

Surrey Heath Borough Council
Employment Committee
8 February 2022

Casual, Fixed Term and Temporary Workers Policy and Procedure

Head of Service	Louise Livingston –Head of HR, Performance & Communications
Report Author:	Julie Simmonds – HR Manager
Key Decision:	No
Wards Affected:	n/a

Summary and purpose

This report provides the Joint Staff Consultative Group with information regarding the Council's Casual, Fixed Term and Agency Workers Policy and Procedure.

The Casual, Fixed Term and Agency Workers Policy and Procedure ensures processes are followed and the appointment of staff under these categories are for applicable reasons stated within.

Recommendation

The Committee is advised to RESOLVE that the revised Casual, Fixed Term and Agency Workers Policy and Procedure, as set out at Annex A to this report, be agreed.

1. Background and Supporting Information

- 1.1 The Casual, Fixed Term and Agency Workers Policy and Procedure has been reviewed to take into account the new Senior Management Structure and associated titles. The Policy has also had some updating with reference to the process of agreement of the recruitment.

1.2

2. Reasons for Recommendation

- 2.1 Ensure processes are followed to receive appropriate approval for a request a temporary appointment and the justification.

3. Proposal and Alternative Options

- 3.1 The Group is advised to recommend the Policy for adoption, with or without any further amendments it considers appropriate.

4. Resource Implications

- 4.1 n/a

5. Other Considerations and Impacts

Environment and Climate Change

- 5.1 n/a

Equalities and Human Rights

- 5.2 Equality Impact Assessment completed

Community Engagement

- 5.3 n/a

Annexes

Casual, Fixed Term and Agency Workers Policy and Procedure

Background Papers

n/a