

Recruitment policy – temporary posts

This policy is designed to be read in conjunction with the recruitment policy.

The MS Trust may not always be able to predict the exact staffing levels it will require. It may therefore need temporary workers to meet the fluctuating demands of the business. When contracting temporary workers, the MS Trust will aim to:

- minimise agency costs, ensuring value for money;
- ensure fair and consistent recruitment practices; and
- ensure compliance with employment law.

A temporary worker is defined as any person working for the MS Trust on a temporary basis (less than three months). They may have a contract of employment, or be contracted through an agency.

An agency worker is a worker engaged through approved recruitment agencies only, where the position available is for less than three months, and does not need to be subject to the usual recruitment procedures.

Each department has an obligation to plan in advance for expected staff shortages or additional work which requires supplementary staffing. This includes taking into account planned absence such as annual leave, as well as a certain amount of unexpected leave, such as sickness. Temporary staff should not be booked to cover annual leave which should be covered by existing staff.

Recruiting managers should justify reasons for requesting a temporary member of staff. These may include:

- When there is additional work and funding available and the work cannot be covered from within the existing workforce. (Any extension to a contract should be formally agreed and appropriate staffing should be planned with temporary workers used as a last resort).
- When service delivery is at risk or targets for delivery are compromised.
- An unexpected increase in the volume of work.
- An unforeseen period of staff absence e.g. long-term sickness.

It is essential that recruiting managers minimise the high cost of using agency staff. Therefore, due consideration should be given to viable alternative options before temporary staff are engaged. These should include:

- Review current staffing, considering flexible working options to enable current staff to provide cover, and offering additional work to part-time staff.
- Consider whether the work can be reallocated/delayed.
- Offer additional hours and time off in lieu to full-time staff without compromising working time regulations.

Temporary workers should never be used as an on-going staffing solution. If a manager is experiencing difficulties in recruiting to permanent positions they should work with the SMT as outlined in the recruitment policy.

Recruiting an agency worker

Agency workers should only be used to meet very short-term business needs. Once the need for an agency worker has been identified, the recruiting manager should define this in writing and have it approved by the budget holder and the department Director who should inform the SMT. Approval from the Director of Finance and Operations should be sought before any approach is made to ensure an adequate space and equipment is available. Agencies may then be approached from the approved list. Agency workers are employed by the recruitment agency and not by the MS Trust. The agency will manage the salary, annual leave, sick pay and other terms and conditions of the agency worker. The MS Trust will be invoiced by the recruitment agency and pay them directly.

Recruiting a temporary member of staff

The recruitment of a temporary member of staff that will go on our payroll may be a person that is known to us. Such recruitment should follow these principles:

- The opportunity is announced internally, so that there is an opportunity to put forward other candidates.
- The line manager will obtain a CV, and perform a face to face or telephone interview.
- References will be followed.
- SMT will perform a sense check of the proposed appointment, before the role is offered.
- Such positions must last less than one month full time (or the equivalent pro-rata up to three months).

Management of temporary workers

All associates should receive an induction that is appropriate to their role and planned length of engagement as per the induction checklist. Agency workers do not need to undergo a full induction, but should receive a health and safety induction, and be made aware of our key policies, such as data protection and safeguarding.

The line manager should agree the level of oversight required with the temporary worker, and have regular briefings and one to one sessions to review performance and give feedback.

Signed off / reviewed by:	Date:	Comments:
RemCo	November 2019	
Next review:	October 2022	