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|  | **Carmarthenshire County Council**  **Agency and Consultant Notification Form** |  |

This form should be completed by the recruiting manager electronically and sent to: example@sirgar.gov.uk

**\* \* \* ALL CHILDREN’S SERVICES REQUESTS SHOULD BE SUBMITTED TO \* \* \***   
[**example@sirgar.gov.uk**](mailto:example@sirgar.gov.uk) **IN THE FIRST INSTANCE**

***See guidance notes page before completing this form***

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| **SECTION 1.1:  THE TEMPORARY POST** | | | | |
| **Position Title: Social Worker** | **Reporting Line Manager:** | | | |
| **Directorate: Adults & Children** | **Service:  Children’s Services** | | | |
| **Location:** | | | | |
| **Reason for cover:** | | | | |
| **How will the role be funded?: base budget / over base budget** | | | | |
| **SECTION 1.2:  TEMPORARY WORKER           AGENCY ü       CONSULTANCY         (Please Tick)** | | | | |
| **Agency/Consultancy Name and Address:** | | | | |
| **Name of Temporary Worker:** | | | **Title:** | |
| **Home Address:** | | **Date of Birth:**  **Welsh Language:** | | |
| **Start Date:** | **Proposed End Date:** | | | |
| **Grade of position covering:** | **Number of hours worked per week:** | | | |
| **If covering a current baseline funded post Position Reference Number:** | | | |  |
| **Is this role/worker likely to be extended? Unless permanently appointed to** | | | | |
| \*If you require a subsequent extension Section 6 at the end of this form must be completed prior to the extension. | | | | |
| **Emergency Contact Details:** | | | | |

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| **SETION 2.1:  TOTAL COSTS – Actual and Potential** | |
| **Is this ON or OFF Contract spend:  OFF**  *(see guidance note 2)* | |
| **Hourly Charge Rate to CCC: £** | |
| **Number of weeks required:   12** | **Contract Value: £**  **(37 @ £.00 x 12wks)**  **plus work mileage @0.45p/mile** |
| **Hourly Rate   £** |
| **Transfer Terms & Fee** (For future ref):[see note 4] | |

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| **SECTION 3.1:  AUTHORISATION**  **N.B.  Items 1-4 will require an auditable trail of approvals to be kept on file by the named person completing this form.** | | | |
| **Name of person completing form** | | **Date:** | |
| **Print Name:** | **Job Title:** | | |
| **Telephone Number** | **Email Address:** | | |
| **1: Is the Head of Service aware of this request?** | | | **YES / NO** |
| **2: Is the Budget Holder aware of this request?** | | | **YES / NO** |
| **3. has a purchase order been raised on AGRESSO?** | | | **YES/NO** |

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| **SECTION 4:  Extension   (see notes below)**  **N.B.  Items 1-4 will require an auditable trail of approvals to be kept on file by the named person completing this form.** | | | | |
| **Worker Name:** | | | **Title:** | |
| **Date of Birth:** | | | | |
| **Extension Start Date:** | | **Extension End Date :** | | |
| **Reason for Extension:** |  | | | |
| 1. **Is the Head of Service aware of this extension?** | | | | **YES / NO** |
| 1. **Is the Budget Holder aware of this request?** | | | | **YES / NO** |
| **5: Has  a purchase order  been put onto Agresso) –**  *NOT required for Randstad* | | | | **YES / NO** |
| **Extension Contract Value** *(See note 6 below):* | | | | |
| **Does the TOTAL Contract Value exceed CCC’s Contract Procedure rules? :   YES / NO** | | | | |
| **Details of Contract Exemption** *(If applicable)* | | | | |

**GUIDANCE NOTES: -  Agency and Consultant Notification Form**

1. This form should be completed in advance of all temporary staff commencing work- both agency and consultancy staff.
2. This form is currently applicable for both Contract and off contract supply of Agency & Consultancy staff.
3. Randstad are CCC’s Master vendor for the supply of Agency staff.
4. All off Contract requests should be discussed with the service managers before proceeding and conducted in line with point 8 below.
5. Any extensions to the existing time frames require:

* Additional/new authorisations
* A new Purchase order
* All approved extensions must be attached and recorded with the original record on CCC’s contracts register (Bravo)

1. **N.B** Additional costs can be incurred if a temporary worker is subsequently given a permanent role. Without adhering to the appropriate conditions or timelines.  Please take note of the agency terms for this as often these fees can be reduced or avoided if the correct timescales are met.

1. Temporary workers lasting 12 weeks or longer should be avoided, after 12 weeks, the worker is entitled to what is known as the same basic employment rights and working conditions as an employee who has been recruited to the same job. This includes:

* Basic pay (including, where appropriate, overtime pay, allowances, etc. but excluding occupational sick pay, occupational maternity, paternity or adoption pay);
* Pro rata annual leave;
* Paid time off for antenatal appointments (females) and unpaid time off for antenatal appointments (males)
* Working hours and rest periods

1. Compliance must be kept with CCC’s Contract Procedure rules at all times: -

* If the Contract Value is between £5,000 and £49,999 then 3 competitive quotes are required prior to appointment of the awarded Contract (temporary worker)
* If the contract Value exceeds CCC’s tender threshold of £50,000 a contract exemption form must be completed and submitted