

Engagement of Agency Workers Policy

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Policy Owner	Mary Walker, HR Manager
Committee	Business Support
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Related Policies	Procedure for Engaging Agency Workers Induction Policy and Checklist Health & Safety Security and IT policies and procedures Code of Conduct for Staff Safeguarding Policy and procedures

ENGAGEMENT OF AGENCY WORKERS POLICY

1. Background

- 1.1 Libraries NI recognises that fluctuating demands for staffing resources may on occasions require it to engage agency workers on a short-term basis. Where possible, Libraries NI will meet those demands through utilisation of existing resources. However, and in addition to this, Libraries NI may engage appropriately qualified and experienced agency workers to provide specific services to a Department or Service for a specified period.
- 1.2 The engagement of agency workers will be in line with the Central Procurement Directorate (CPD) framework agreement established with a number of contractors to provide agency workers to the NICS Departments, Agencies and Non Departmental Public Bodies (NDPBs) and other Participating Bodies.
- 1.3 Libraries NI must comply with the requirements of the Agency Workers Regulations (NI) 2011. The key principle underpinning the Regulations is that of equal treatment of agency workers who find work through an agency.

The Procedure for Engaging Agency Workers provides guidance on the application of this policy.

2. Purpose

- 2.1 The purpose of this policy is to:-
 - provide a framework for the engagement of agency workers on a temporary basis to help with short term needs such as cover for staff absences or increased workloads, including one-off projects
 - allow for appropriate flexibility to ensure effective delivery of services
 - ensure that only approved suppliers are used to supply agency workers and,
 - ensure equal treatment of all agency workers who are on assignment to Libraries NI.

3. Policy

- 3.1 Libraries NI is committed to good practice in the engagement of agency workers and will ensure that the use of agency workers is in line with its recruitment processes and complies with legislation.
- 3.2 To support flexibility in delivery of services Libraries NI will engage agency workers only through the CPD Framework Agreement (by an agency) and will

liaise with those agencies (contractors) detailed within the framework about standard terms and conditions and the law relating to the supply of agency workers.

- 3.3 Libraries NI will adhere to the Procedure for Engaging Agency Workers relating to and obtaining approval for the supply of agency workers. Where a designated manager identifies a need to engage an agency worker they should seek advice from Human Resources (HR), as required.
- 3.4 Agencies are responsible for all assignment and employment related matters. They must advise their agency workers that they are on an agency placement and are **not** an employee of Libraries NI. Agencies are responsible for the management of annual leave including public holidays, sick or unexplained absence, pay, conduct, performance, discipline or grievance issues with agency workers. If any agency worker has a concern about their assignment, they should raise it with their relevant agency.
- 3.5 Managers are responsible for ensuring that agency workers deliver their specified requirements and that timesheets are authorised for the correct hours worked.
- 3.6 If an agency worker is deemed unsatisfactory, the manager should report this to HR. HR will contact the Agency and give them the details. The Agency will be responsible to take immediate action with the agency worker.
- 3.7 Managers have a duty of care to ensure that agency workers are treated fairly, that appropriate risk assessments are carried out and that agency workers are provided with appropriate training and equipment to perform their role.
- 3.8 If there are any changes to the assignment, managers must contact HR for advice and guidance.

4 Authority

Policy Sponsor

- 4.1 The Director of Business Support has overall responsibility for the Policy.

Policy Owner

- 4.2 The Human Resources Manager has responsibility for disseminating, promoting and reviewing this policy and associated procedures and, for providing advice and guidance to managers on its application.

Policy Contact

- 4.3 All managers and relevant administrative staff involved in the engagement of agency workers are responsible for implementing and adhering to the policy and the Procedure for Engaging Agency Workers.

5. Review

- 5.1 The policy will be reviewed every three years or sooner, in light of legislative changes and organisational requirements, as appropriate.

6. Related policies and procedures

Procedure for Engaging Agency Workers

Induction Policy and Checklist

Health & Safety

Security and IT policies and procedures

Code of Conduct for Staff

Safeguarding Policy and procedures