of individuals on an Agency / Interim or self-employed basis.

Description	Use when	Timeframe	Provider
<p><b>3<sup>rd</sup> Party Engagement</b></p> <p><i>“A worker supplied by a 3<sup>rd</sup> party temporary work agency where existing in-house resources are not available”</i></p> <p>This will include Agency Workers and Interims (including IT “Contractors”) where sourced and engaged through 3<sup>rd</sup> Party Provider with payment being paid to that provider (not the individual).</p> <p>Individuals will have no employment status with the council (but may have employment status with agency).</p> <p>They will be protected by Agency Worker Regulations 2010 (pay parity etc).</p>	<p>An <b>Interim</b> worker is generally</p> <ul style="list-style-type: none"> <li>engaged where senior managerial expertise (usually Grade 19 or above) or specialist professional / technical (eg IT, Systems implementation) experience is required;</li> <li>on a short to medium term basis, and</li> <li>which cannot be resourced in-house.</li> <li>They are normally used to deliver a strategic piece of work eg major change programme, or</li> <li>to cover a senior / specialist role pending recruitment / restructure.</li> </ul>	<p>Likely to be at least 3 months and usually full time.</p> <p>Must be reviewed on a regular basis.</p>	<p><b>Randstad</b> (Council Managed Service Provider)</p> <p><b>Nominal code 17610</b></p>
	<p><b>In general terms, an Agency Worker may be engaged where</b></p> <ul style="list-style-type: none"> <li>there is a temporary or ad hoc need for staff at a less senior level (Grades 1-18)</li> <li>for short-term, clearly defined work for a limited period, eg to cover unexpected short term absence, seasonal variations</li> <li>or a temporary influx of work (eg a preplanned event) or while determining the level of long-term / permanent need</li> </ul>	<p>Short-term.</p> <p>Must be reviewed on a regular basis.</p>	
<p><b>Self Employed Consultant</b></p> <p><i>“A provider of professional specialist knowledge, skill or service, invoicing us directly for services”</i></p> <p>They will have experience of technical methodologies and will normally advise rather than deliver. They will be unlikely to be in a line management role.</p> <p>They will work on their own account, providing their own insurance and services (see Appendix 4).</p> <p>Will be outcome based with a clear timeframe.</p>	<ul style="list-style-type: none"> <li>Highly specific expertise is not available in-house or where an external analysis, objective advice and / or professional assistance is required.</li> <li>It is a discrete project with a measureable or defined outcome</li> <li>Day to day presence is not required</li> <li>Where new ideas or the latest thinking is needed</li> <li>A critical project needs to be fast tracked</li> </ul>	<p>Project is defined by key outputs.</p> <p>Must be reviewed on a regular basis.</p>	<p>Contract <b>for</b> services.</p> <p>Self-employed (HMRC rules)</p> <p><b>Nominal code 32826</b></p>

Externally Provided Workforce (i.e. Agency , Interim and Consultants ) – Engagement and payment process

