

Externally Provided Workers (EPW)



All Requests

Directorate			
Post			
Position Number			
Recruiting / Line Manager	Name		
	Role		

Request to engage through third party provider /extend current arrangements.

Post Details

Please tick reason for vacant post		Leaver		Transfer		Secondment	
Directorate		Service Area / Team					
Location		Hours per week					
Is the engagement		New		Extension			
State agency i.e. Randstad (or other approved third party provider)				End date of engagement			

Business Case – complete in all cases

What resourcing alternatives have been considered other than filling the post?
Please note approval will only be granted for posts that are deemed as essential.

The following must have been considered and reasons must be given for discounting them

- Can the role be undertaken in a different way?
- Can tasks / responsibilities be re-allocated within the team or elsewhere (including with partners)?
- Do the skills required already exist within the team or can they be developed?
- Can the role be undertaken on less hours?
- Supporting arguments
- Consequences if approval is not given

For all EPW engagements please provide details of the role:-

- Details of the work to be carried out;
 - Reporting procedure
 - Any milestones for completion of particular projects
 - Whether the services will need to be provided to any other bodies
- Please note: for self-employed consultants this will also be used in the “contract for service”.

Funding

Grant or external funding	Which organisation is the funding coming from?	
	How much funding will be provided?	
	How long does the funding last? (state end date)	
Mainstream Cumberland Council Budget	Budget line cost centre	<input type="text"/>
	Budget holder's name	<input type="text"/>
	Total cost of post, salary and on-costs*, start-up etc. MANDATORY FIELD *Oncosts should be calculated as 30% of the post salary	£ <input type="text"/>

Internal provision – Complete for all EPW's

EPW reason - please tick one of the reasons below:- *Please see guidance for further definitions	For EPW's please provide the cost comparison of a directly recruited permanent employee:-
1. Difficult to recruit posts	Post <input type="text"/>
2. Short term, covering internal skills/ capacity challenges	PG number <input type="text"/>

3. Must remain independent of Cumberland Council		Grade	
4. To be reviewed as part of service review		FTE salary	
5. Invest-to-Save/Earn			
Please note: Accommodation and home to work travel costs will not be paid. Any travel undertaken in the course of their duties will be paid in accordance with the Council travel and subsistence scheme and rates.			

Authorisation

APPROVED EPW Recruitment/ Engagement	Reason for decision:		
PROVIDER DETAILS	Randstad	Yes/No	End date of EPW contract
	If not Randstad, why, and has CPCM team been notified and approved (please provide evidence)		
NOT APPROVED EPW Recruitment / Engagement	Reason for decision:		
Date Discussed at DMT			
Assistant Director Approval	Name	Signature	Date
Director Approval	Name	Signature	Date

Once authorisation has been received the recruiting manager will need to complete an external workers ticket on the service centre portal and attach this completed business case. Also complete Role Requirements on this page and send to Randstad.

Requirements for Role

This form must be completed by the hiring manager giving all relevant details to the supplier so they can source suitable EPW's.

Once the Business Case has been approved send the complete document to Randstad.
cumbriajobs@randstad.co.uk

Job Code (supplier will complete this)	Job description attached Y/N
Purchase Order Number - A failure to provide this asap after candidate selection may result in delays in the candidate starting	PO No:

Safeguarding & Compliance

DBS Level Required:- Please check the post requirements on iTrent. Please tick one box only	Adults	Children's	Both
Standard			
Enhanced			
Enhanced with barred list check			

IR35 - Assessment

All engagements must be individually assessed for the IR status.

- Please access the HMRC website and answer the questions.
- <https://www.tax.service.gov.uk/check-employment-status-for-tax/setup>
- Please retain a copy of the results and attach it to the Service Centre portal ticket
- Complete a copy of the Status Determination Statement (appendix7) and attach it to the Service Centre portal ticket.

IR35 status assessment result:

IR35 applies / IR35 does not apply

Hiring Manager

Name:

Department/ Unit:

Contact Number:

Job Title:

Directorate:

Email:

Business Support – with responsibility for placing orders and receipting

Name:

Department/ Unit:

Contact Number:

Job Title:

Directorate:

Email:

Please keep a copy of this form on your records.