Supplier Assurance – Health Workforce

We operate an internal Supplier Assurance Function (SAF) to provide us with assurance that framework suppliers are fulfilling their contractual obligations, including NHS Employment Check Standards before placing candidates.

We complete health assurance inspections across a minimum of 100 suppliers per year.

Providing evidence to NHS Improvement on our health assurance process formed part of gaining approved framework status for all five of our health workforce framework agreements:

- RM959: Allied Health Professionals, Health Science and Emergency Services
- RM970: Agency Nurses and Social Care Workers
- RM971: Non Medical Non Clinical (NMNC)
- RM1570: Locum Doctors including GPs
- RM3711: Multidisciplinary Temporary Healthcare Personnel

The supplier assurance programme

Each supplier assurance inspection:

- tests the processes and controls suppliers have in place to enable overall provision of compliant workers
- tests the effectiveness of the controls through testing a selection of worker files

To deliver this a comprehensive test pack is used to test that:

- the 6 NHS Employers Check Standards are in use
- appropriate workers are placed
- compliance is maintained for the lifetime of bookings
- any change in a worker's status is managed appropriately
- the customer is informed of the compliance of the worker before employment begins

The supplier’s performance is assessed under each control area and a conclusion is made based on test results.

If it is identified during the inspection that the supplier has inadequate processes and controls in place, the framework management team will establish an action plan with the supplier to ensure that the appropriate controls are in place for the future.

If there are systemic control failures, or the supplier does not engage with us on the action plan, the supplier may be suspended or terminated from the relevant framework agreement(s).

We are committed to working with suppliers to ensure they have adequate controls in place.

Details of any supplier that has been suspended or terminated can be found in the ‘suspended / terminated’ section below.
2016/17 programme

2016/17 supplier selection – quarter 1

Your World
Coyle Personnel PLC
SThree Partnership Ltd
Law Morgan
Globe Locums Ltd
Sensible Staffing
Parity
Practicus Ltd
GSA Techsource Ltd
GatenbySanderson Ltd
Concept Information Technology t/a Concept Resourcing

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SThree Partnership Ltd
Law Morgan
Globe Locums Ltd
Sensible Staffing
Parity
Practicus Ltd
GSA Techsource Ltd
GatenbySanderson Ltd
Concept Information Technology t/a Concept Resourcing

2016/17 supplier selection – quarter 2

Sugarman Medical
4 Social Work
Michael Page
MSI
Rethink Recruitment
Reed Specialist Recruitment
Law Absolute
Gl Group
Allen Lane
Total Assist
Linea Group
Recruitment Express
Surgi-call
Carlisle Staffing PLC
Search Consulting Ltd

Sugarman Medical
4 Social Work
Michael Page
MSI
Rethink Recruitment
Reed Specialist Recruitment
Law Absolute
Gl Group
Allen Lane
Total Assist
Linea Group
Recruitment Express
Surgi-call
Carlisle Staffing PLC
Search Consulting Ltd

2016/17 supplier selection – quarter 3

Holt
Adecco
Global
Manpower
Athona
Green & Kassab
ISON
Pulse
Accident & Emergency
Jobseekers Recruitment
Rullion

Badenoch & Clark
Office Angels
Advantage
New Appointments
Medecho
Talent International
LTP
Maxxima
Pathology Group
MP Locums
HBHC synergy
Responsibility to comply with NHS Employment Check Standards

In paragraph 8.5 of NHS Improvement’s Agency Rules document, NHS Improvement reminds trusts of their ultimate responsibility to ensure all agency workers engaged in employment at their organisation comply with the standard NHS Employment Checks.

By sourcing temporary workers through a CCS framework agreement, customers have a greater level of assurance that temporary workers are supplied in accordance with the NHS Employment Check Standards. Please note though that this does not transfer liability or overarching responsibility for the compliance of workers.

We recommend that customers request completion of an Assignment Checklist by the agency prior to each placement.

A copy of the assignment checklist has been provided below, this is also available in the documents section for each of our approved frameworks on our website.

Suspended / Terminated suppliers section

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Framework(s)</th>
<th>Date Suspended</th>
<th>Date Reinstated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linea</td>
<td>RM971: NMNC</td>
<td>28 October 2016</td>
<td>TBC</td>
</tr>
</tbody>
</table>

Recently terminated suppliers

No suppliers have been terminated during 2016/17

Useful links section

Whistleblowing

We support the SAFERjobs initiative
### CCS Agency Staffing Assignment Checklist:

<table>
<thead>
<tr>
<th>CCS Framework Title</th>
<th>e.g Multidisciplinary</th>
<th>CCS Framework Reference</th>
<th>e.g RM3711</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Customer name (location)</th>
<th>NHS Trust name</th>
<th>Customer reference no. (if provided)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>e.g Nurse</th>
<th>Band or Grade</th>
<th>e.g AfC Band 5</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Placement date from</th>
<th>DD/MM/YYYY</th>
<th>Placement date to</th>
<th>DD/MM/YYYY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Working Pattern</th>
<th>Shift times</th>
<th>Total number of hours booked</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Temporary Worker's full name</th>
<th>Jane Doe Smith</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Does the Temporary Worker have the relevant skills and knowledge appropriate for the role?</th>
<th>Yes / No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hourly Pay Rate</th>
<th>£00.00 (Pre AWR)</th>
<th>£00.00 (Post AWR)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hourly Agency fee</th>
<th>£00.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total hourly charge excl. VAT</th>
<th>£00.00</th>
<th>£00.00</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Worker Payment Type</th>
<th>PAYE / Ltd Co.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>IR35 Compliant (if applicable)</th>
<th>Yes / Not Applicable</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NHS Employment Checks</th>
<th>Confirmation checks completed pre-placement / Additional comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Identity</th>
<th>Yes / No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Right to Work</th>
<th>Yes / No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Professional Registration &amp; Qualifications</th>
<th>Yes / No / Not Applicable - Regulatory Body &amp; Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employment History &amp; References</th>
<th>Yes / No</th>
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</table>

<table>
<thead>
<tr>
<th>Criminal Record Check</th>
<th>Yes / No / Not Applicable – Disclosure Type &amp; Number, Date Issued</th>
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<table>
<thead>
<tr>
<th>Work Health Assessment</th>
<th>Yes / No / Not Applicable – Name of OH Provider &amp; Date Issued</th>
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<table>
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<tr>
<th>Additional information as required by the Customer</th>
<th>Extra Mandatory Training?</th>
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<table>
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<tr>
<th>Life Support Training level required?</th>
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<tr>
<th>Within NHS Improvement price caps?</th>
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<tr>
<th>IR35 Compliant?</th>
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The above named worker has been submitted by the Supplier for consideration in the provision of the Services

i) in response to a request from the Authorised Officer of the Customer;

ii) has undergone all of the necessary and appropriate pre-employment screening checks as required by the Framework Agreement for the supply of Temporary Workers to ensure their compliance prior to supply; and

iii) shall be charged in accordance with the Framework Prices set out in Schedule 3 to the Framework Agreement.

<table>
<thead>
<tr>
<th>Supplier Name</th>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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