

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

Document Reference Number:	GRSC/P37/V1.0
Title of Policy:	Casual Usage Policy
No of Pages (including appendices):	5
Version:	1.0
Issue Date:	19.11.21
Policy Nominated Officer:	Aisling Knipe
Equality screened/Rural Impact Assessed by	Aisling Knipe
Equality screening/Rural Impact Assessment date:	Aisling Knipe
Amendment Version Issue Date:	
Sent out by:	Aisling Knipe
Approved by:	Niamh Shannon
Review Date:	19.11.22

AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

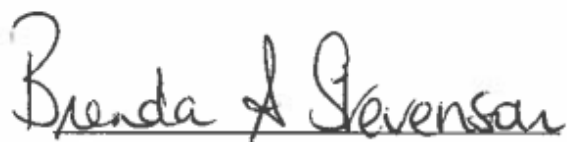
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19 May
Approved at JCNF on Monday 14 ~~March~~ 2022.

Signed:-

 Kevin Kelly, NIPSA

 Alan Perry, GMB

 Brenda Stevenson, UNITE

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1. Introduction

Armagh City, Banbridge and Craigavon Borough Council recognises the need to employ casuals to meet service needs on an ad hoc basis, as and when, to cover for short term needs such as sickness cover (short term) and annual leave. Casual work will be on an irregular basis over an undefined period of time and for short periods.

2. Scope

This policy applies to the engagement of casuals at all staff grades across the Council. The policy also applies to full/part time employees who undertake casual hours outside their substantive post.

3. Aims

The aim of this Policy is to:-

- Provide guidance in relation to the use of casuals once they have been recruited to ensure fairness of opportunity and equality is demonstrated.
- Provide clarity to casual workers about what they should expect from the Council in relation to the allocation of casual work.
- To assist Managers regulate the use of casuals in terms of when it is appropriate to utilise casuals.

4. What is a casual?

4.1 The term 'casual' refers to someone who works:-

- Ad hoc – on the basis of as and when required.
- They are not employed on a 'contract of employment' because there is no mutuality of obligation, under the assignment.
- There is no continuing employment relationship between assignments.
- They cover irregular hours over separate periods with lack of continuity.
- They are only paid for the hours that they work with no enhancements.
- They do not form part of the permanent workforce.
- There is no obligation for the Council to provide work and equally the casual has no obligation to undertake work when offered.
- As a casual worker is not an employee and has no set patterns of work, they are not entitled to sick pay or maternity pay.
- Casual workers do not receive public holiday entitlement.

4.2 Casuals have the right:-

- Not to be discriminated against.
- To comply with the Working Time Directive (proper title in here).
- To receive the appropriate hourly rate of pay for the role undertaken.
- Paid monthly in line with part/full time staff.

4.3 What is expected from a casual?

- At induction training the casual must be informed of how they must conduct themselves whilst working for the Council. This is to include reliability, timekeeping, completion of tasks, relationships with colleagues and customers alike.
- Raise any issues they have about the allocation of hours or work related matters when they occur with their Line Manager.
- Any performance related matters will be raised by Line Managers when they occur.
- They must provide up to date contact details in which they can be contacted to receive hours.
- Casuals must inform Line Managers if they are unable for work offered due to sickness/injury.
- To comply with internal policies.

5. Recruitment, Selection and Appointment of Casuals:-

- 5.1 Casual workers will be recruited through internal and external advertisement using the Code of Procedures on Recruitment and Selection issued by the Local Government Staff Commission and in line with internal procedures.

6. Appointment of Casuals:-

- 6.1 Prior to engaging casuals, Line Managers must assess the nature of their employment requirements. Consideration must be given to whether there is regular pattern of work for a fixed term or an ongoing full/part time requirement before confirming a casual requirement. If the hours are ad hoc and a casual requirement is needed a Vacancy Authorisation Form must be completed.
- 6.2 Following the approval process HR will be issued with an instruction to commence the recruitment process.
- 6.3 Casual workers are not deemed suitable where cover is required for long periods of sickness, maternity cover or seasonal needs.
- 6.4 Staff leaving permanent or FTC employment may request to be included on casual pools. Such requests will be considered by HR for suitability and a recommendation made to relevant departments for inclusion on their casual pools. In these circumstances the casual employment must only be offered in respect of the agreed casual lists.
- 6.5 Any full time or part time member of staff who applies for a casual post as a second employment must ensure that they are in compliance with the 'Working Time Regulations'. (Details of the regulation is available from HR).

- 6.6** When the recruitment process has been completed a casual list will be sent from HR to relevant managers detailing the casual's name, address, email address and contact details.
- 6.7** No casual should receive offers off work until they have been appointed. A timesheet must be completed by the Line Manager and passed to payroll for processing.
- 6.8** HR will not be responsible for contacting casuals regarding hours of work once the recruitment process is complete. This is the responsibility of the Line Manager.

7. Annual leave entitlement

- 7.1** Casuals are entitled to annual leave and as the hours are irregular this will be calculated on the basis of hours worked and paid on a monthly basis in arrears calculated on the number of hours worked within this qualifying period. The amount of annual leave paid will be shown as a separate line on the payslip

Full/Part Time employees who undertake casual duties as a second employment will also be paid annual leave entitlement calculated on a monthly basis in arrears for the number of hours worked within this qualifying period and the amount shown as a separate line on the payslip for casual hours worked.

8. Training Requirements

- 8.1** All casual staff must undertake an induction or other mandatory training prior to commencing as a casual worker. Failure to attend this training will mean that hours cannot be offered until the next training opportunity arises.
- 8.2** Casual staff who work in leisure facilities that require NPLQ must attend ongoing trainer assessor training. Failure to complete the required number of hours may necessitate undertaking a competency test, in order to receive further hours or indeed they may be removed from the casual list.
- 8.3** On occasion casual staff may need to attend ad-hoc training to ensure that they can competently carry out the role that they have been recruited for. Any training attended by the casual will be paid time.
- 8.4** All training undertaken by casuals must be recorded. The casual must sign and date that they have completed the training. It is the responsibility of the Line Manager to retain training records using the appropriate systems and information must be passed to L&D for recording.

9. Review of casual status

- 9.1 Line Managers holding casual lists will have the responsibility for ensuring hours of work are fairly shared out across the casuals and that equality of opportunity in how casual persons on the list are used. It is the Line Managers responsibility to ensure no casual builds up a pattern of work.
- 9.2 HR will undertake a casual audit every 6 months each year. The audit will assess working patterns and hours that the casuals have undertaken in these periods. If HR identify patterns of work from the information provided by the Line Managers and payroll, the Line Manager must report the findings to the Head of Service to confirm patterns have emerged. Resolution on the way forward must be given to HR.
- 9.3 If HR identify that casuals have not worked within a 6 month period, they will be removed from the casual list and informed of this by letter (provided they have been offered work within this period). Line managers must be able to demonstrate that offers of work have been made within the 6 month period.

10 Termination of casuals

- 10.1 If a casual wishes to resign, a letter should be sent from the casual stating the casual post and location, to the Line Manager stating the date they wish to leave. This information must be passed to HR who will issue a letter to the casual confirming their resignation.
- 10.2 When a casual is to be removed from the casual list, HR must be informed of the date of leaving and a letter will be sent from HR confirming the removal from the casual list.
- 10.3 A casual can hold a number of posts across various locations in ABC. If the casual has not accepted the offer of hours over a 6 month period, they should no longer be contacted to offer hours and should be removed from the casual list. The Line Manager must be able to demonstrate that contact has been made and that hours have been refused or contact cannot be made with the casual. This will result in termination of the casual and HR must be informed by the Line Manager so that a letter can be sent to confirm the removal from the casual list.
- 10.4 If a casual fails to report for duty on 5 separate occasions following acceptance of work this will result in termination of the casual. The Line Manager must be able to demonstrate the failure to attend work and HR must be informed by the Line Manager so that a letter can be sent to confirm the removal from the casual list.

Policy Screening Form

Policy Scoping

Policy Title: Casual Usage Policy

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

Council recognises the need to employ casual workers to meet service needs on an ad hoc basis, as and when, to cover for short term needs such as sickness cover (short term) and annual leave.

Intended aims/outcomes. What is the policy trying to achieve?

The aim of this Policy is to:-

- Provide guidance in relation to the use of casuals once they have been recruited to ensure fairness of opportunity and equality is demonstrated.
- Provide clarity to casual workers about what they should expect from the Council in relation to the allocation of casual work.
- To assist Managers regulate the use of casuals in terms of when it is appropriate to utilise casuals.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

No

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

No

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy?
Aisling Knipe

Who is responsible for implementation?
HR and Line Managers

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

No

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. employee, service users, other statutory bodies, community or voluntary sector, private sector)

The procedure applies to all casual employees of the Council.

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

N/A

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	There is no evidence/information that the policy has an impact on any Section 75 category.
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	There is no evidence/information that the policy has an impact on any Section 75 category.
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	

Men and women generally	
Disability	
Dependants	

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	There are no specific impacts on any of the equality categories.	None
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief	There are no specific impacts on any of the equality categories.	No
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependants		

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		None
Political opinion		
Racial group		

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Category	If yes, provide details	If no, provide reasons
Religious belief		No
Political opinion		
Racial group		

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

No specific impacts have been identified for people with multiple identity. The policy will affect all casual employees regardless of what equality category they fall within.
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Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A – internal use only policy.

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

N/A

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

N/A

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

N/A

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

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Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

As this is a new ABC policy it will be reviewed in 6 months.
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Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Aisling Knipe	HR Operations Manager	19.11.21
Approved by	Position/Job Title	Date
Niamh Shannon	Acting Head of HR	

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

RURAL NEEDS IMPACT ASSESSMENT (RNIA)



SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority

Armagh, Banbridge and Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016

Local Authority

1C. Please indicate which category the activity specified in Section 1B above relates to

Developing a	Policy	x	Strategy		Plan	
Adopting a	Policy	x	Strategy		Plan	
Implementing a	Policy	x	Strategy		Plan	
Revising a	Policy		Strategy		Plan	
Designing a Public Service						
Designing a Public Service						

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Casual Usage Policy

SECTION 2

Understanding the impact of the Policy, Strategy, Plan or Public Service

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

The policy aims to:-

- Provide guidance in relation to the use of casuals once they have been recruited to ensure fairness of opportunity and equality is demonstrated.
- Provide clarity to casual workers about what they should expect from the Council in relation to the allocation of casual work.
- To assist Managers regulate the use of casuals in terms of when it is appropriate to utilise casuals.

1F. What definition of 'rural' is the public authority using in respect of the policy, strategy, plan or public service?

Population Settlements of less than 5,000 (Default definition).	
Other Definition (Provide details and the rationale below).	
A definition of 'rural' is not applicable.	x

Details of alternative definition of 'rural' used.

n/a

Rationale for using alternative definition of 'rural'.

n/a

Reasons why a definition of 'rural' is not applicable.

n/a

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes ☐

No ☐

If the response is Not go to section 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	
Rural Tourism	
Rural Housing	
Jobs or Employment in Rural Areas	
Education or Training in Rural Areas	
Broadband or Mobile Communications in Rural Areas	
Transport Services or Infrastructure in Rural Areas	
Health or Social Care Services in Rural Areas	
Poverty in Rural Areas	
Deprivation in Rural Areas	
Rural Crime or Community Safety	
Rural Development	
Agri-Environment	
Other (Please state)	

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

This is an internal policy applicable to employees only and has no impact on people in rural areas.

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes		No	X	If the Response is NO GO TO Section 3E .
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3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders		Published Statistics	
Consultation with Other Organisations		Research Papers	
Surveys or Questionnaires		Other Publications	
Other Methods or Information Sources (include details in Question 3C below).			

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

--

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

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3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

This is an internal policy applicable to employees only.

If the response to Section 3A was YES GO TO Section 4A.

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

N/A

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes

No

x

If the response is **NO** GO TO Section **5C**.

If the response to Section 5A was YES GO TO Section 6A.

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance

I confirm that the RNIA Template will be retained and relevant information compiled.

Yes

Rural Needs Impact Assessment undertaken by:	Aisling Knipe
Position/Grade:	HR Operations Manager
Department/Directorate	HR & OD
Signature:	
Date:	19.11.21
Rural Needs Impact Assessment approved by:	
Position/Grade:	
Department/Directorate	
Signature:	
Date:	19.11.21