**Guidelines for Consultants in the Applications Area**

The guidelines provide the Employer and Consultant with detailed and relevant information on the induction process. Roles and responsibilities are clearly defined. Timeframes for the completion of each stage of induction are set out herein.

**Roles and Responsibilities**

Induction is the responsibility of both the Employer and Consultant. The employer has the

responsibility to ensure that all contract staff are inducted in a reasonable time frame and the Consultant has responsibility to co-operate fully with the process.

**Procurement Officer is responsible for:**

* Liaising with the AP during the Procurement process
* Reviewing and completing the Pre-employment Checklist and compiling the necessary back-up materials ahead of the new Consultant arrival
* Ensuring the Consultants file is complete with signed contracts, insurance details, evaluation reports and any other relevant documents.
* Contact the Consultants company to establish contract start dates
* Advise the relevant AP if a Consultants contract is due to be extended or renewed in good time.

**Line Manager is responsible for:**

* Ensuring HR are advised, with at least 2 weeks notice, of a new Consultants start date.
* Ensure that on the start day the Consultant meets with HR, before entering the Applications Area, to complete the relevant documentation, to include local policies and procedures.
  + HR update contact form (this includes their name, address, phone number, date of birth, emergency contact details). They also sign the ICT acceptable use form and Statistics Act 1993 form.
  + Photo is taken for the Staff Directory and for their badge.
  + Consultants will be given a flexi card to use in the building (this must be returned on completion of their contract)
* HR will then show the consultant around the building and bring them to their new section.
* Consultants are not technically employed by the CSO.
  + No leave entitlements
  + No Sick leave
  + All days off are taken at their own expense
  + AP’s need to be informed of Consultants time off.
  + Time Off for consultants is managed by the AP, if a day off is required, they apply to their AP and the time is recorded as Leave in Lieu on the Coretime system which ensures that the consultants time is recorded.
* Ensuring that all aspects of the induction process are completed within the specified time frame (1 week) and for progressing through each checklist with the new Consultant
* Ensuring that either the Line Manager or designated person is available on the first day to meet the new Consultant
* Scheduling appointments over the first day, week, three months, six months to have regular, short meetings with the new Consultant, aimed at ensuring any work issues are addressed
* Ensuring that appropriate accommodation and equipment are in place on the first day
* Delegation of induction tasks is the responsibility of the Line Manager
* They may share out the workload of familiarising the new Consultant with work practices

In the event that the new Consultant has specific necessary accommodations, that these be reviewed with the Consultant, in consultation with Occupational Health.

**Details by Type of Service Contract:**

1. **Service Contractor – Time Basis**

* **Consultants will work on a project(s) for an agreed time period, at an agreed rate as per a signed contract**.
* The consultants will record their hours on the WSS weekly to confirm the amount of days worked
* Ensure that on the start day the Consultant meets with HR before entering the Applications Area to complete the relevant documentation, to include local policies and procedures.
  + HR update contact form (this includes their name, address, phone number, date of birth, emergency contact details).
  + HR also take their photo for the Staff Directory and for their badge.
  + Consultants will be given a flexi card to use in the building (this must be returned on completion of their contract)
* Consultant will then send Timesheet to their Company who in turn will invoice IT

Accounts (Rory Naughton) to approve payments.

* The Consultant also signs the ICT acceptable use form and Statistics Act 1993 form
* Then, they are shown around the building and brought to the Technology area
* The attendance of consultants will be managed locally. Managers can decide to use coretime to manually record Consultants time. Consultants can raise a Query with their manager but not with HR directly.
* On completion of their time worked the Consultant will return their Flexi card to HR.
* Consultants are not technically employed by the CSO.
  + No leave entitlements
  + No Sick leave
  + All days off are taken at their own expense
  + AP’s need to be informed of Consultants time off.
  + Time Off for consultants is managed by the AP, if a day off is required, they apply to their AP and the time is recorded as Leave in Lieu on the Coretime system which ensures that the consultants time is recorded.

1. **Service** **Contractor – Project Basis**

* **Consultant will work on a project(s)with set deliverables for a fixed fee as per signed contract.**
* Provide a valid Tax Clearance Cert if a new supplier.
* Agree Contract to include final cost of the Project.
* Include a Payment Schedule to list actions and deliverables required per milestone reached.
* Agreed payments linked to deliverables, checked and signed off by the relevant AP
* AP to notify HR the week before consultant is due to start in IT.
* Ensure that on the first day the Consultant meets with HR before entering the Applications Area to complete the relevant documentation, to include local policies and procedures.
  + HR update contact form (this includes their name, address, phone number, date of birth, emergency contact details).
  + HR also take their photo for the Staff Directory and for their badge.
  + Consultants will be given a flexi card to use in the building (this must be returned on completion of their contract)
* They also sign the ICT acceptable use form and Statistics Act 1993 form
* Then, they are shown around the building and brought to the Technology area
* Consultants are not technically employed by the CSO.
  + No leave entitlements
  + No Sick leave
  + All days off are taken at their own expense
  + AP’s need to be informed of Consultants time off.
  + Time Off for consultants is managed by the AP, if a day off is required, they apply to their AP and the time is recorded as Leave in Lieu on the Coretime system which ensures that the consultants time is recorded.
* Consultants will work on a project for a specific work schedule
* CSO will be invoiced at the end of each defined deliverable which will be paid once achieved.
* The attendance of consultants will be managed locally. Managers can decide to use coretime or to manually record Consultants time. Consultants can raise a Query with their manager but not with HR directly
* On completion of their time worked the Consultant will return their Flexi card to HR.

**In General**

**Responsibility for Contractors Hours Worked Flexi**

* Consultants are required to work 37.5 hours per week over a 4-week Flexi period.
* AP’s are responsible for ensuring that Consultants complete their hours in full.
* Consultants will not be paid if they work less than 37.5 hours.
* Overtime is not paid so any hours over 37.5 will not be paid.

**Work Support System(WSS)**

* Each Consultant needs to have their time recorded on the WSS.
* The Consultant needs to be allocated to the relevant project on the WSS.
* These hours need to be recorded weekly.
* AP’s are responsible to ensure the WSS is completed on time.
* AP’s receive an email from the Consultants Company to confirm the hours worked by the Consultant each month. The AP’s verify the hours worked on the WSS.

**Other Leave**

* Any days taken as sick leave are unpaid.
* Any days off are taken at the Consultants own expense.
* AP’s need to be informed of Consultants time off.

**The Pre-Employment Induction Checklist**

The purpose of the Induction Checklist is to assist the Line Manager to prepare for the arrival of new Consultants, and to help them to settle in as quickly as possible.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start of Contract Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Line Manager to contact new Consultant before start date to confirm their start time, to tell them where to report to on their first day and to provide any other relevant information that may be required in advance of their arrival on site.
* Manager/Supervisor with the responsibility to meet and welcome the new Contractor on day one designated
* Appropriate physical environment for “meet and greet” discussion made available
* Accommodation/workspace provided for the new Consultant if appropriate
* Other relevant people notified (IT network support etc)
* Check to ensure that the new Consultant is set up with a PO number
* Reception, security staff and employees in other relevant Departments informed of Consultant’s arrival
* Flexi card/security pass to be issued (where appropriate)
* Disability requirements (if relevant), e.g. Access, Assistive Technology, special learning needs, other.
* IT Security Training & signing relevant form(s), (Provide Consultant with copies of Technology Information Security Policy & Data Management Policy & Technology Project Template)

Ensure contract details are in order

Completed by:

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_