

Surrey Heath Borough Council
Employment Committee
28th March 2024

Casual, Fixed Term and Agency Workers Policy

Strategic Director/Head of Service	Sally Kipping
Report Author:	Julie Simmonds – HR Manager Bobbie Ludlow – HR Advisor
Key Decision:	No
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee information on our Casual, Fixed Term and Agency Workers Policy following a review with the aim of giving managers and staff updated information. All changes to the policy are tracked change for ease.

Recommendation

The Committee is advised to RESOLVE that the amended Casual, Fixed Term and Agency Workers Policy, as set out in Annex A of this report, be adopted.

1. Background and Supporting Information

- 1.1 The Casual, Fixed Term and Agency Workers Policy has been reviewed to update information and guidance for Managers and ensure they follow correct processes.
- 1.2 This policy was reviewed by the Joint Staff Consultative Group on 7th March 2024.

2. Reasons for Recommendation

- 2.1 To give Managers and staff clear information of how Casual, Fixed Term and Agency Workers within the council works.

3. Proposal and Alternative Options

- 3.1 To adopt this Casual, Fixed Term and Agency Workers Policy.

4. Contribution to the Council's Five Year Strategy

4.1 No matters arising.

5. Resource Implications

5.1 n/a

6. Section 151 Officer Comments:

6.1 This policy was taken to CMT for their comments on 20th February 2024

7. Legal and Governance Issues

7.1 n/a

8. Monitoring Officer Comments:

8.1 This policy was taken to CMT for their comments on 20th February 2024

9. Other Considerations and Impacts

Environment and Climate Change

9.1 n/a

Equalities and Human Rights

9.2 Equality Impact Assessment will be completed

Risk Management

9.3 n/a

Community Engagement

9.4 n/a

Annexes

Annex A - Casual, Fixed Term and Agency Workers Policy