

Employing Agency Workers

Checklist

Task	Responsible Officer	Complete
Only use recognised and registered agencies for the supply of agency workers.		
<p>Ensure the agency has undertaken the below checks for each agency worker.</p> <p>Agency must confirm checks have been completed in writing prior to the agency worker starting with North Lanarkshire Council.</p>	NLC Manager overseeing agency worker	
<ul style="list-style-type: none"> Identity/Photo ID 	Agency	
<ul style="list-style-type: none"> Nationality and Immigration Status (including an entitlement to undertake the work in question) 	Agency	
<ul style="list-style-type: none"> Employment history (past 3 years) 	Agency	
<ul style="list-style-type: none"> Criminal record (unspent convictions only) – PVG or Disclosure 	Agency	
<p>Raise an ICT Service Desk request to get agency workers set up with relevant IT access prior to the worker starting. This will include access to the Council's intranet site.</p> <p>IT need the following to set up an account:</p> <ul style="list-style-type: none"> On-site CoCo form completed by agency worker Details of access required for the role Length of contract (This allows IT to set an preliminary expiry date for the account which can be extended as required); 	NLC Manager overseeing agency worker	
Arrange for relevant visitor ID to be issued to all agency workers in advance of starting	NLC Manager overseeing agency worker	
Inform the Employee Service Centre (ESC) Helpdesk of name, duration of work and role of each agency worker	NLC Manager overseeing agency worker	
ESC to report to CMT on numbers, duration and roles of agency workers on a yearly basis.	ESC	

<p>If the agency worker is likely to be employed for more than 12 weeks, please contact Employee Relations to discuss the implications of this (pay and basic working conditions). The duty helpline is 01698 520650.</p>	<p>NLC Manager contacts ER</p>	
<p>Ensure all agency workers have had a full Induction, are aware of all relevant health and safety issues and are briefed on risk assessments.</p>	<p>NLC Manager overseeing agency worker</p>	