Scrutiny Board Task and Finish Group Scoping Document

The process for establishing a task and finish group is:

1. The Scrutiny Board identifies a potential topic for a task and finish group
2. The Scrutiny Board Chairman and the Scrutiny Officer complete the scoping template.
3. The Council Overview Board reviews the scoping document
4. The Scrutiny Board agrees membership of the task and finish group.

Review Topic: Council Use of Agency Staff
Scrutiny Board(s): Council Overview Board
Relevant background The Council Overview Board has reviewed the Council's use of agency staff and contract arrangements as this has evolved over the last two years as part of scrutiny of the Council's recruitment strategy and commitment to realise efficiencies. Reporting timetable to COB November 2015 - Analysis of agency staff use and cost through Manpower data. Request made for further statistical breakdown of agency staff costs. July 2016 - Update on progress improvements to the council's agency worker arrangements, including implementation of a new framework agreement, historical and current spending, current mark-up rates and controls to manage usage and costs. Agreed to receive data from first 2 sets of quarterly monitoring from the Adecco contract and requested a policy on the use of agency staff for review. December 2016 – Update with new monitoring data as above.
Why this is a scrutiny item? The Council Overview Board has over the course of 18 months requested data on the cost, type and tenure of agency staff at the Council. The Council has entered into a new framework contract with Adecco with new monitoring arrangements and a new policy on the employment of agency staff. At its December 2016 meeting COB found that there were anomalies in the use of staff amongst the Business Services directorate and that spend on agency staff remains significant.

What question is the task group aiming to answer?

The initial focus will be what reasons are there for high usage of agency staff in IT & Digital, in terms of:
- cost and length of contract;
- the process and structure of decision making in regard to the employment and continued employment of agency staff;
- whether this is a planned use of agency staff within an agreed and published staffing policy;
- What measures are being taken to reduce this and how will the service work with HR in the future to control off-contract use of agency staff; and
- What are the costs elsewhere in Business Services and how are these being managed?

Aim

Reduced spend on agency staff and an end to agency staff in non-specialist posts for long periods (define?). Reassurance that workforce planning considers reduced reliance on agency staff.

Objectives

Objectives:
- Understand the current reasons for high use of agency staff and the plans to manage this
- Reduced percentage of staff employed through the agency contract
- Reduced direct spend by services on agency staff

Scope (within / out of)

In
All instances of direct spend on agency staff including breakdown of position, cost and tenure
Individual directorate use of the Adecco contract

Out
Historic spend e.g. Manpower contract use, pre-2016

Outcomes for Surrey / Benefits

Support the delivery of the corporate priorities of Economic Prosperity (specifically Support young people to participate in education, training or employment) and Resident Experience (deliver £67m savings)

Proposed work plan

It is important to clearly allocate who is responsible for the work, to ensure that Members and officers can plan the resources needed to support the task group.

Timescale	Task	Responsible
January 2017	Meet with Chief Information Officer to review the services use of direct spend and its current agency staff usage.	Matt Scott Ken Akers Laura Forzani Sergio Sgambellone Ross Pike
February 2017	Review with HR the other Directorates' use of agency staff.	Ken Akers Ross Pike
February 2017	Formulate conclusions and recommendations	Task Group
March 2017	Report to COB	Task Group

Witnesses
Matt Scott, Chief Information Officer
Ken Akers, Head of HR & OD
Strategic Directors, Heads of Service as identified

Useful Documents
Past COB reports:
November 2015
July 2016
December 2016

Potential barriers to success (Risks / Dependencies)
- Officer availability
- The IT & Digital restructure
- Local solutions for 'hard to fill' posts such as Social Workers, Educational Psychologists that occur on a national level.

Equalities implications

Any evidence or emerging recommendations from the Task Group will be assessed and reported as necessary.

Task Group Members	Eber Kington Colin Kemp Denise Saliagopolous Hazel Watson
Co-opted Members	N/A
Spokesman for the Group	To be determined
Scrutiny Officer/s	Ross Pike

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