Agency to Permanent Conversion Policy

November 2020



**1. PURPOSE OF THE POLICY**

1.1 The purpose of this policy is to outline the procedure for agency workers who wish to convert to permanent at Wirral Council.

1.2 The conversion policy applies to social work roles only.

1.3 The policy is intended to provide guidance to agency workers, managers, HR and finance in the role of ensuring that the process for conversion is timely and appropriate.

1.4 This procedure is for the purpose of securing permanent employees within critical and difficult to fill roles only, such as social workers.

1.5 This policy **does not apply** for the conversion of:

* Other social care roles such as Team Managers, Advanced Practitioners
* administrative roles across Children’s Services and/or
* other roles which may exist within Children’s Services

**2. ELIGIBILITY**

2.1 An agency social worker is only eligible to convert if:

* they have been in the Council for over 12 weeks
* they are converting into a hard to recruit to position (this may vary depending on the current need within the organisation)

**3. CONVERTING FROM AGENCY TO PERMANENT**

3.1 It is important that when a social worker is considering converting from agency to permanent that they have initial discussions with their Line Manager to understand whether there is organisational need to support the conversion.

3.2 Agency workers must also check that they are eligible for conversion in line with conversion eligibility above.

3.3 Following this discussion, agency workers will then submit an expression of interest to outline their reason for converting.

**3.4 Expression of interest review**

3.5 Agency workers are requested to submit an expression of interest in writing to their Team Manager (or Head of Service if Team Manager unavailable).

3.6 **Manager decision**: At this point the manager will need to take a view as to whether to support the application for permanency.

3.7 The Manager should speak with their Head of Service to agree the decision and discuss the expression of interest. The Team Manager should also consider the organisational need and any other issues which may impact on the conversion. [For example, if there are ASYE’s who are due to complete their programme and be moved to permanent positions.]

3.8 The Manager should then discuss with agency worker whether their expression of interest is endorsed or not.

**[NB Where it is considered that an agency person is not suitable to becoming a permanent employee all effort should be made to cease the contract between Wirral and the agency workers once the 12-week period has expired.]**

**3.9 Interview**

3.10 If the application is support, the Manager should then submit to HR Children’s Support who will arrange a Panel interview within 2 weeks of submission.

3.11 The interview Panel will consist of as a minimum 1 member from HR/OD, plus 1 Team Manager/Head of Service (who is not the current Line Manager of the agency worker).

3.12 The panel should then email Resources with the outcome and inform the candidate.

3.13 If the candidate is successful, the panel are required to confirm the post number of the vacant post and the agreed starting salary within this communication.

3.14 The Panel will agree the post the worker should be allocated to and starting salary.

**3.15 Pre-employment checks**

3.16 Children’s HR Support Team will undertake pre-employment checks with agency worker.

3.17 In the first instance, Matrix will be contacted to ascertain whether they have documentation to support pre-employment checks.

3.18 Where documentation cannot be provided by Matrix, HR Support will undertake pre-employment checks through usual channels.

3.19 References should be 1 internal and 1 external reference.

**5. TIMESCALE**

5.1 This process will be completed within a 6-week period to ensure compliance with offer.

**6. REVIEW**

6.1 This policy will be reviewed in line with changing situation and need.

6.2 The policy may be paused at times where there are no vacancies within the current service and therefore the need for agency workers to convert is not necessary.