

## Agency and Temp Worker Check List

This check list is a guide for procurement and managers who seek both permanent and temporary staff to work and provide services to the Michael Lonsdale Group,  
 (Incorporating – Michael Lonsdale Ltd, Michael J Lonsdale Limited, Michael J Lonsdale (Electrical) Limited and E7 Building Services Limited.)

### Agency Engagement

The use of certain agencies are approved partners managed by procurement. The information that each agency must provide and actions that they must adhere to, are as follows:

Area of Activity	Agency Action Required
Worker Technical Requirements	<ul style="list-style-type: none"> <li>• Verify that operatives have the specified technical skills</li> <li>• Ensure and produce the relevant skills card for their discipline               <ul style="list-style-type: none"> <li>○ ECS for Operatives</li> <li>○ SMSTS for Managers plus Black/Gold CSCS cards</li> <li>○ SSSTS for Supervision plus Black/Gold CSCS cards</li> <li>○ First Aid Qualifications for Supervisors and Managers</li> </ul> </li> <li>• Establish where relevant that operatives provide their own hand and battery tools</li> </ul>
Worker Verification	<ul style="list-style-type: none"> <li>• All right to work checks must be carried out with sight of original documents prior to a worker starting</li> <li>• References must be taken prior to any worker starting and any issues raised immediately</li> </ul>
IR35	<ul style="list-style-type: none"> <li>• Agree whether the work is within or outside IR35 along with associated pay arrangements.</li> </ul>
Hourly Pay Rate	<ul style="list-style-type: none"> <li>• Ensure that the rate the worker receives is at least the national minimum wage</li> <li>• All on-costs are clearly set out</li> <li>• Commission rates are approved and agreed prior to the placement of a worker/new employee</li> </ul>
Communication of MJL Policies	<p>Any temporary worker that arrives on an ML Group site must have been briefed on the following policies:</p> <ul style="list-style-type: none"> <li>• ML Group Modern Slavery Statement</li> <li>• Whistleblowing Policy</li> <li>• Health and Safety Policy</li> </ul> <p>An on-site induction will be provided to cover other key policies on site.</p>



### Manager Actions for Temporary and Permanent Staff

Activity	Completed
Complete the temporary labour requisition form (if relevant) and return to procurement	
Provide to the agency as much information on the worker/permanent staff as possible: <ul style="list-style-type: none"> <li>• Technical Skills, any essential sector/organisation experience</li> <li>• Essential Qualifications</li> <li>• Summary of the role required (detailed job description if available)</li> <li>• Location of role</li> <li>• Hourly rate for the work/Permanent Salary including benefits</li> <li>• Temporary Role (How long?)/ Permanent Role</li> <li>• When do you need them to start?</li> </ul>	
By when do you require CVs to review? Certain number that you want to see?	
Communicate the recruitment timetable including final decisions.	
Post interview/assessment; confirm outcome providing feedback where possible	

Name **Gary Herbert**

Signed

Position **Managing Director**

Date **14 July 2022**

For and on behalf of the

Michael J Lonsdale Group Board of Directors

(Michael J Lonsdale Limited/ Michael J  
Lonsdale (Electrical) Limited

E7 Building Services Limited

