Request to Engage Agency Workers

**Requestor Details**

|  |  |
| --- | --- |
| Name |  |
| School/Service |  |

**Agency Request Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Role |  | | |
| Anticipated start date |  | Contract length |  |
| Hourly rate |  | Total contract cost (including VAT) |  |
| Is this an extension to an existing agency worker contract? | | Yes  No | |
| IR35 test completed? Please attach outcome. Further information available on [staffnet](http://staffnet.stmarys.ac.uk/services-departments/HumanResources/Pages/employment-relationship-ir35.aspx). | | Yes  In scope  No  Out of scope | |
| Briefly outline the reasons for the agency worker request, the duties the role holder will be undertaking and how this links to the prioritisation criteria in appendix 1. | | | |
|  | | | |
| Requestor (signed)  Date | | | |

**Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Head of Procurement  ( for contract terms)  (Signed) |  | Date |  |
| Finance Partner (signed) |  | Date |  |
| SLT member (signed) |  | Date |  |

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|  |

Additional comments

Appendix 1 – Prioritisation criteria

Resource requests will be considered based on the Business Case, finances available and how the request fits the prioritisation criteria below:

* Delivers improvements in the short term - 12-18 months hence.
* Will directly increase student numbers, additional to current commitments.
* Directly revenue generating, additional to current commitments.
* Demonstrable improvement in clarity, consistency and availability of data and information.
* Leads to a demonstrable improvement in student experience and therefore the NSS score.
* Essential to protect our regulatory or legal position or protection of brand reputation.
* Delivers measurable financial improvements in operating efficiencies, additional to current plans.