
Bank, Agency and Locum Workers Management and Use Policy

Please be aware that this printed version of the Policy may NOT be the latest version. Staff are reminded that they should always refer to the Intranet for the latest version.

Purpose of Agreement	This policy provides managers with guidance on the process to be followed for acquiring and using bank, locum bank and Agency Workers within the Trust
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Review Log

Include details of when the document was last reviewed.

Version Number	Review Date	Name of reviewer	Ratification Process	Reason for amendments
2	Aug 2013	L Bicknell	Procurement, Occupational health, JCC	Policy re-write
3	June 2019	Helen Pretty		Paragraph 2.2 added Zero hours agreement and the word time. Paragraph 5.1.1 amendment to wording of final sentence Paragraph 5.1.2 and 5.1.3 wording amended Paragraph 5.2.1 inserted word in first line. Bullet point removed and wording of final sentence changed to excess hours Added sentence to 5.5.1 tracked below. Added sentence to 5.5.2 tracked below.
4	May 2020	H Pretty		Paragraph 5.7.3. added word to sentence – tracked below. Appendix 3 updated with current framework agency details.
3	April 2017	L Bicknell		Summary inserted Paragraph 2.2 reference to IR 35 Intermediaries Regulations inserted. Paragraph 5.4.1 and paragraph 5.5.1 reference to Appendix 1 inserted. Paragraph 5.4.2 inserted. Paragraph 5.6.2 removed. Paragraph 5.8.1 retention period extended. Paragraph 11 link to Contractors Operating Procedure inserted. Paragraph 5.11.1 amended to reflect the £150 per day reporting requirement. Appendix 3 inserted paragraph regarding Information Governance and Statutory training in the last 12 months.
4	June 2020	Helen Pretty	Approved as part of the Covid-19 review of policies	Page 8 - added sentence to 5.5.1 and 5.5.2 regarding new automated email process for direct bookings with agency and for agency to confirm bookings. And expiry extended to March 2021
5	March 2021	Helen Pretty	Policy Steering Group, Clinical Executive Group	No changes made to content, only change is updated Equality Impact Assessment template completion. Amendments request at PSG included: Amends to wording P8 5.6 . P9 5.8.1 wording required removed. 5.9.1 wording changed from ban. P10 6.4 amend wording all staff. 7.10 section removed. App1: updated contact list. App2: Safeguarding/wellbeing added. App3, safeguarding added

Summary of Policy

This policy outlines the requirements for using temporary workers who are on the bank or from an Agency or are a locum.

Appointment of Contractors are not covered by this policy as there is a separate Standard Operating Procedure in place within the Trust.

It outlines the specific requirements of the Agency Workers Regulations in Section 3 and the Working Time Regulations in Section 4.

The requirements that need to be satisfied in order to use a temporary worker is covered in Section 5.1 and appointment of bank workers is covered in paragraph 5.3. The process to be used when an Agency Worker is to be used is explained in paragraph 5.4.

The policy outlines the responsibilities of the Bank Staffing Service paragraph 5.5, Agency paragraph 5.6 and the manager in paragraph 5.7

The policy covers the action to be taken if there is unsatisfactory performance of an Agency worker paragraph 5.9 and explains how the usage of Agency worker is monitored.

The Chief Executive must personally sign off any Agency workers who is earning in excess of £120 per hour or £750 per day.

The policy gives managers copies of a local induction check list (Appendix 2) and a declaration that all Agency workers must sign (Appendix 3).

A copy of the process for requesting bank staff is included at Appendix 5 and 6.

Bank, Agency and Locum Workers Management and Use Policy

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BANK, AGENCY AND LOCUM WORKERS MANAGEMENT AND USE POLICY

1. INTRODUCTION AND PURPOSE

- 1.1 The need for temporary workers who are available (often at short notice) to cover periods of shortfalls in staffing resources, is essential in creating a flexible workforce that can support and maintain a quality service. Bank, Locum, Agency and temporary staff are all described as temporary workers.
- 1.2 The Trust is committed to ensuring the highest standards of patient care and safety throughout the services it delivers. Consequently from time to time it may be necessary to employ additional staff during periods where there are unplanned shortfalls in resources. Temporary resources may also be required at times when there is need to cover additional work for a short period of time or to provide cover for longer term absences, such as covering job vacancies during the recruitment process.
- 1.3 The policy outlines the Trust requirements for the use of temporary workers, has been amended to reflect the requirements of the Agency Workers Regulations 2010 which gives agency workers specific rights from the first day of their assignment and further rights after twelve weeks of continuous engagement.

2. SCOPE & DEFINITIONS

- 2.1 This document applies to all directly employed staff within Solent NHS Trust and other persons, working within the organisation in line with the Trust's Resolution Policy. Medical and Dental staff are covered under their own procedure so are not covered by this policy.
- 2.2 The following definitions apply to this policy

Bank workers: individuals employed by the Trust on a zero hour agreement.

Agency workers: individuals who are employed by an Agency who are temporary assigned to the Trust for a defined length of time.

Locum workers: Is an individual who substitutes for another member of the same profession and is employed via an Agency. Any reference to Agency Workers in this policy also applies to Locum workers.

External Contractor: These individuals who have been assessed by the Trust via the HMRC assessment tool as being self employed and are not covered by the IR35 Intermediaries Regulations (Finance Bill 2017). They will be appointed via the procurement process. When the IR35 Intermediaries Regulations apply they will be treated as a worker and paid via the payroll.

3. AGENCY WORKERS REGULATIONS

- 3.1 Under the Agency workers Regulations 2010 individuals employed by an Agency are classed as workers rather than employees. From day one they are entitled to the same access to facilities as other staff and to be informed of any job vacancies.
- 3.2 After twelve weeks they are entitled to the same basic rights as employee's who have been directly recruited by the organisation to the same role.
- 3.3 All Agency workers are entitled to rest breaks and limits on their working time, health and safety at work, and not to be discriminated against.

4. WORKING TIME REGULATIONS

- 4.1 Individuals are required to have an eleven hour break between shifts, unless they are moving between shifts for example days to nights. In these circumstances they can have a break of less than eleven hours as long as the additional rest time is received as soon as possible. So if an individual worked an eight hour night shift finishing at 6.00 and then returned to duty at 14.00 their break would be less than eleven hours. If they then finished worked at 22.00 but did not work again until 14.00 the following day they would have received the required break and additional rest time.
- 4.2 Individuals are not able to work more than 48 hours in a week unless they have signed an opt out form which is regularly reviewed. This includes working for other employers.
- 4.3 All staff working a six hour day or longer are required to take a minimum unpaid break of 20 minutes, not at the beginning or end of a shift. If staff work a full shift of 7.5 hours they will be required to take an unpaid break of 30 minutes and any one working a 12 hour shift or more will be expected to take an unpaid breaks amounting to at least one hour in total during the shift.
- 4.4 All individuals must have one continuous 24 hour period break every seven days or 48 hours continuous break every fourteen days. This cannot be opted out of.

5. PROCESS / REQUIREMENTS

5.1 *Conditions for the use of Temporary workers*

- 5.1.1 Temporary workers should not be used as an alternative to recruiting to an identified permanent vacancy, or automatically used to cover staff on annual leave, short term sick leave, or study leave. It should be possible to manage the majority of these absences within existing resources, but where there are difficulties recruiting to posts the Bank Staffing Service (BSS) should be contacted
- 5.1.2 Temporary staff should only be engaged as a last resort after considering other staffing alternatives. Justifiable reasons could include:
- Vacant posts in the process of a recruitment exercise where there is funding available and cannot be filled from within existing resources.
 - Service provided to clients will be at risk.
 - An unexpected increase in patient 1-1 care on ward.
 - High acuity on ward/clinical area.
 - Adverse effects on the health and safety of staff.
 - Short term projects where funding is available.
 - Long term sickness periods where applicable.
- 5.1.3 Temporary staff should never be used to provide an on-going staffing solution; “temporary” refers to vacant shifts or a time limited weekly cover and only in exceptional circumstances should it be for a period of 24 weeks or more. Assignments lasting more than 24 weeks are monitored by the BSS Office.

5.2 *Deciding how to fill a temporary gap in provision*

- 5.2.1 In all cases the manager must first consider alternative in-house cost-effective arrangements in the first instance. This can include:
- Reviewing rosters and flexible working options,

- temporary redeployment of staff,
- use of excess hours where applicable.
- considering if the work can be delayed or reallocated,
- internal bank staff
- short fixed term contracts,
- secondments,
- reviewing processes to save time
- Utilisation of staff from other areas of the Trust on a temporary basis.

Please note individuals who work on days when they have been allocated annual leave, are not entitled to excess hours payments. In these circumstances the annual leave must be reassigned.

5.2.2 It is only after these options have been explored and discounted that any decision can be made to request bank cover through the BSS office. For clinical areas the BSS office will endeavour to cover this with internal available bank staff, if no suitable bank staff available for the shift then BSS Office will escalate to agencies on the preferred framework agencies list for cover.

If the preferred agencies cannot supply, BSS will obtain authority from the Operational Director to further escalate to off framework, more expensive agency. Even then the most cost effective option must be consider by the manager. For example:

- the band of staff needed for the role,
- If some of the work can be reallocated so that a lower graded member of staff can be utilised,
- how many hours are required,
- Is there sufficient budget to cover the cost?

5.2.3 In all cases a manager (or person in charge of the shift acting on his/her behalf) must undertake a risk assessment associated with not appointing a replacement staff member for the shift. The risks should be assessed in terms of the:

- risks that could occur if an individual was not appointed to cover a shift
- likelihood that those risks will occur, and
- impact if they do occur,

5.3 *Process to appoint a bank worker.*

5.3.1 All Bank workers are now appointed through the BSS Office following the bank recruitment process. All clinical areas should request bank workers through the rosters using identified unfilled shifts from the budgeted establishments.

For areas that use specifically skilled bank workers they will contact their known bank staff directly to pre-book vacancies which should then be updated on rosters.

For admin bank staff requests should be sent to BSS office using the Bank admin request form detailing the need for cover and sign off by the budget holder. The BSS will then facilitate the request with the appropriate bank admin staff member, on confirmation of bank placement the area requesting will be responsible for updating shifts on rosters as per the BSS admin process.

5.4 *Decision to Appoint an Agency Worker*

- 5.4.1 Once the BSS Office have texted/phoned all appropriate bank workers to offer the shifts, should they not find a suitable bank worker the shift will be escalated to preferred agencies (Appendix 1) following the agreed escalation process. If no cover can be secured from preferred agency list then authority will be obtained from Operations Directors to escalate to off framework agencies for short notice cover.
- 5.4.2 Any Agency Worker who is earning £120 or more per hour must be personally signed off by the Chief Executive as required for NHSi weekly reporting.

5.5 *For Covers that are escalated to Agency*

- 5.5.1 The BSS Office will email all approved framework agencies (Appendix 1) a list of all required bookings directly from Bank Staffing System. This will include the following information:
- The Date/time of shift required.
 - The skill set for this particular clinical area, based on a job description provided by the manager.
 - Name of unit and address details.
 - Person agency worker should report to on arrival.
- 5.5.2 The Agency will email back confirmation of names for direct booking onto required shifts. If the Agency worker has not worked in the service area previously the Agency will also provide a copy of their skills assessment and personnel profile to include list:

5.6 *The Agency must evidence the below information to BSS prior to bookings being made*

- Individuals full name and address.
 - DOB
 - NI number for verification
 - Verified personal identification ie: valid passport, UK driving licence, UK birth certificate, EU phone ID, HR Forces ID card.
 - Copy of individual current professional registration (where applicable).
 - If Locum Dr evidence of Indemnity (Oct 13).
 - Evidence of immunisation, fitness to practice.
 - Evidence they can legally work in the UK, Work Permit etc.
 - Confirmation details of DBS check.
 - Confirmation that all required mandatory training is current.
 - Evidence that the individual can legally drive in the UK, when driving is required for role.
 - Evidence that private car is legally covered for business purposes.
 - They are a direct employee of the agency.
- 5.6.2 All Agency worker's should report to the ward/service manager on arrival to confirm attendance and present their identify badge.
- 5.6.3 For Agency placements, full profiles for agency workers will be shared with services in order to select the preferred candidate for placement booking.

5.7 *Action to be taken by the manager/shift leader on arrival of the Agency Worker*

5.7.1 The manager/shift leader must check that the individual who has arrived is the same person named on roster by checking their ID Badge.

5.7.2 The manager/shift leader will be responsible for inducting the individual into the work area. A copy of a local induction checklist for Agency Workers is included at appendix 2, this may vary according to the area agency worker is covering. The induction will include:

- Job duties, responsibilities and department structure
- Details of who the individual is to report to.
- A tour of the department/premises
- The required standards of work and conduct for the role
- Philosophy of care towards patients and clients/how to respond to members of the public, etc
- Ensuring the key principles of equality, diversity and human rights are appropriately observed and reflected in day to day working
- Supervision arrangements
- Reference to desk top procedures or protocols/guidelines to be observed
- Breaks (to include compliance with Working Time Regulations)
- Personal identification
- Fire, security and health and safety arrangements (including reference to lifting and handling, infection, prevention and control, food hygiene, control and restraint, accident and incident reporting, fire assembly points, etc)
- Familiarisation with equipment they will be expected to use
- Communication and confidentiality procedures
- Relevant medication procedures and local pharmacy contact details
- Sources of help and advice, including issues relating to personal protection which may be required
- Reference to other relevant corporate and local policies (e.g. confidentiality).

5.7.3 Any agency staff booked for placement booking must complete and sign the Declaration for Agency workers (shown at appendix 3). The manager must ensure that this is completed on the first day of assignment and keep on file in ward office.

5.8 *Authorisation of time sheets*

5.8.1 Timesheets must be signed by an authorised signatory only. Timesheets should be checked for accuracy and as confirmation that the work has been conducted satisfactorily, any time changes to shifts should then be updated on rosters. Timesheets should then be kept on file in ward office for reference if required for a 6 year period.

5.9 *Unsatisfactory Performance of Agency Workers*

5.9.1 Any shortcomings on the part of the agency worker must be brought to their attention immediately and appropriate support facilitated. Where these shortcomings are serious or excessive (in terms of what is reasonable to expect of an agency staff member), the individual should be alerted immediately, and notified if their services are no longer required. This should then be highlighted to the BSS Office using the feedback form, the BSS will then assess the level of complaint and contact the agency to either block the agency worker from any further work within Solent or block them from the area in question. Consideration should be given to raising an incident report where appropriate. Safeguarding concerns will also need to be considered.

5.9.2 If a complaint is raised from a member of the public about the Agency worker, this should be reported and handled in line with the Trust's complaints procedure. It will be for the Trust and Agency to agree the process to be followed if an investigation is required.

5.10 Monitoring the Usage of Agency Workers

5.10.1 Operational Director (OD) and Service Managers are responsible for authorising requests for agency placements and reviewing locum/agency usage within their respective areas. This should be done on a regular basis, e.g. monthly, to ensure the requirements of this policy are adhered to. They must also review the decision-making process retrospectively to ensure the rationale for booking a temporary staff member was clear and sound, and also that alternative options were considered in advance of the decision being made to request cover from the BSS.

5.10.2 Any role undertaken by an Agency worker longer than eight weeks must be subject to a formal review by the Service Manager to ensure that there is no other method of filling the position. This will include the BSS advertising the role for bank on NHS Jobs. The BSS will also do audit checks on any agency staff that are coming to end of agreed time of assignment to ensure end dates have been confirmed or approval agreed by OD to extend the length of assignment.

5.11 HM Taxes Review of Tax Arrangements

5.11.1 The Trust does not envisage that any Agency worker will be assigned for more than 6 months but if this does happen, where the individual is earning over £750 per day, the manager must obtain copies of wage slips from the Agency to prove that the individual is paying Tax and NI contributions in line with the HM Taxes review of Tax arrangements. These copies must be retained for eight years as they will be required if the HM Revenue and Customs undertake an inspection during this time.

6. ROLES & RESPONSIBILITIES

6.1 The Chief Executive has ultimate accountability for the strategic and operational management of the organisation, including ensuring adherence to all policies.

6.2 Directors, Operational Directors, Associate Directors and Line Managers are responsible for ensuring the requirements of this policy are met.

6.3 The BSS are responsible for appointing bank and agency workers in line with the requirements of this policy to ensure that all bank workers have participated in mandatory training.

6.4 All relevant staff within the Solent NHS Trust are responsible for adhering to this policy at all times.

7. TRAINING

7.1 Agency are responsible for all statutory and mandatory training. Solent will only provide specific service training to booked agency placements.

8. EQUALITY & DIVERSITY AND MENTAL CAPACITY ACT

- 8.1 In line with Trust policy, an Equality Impact Assessment has been completed. It is understood that no employee will receive less favourable treatment on the grounds of disability, age, sex, race, religion or belief, gender reassignment, pregnancy or maternity, marriage or civil partnership, working patterns or Trade Union membership or non-membership in relation to the application of this policy. The Equality Impact Assessment is included in Appendix 4.

9. SUCCESS CRITERIA MONITORING EFFECTIVENESS

- 9.1 The success of this policy will be monitored by reference to statistics which identify awareness on the part of staff members. Its effectiveness will be measured by reference to documentation arising from internal HR cases which identify compliance with the requirements of this policy.
- 9.2 Service Managers will be responsible for ensuring compliance with the requirements of this policy and will undertake regular checks to satisfy themselves that the requirements are being met within their respective areas of responsibility. Compliance with the policy will also be addressed to some extent through the ongoing monitoring of the Trust's agency supplier contracts.

10. REVIEW

- 10.1 This policy may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed three yearly or as required following any amendments to national guidance.

11. REFERENCES AND LINKS TO OTHER DOCUMENTS

- 11.1 It should be read in conjunction with:

- The Use of Locums - Advice for Employers; NHS Employers, 12/2009
- Guidance on the appointment and employment of NHS Locum Doctors Aug 2013
- Recruitment and Selection Policy
- Policy Relating to Obtaining and Providing Employee References
- Policy Relating to the Registration of Professional Staff
- Policy Relating to Disclosure and Barring Service Policy (DBS)
- Locum Medical and Dental Staff Policy
- Complaints Policy
- BSS Standard Operating Procedure.
- BSS Handbook
- IR35 Intermediaries Legislation (Finance Bill 2017)
- Standard Operating Procedures for Contractors

Appendix 1 – Framework Agency Contact Details

The Best Connection	<ul style="list-style-type: none"> ▪ Facilities 	ceejay.jones@thebestconnection.co.uk 02392 864411
BNA	<ul style="list-style-type: none"> ▪ All bookings 	bookings@bna.co.uk 023 9220 0545 087 1873 3324
Blue Arrow	<ul style="list-style-type: none"> ▪ Facilities 	Eddie.Lamberio@BlueArrow.co.uk 02380 330012
Coyle	<ul style="list-style-type: none"> ▪ General 	nursing@coyles.co.uk 0207 5621810
ID Medical	<ul style="list-style-type: none"> ▪ General/Community 	bookings@id-medical.com 019 0855 2295
Mayday	<ul style="list-style-type: none"> ▪ All bookings 	southcentral@mayday.co.uk 087 0343 0043 – 24hr
MSI	<ul style="list-style-type: none"> ▪ All Bookings 	TempNursing-London-South-East@msgroupltd.com 03304030022
One Call 24	<ul style="list-style-type: none"> ▪ All bookings 	nhs@oncall24.co.uk 01722 273 258 03333 22 11 22
ProMedical	<ul style="list-style-type: none"> ▪ All Bookings 	01277 583850 Nicole.Bradley@promedical.co.uk
Quality Care Cover	<ul style="list-style-type: none"> ▪ All Bookings 	nursebookings@qualitycarecover.com 033 3241 3044
TFS Healthcare	<ul style="list-style-type: none"> ▪ All bookings 	solentnhs@tfshealthcare.co.uk 020 7407 1122 020 3876 1211
Your World	<ul style="list-style-type: none"> ▪ All bookings 	CommunityTeam@ywrec.com 020 7220 0827

Non-Framework Agency Contact Details

Medgen	<ul style="list-style-type: none"> ▪ General ▪ Community 	02038249064 Booking.Placements@medgen.co.uk
Thornbury	<ul style="list-style-type: none"> ▪ General ▪ Community 	03451205300 03333230331 shifts@tnsltd.com adhoc@tnsltd.com

Appendix 2 – Local Induction check list

Subject	Initials	Date
Job duties and responsibilities		
Department structure		
Who individual reports to and authorises time sheet		
Supervision arrangements		
Tour of department , including where canteen, staff toilets are, etc		
Standards of work		
Safeguarding Concerns		
Wellbeing		
Conduct required		
Philosophy of care towards patients and clients		
How to respond to members of the public		
Equality, Diversity, Dignity and Human rights principles are observed and reflected in day to day working		
Breaks		
Personal identification		
Desk top procedures, protocols guidelines to be observed		
Familiarisation with equipment they will be expected to use		
Fire procedures including when tests will occur		
First aid procedures		
Security arrangements		
Where any Personal protective equipment can be accessed		
Resuscitation procedures		
Manual handling		
Infection prevention and control		
Relevant medical procedures to be followed and pharmacy contact details		
Communication and confidentiality procedures		
Sources of help and advice		
References to other corporate and local policies		
Accident and incident reporting procedures		

Appendix 3 – Agency workers declaration

DECLARATION FOR AGENCY WORKERS

I accept that as an agency worker operating on behalf of Solent NHS Trust, I will be required to comply with all relevant policies and procedures.

I confirm that I have been provided with the necessary information to enable me to satisfactorily complete this particular assignment as follows (*delete as applicable):

- Duties,
- Responsibilities, standards of work and conduct
- Reporting arrangements
- Personal identification
- Safeguarding Concerns
- Departmental/premises issues
- Philosophy of care towards patients/clients and members of the public*
- Dignity at Work policy
- Supervision arrangements
- Timesheet procedure
- Where to find help and information which may be required
- Breaks/Working Time Regulations
- Fire, security and health and safety arrangements
- Accident and incident reporting
- Personal Protective equipment relevant to this role*
- Communication and Confidentiality Procedures
- Medication procedures*
- Policies, procedures or protocols/guidelines to be observed
- Other relevant corporate and local policies*
- Any equipment I will be using has been explained/demonstrated

I confirm that I am not feeling unwell, overtired, or to my knowledge carrying any infection which could pose a risk to patients. I am fit and have the mental and physical capacity to undertake the role required.

I am aware that I may have access to information of a corporate, personal or clinical nature concerning patients and / or staff. This is highly confidential and must not be discussed with or revealed to any unauthorised person. I hereby undertake:-

- to observe the strictest confidence regarding any information relating to the work of the Trust, its employees and patients/clients and accept that I am required not to disclose any confidential information either during or after my engagement with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of my work or required by law.
- Never to divulge my password or allow it to be used by any other person, for any reason whatsoever.
- To observe the Regulations on the Custody of Medical Records, and to comply with the Data Protection Act 1998, the Copyright, Designs and Patents Act (1988), and the Computer Misuse Act (1990).

I understand that failure to comply with the above commitments constitutes a breach of confidentiality, which could lead termination of my assignment or ultimately prosecution.

I confirm that I have undertaken any statutory training required to undertake my role and Information Governance training within the last 12 months.

I also understand that I will continue to be bound by these requirements after my assignment ends.

FULL NAME:

SIGNATURE:

DATE:

MANAGER'S SIGNATURE: **DATE:**

Appendix 4 – Equality Impact Assessment

Equality Analysis and Equality Impact Assessment

Equality Analysis is a way of considering the potential impact on different groups protected from discrimination by the Equality Act 2010. It is a legal requirement that places a duty on public sector organisations (The Public Sector Equality Duty) to integrate consideration of Equality, Diversity and Inclusion into their day-to-day business. The Equality Duty has 3 aims, it requires public bodies to have due regard to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and other conduct prohibited by the Equality Act of 2010;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not;
- **foster good relations** between people who share a protected characteristic and people who do not.

Equality Impact Assessment (EIA) is a tool for examining the main functions and policies of an organisation to see whether they have the potential to affect people differently. Their purpose is to identify and address existing or potential inequalities, resulting from policy and practice development. Ideally, EIAs should cover all the strands of diversity and Inclusion. It will help us better understand its functions and the way decisions are made by:

- **considering the current situation**
- **deciding the aims and intended outcomes of a function or policy**
- **considering what evidence there is to support the decision and identifying any gaps**
- **ensuring it is an informed decision**

Equality Impact Assessment (EIA)

Step 1: Scoping and Identifying the Aims	
Service Line / Department	Bank Staffing Services
Title of Change:	Bank Agency and Locum Workers Management Policy
What are you completing this EIA for? (Please select):	Policy <i>(If other please specify here)</i>
What are the main aims / objectives of the changes	Minor updates to current policy.

Step 2: Assessing the Impact

Please use the drop-down feature to detail any positive or negative impacts of this document /policy on patients in the drop-down box below. If there is no impact, please select “not applicable”:

Protected Characteristic	Positive Impact(s)	Negative Impact(s)	Not applicable	Action to address negative impact: <i>(e.g. adjustment to the policy)</i>
Sex			N/A	
Gender reassignment			N/A	
Disability			N/A	
Age			N/A	
Sexual Orientation			N/A	
Pregnancy and maternity			N/A	
Marriage and civil partnership			N/A	
Religion or belief			N/A	
Race			N/A	

If you answer yes to any of the following, you MUST complete the evidence column explaining what information you have considered which has led you to reach this decision.

Assessment Questions	Yes / No	Please document evidence / any mitigations
----------------------	----------	--

In consideration of your document development, did you consult with others, for example, external organisations, service users, carers or other voluntary sector groups?)	No	
Have you taken into consideration any regulations, professional standards?	Yes	NHSi reporting regulations where taken into consideration for updates on Bank & Agency usages reporting to NHSi.

Step 3: Review, Risk and Action Plans

How would you rate the overall level of impact / risk to the organisation if no action taken?	Low	Medium	High
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What action needs to be taken to reduce or eliminate the negative impact?			
Who will be responsible for monitoring and regular review of the document / policy?	Helen Pretty – Bank Staffing Manager		

Step 4: Authorisation and sign off

I am satisfied that all available evidence has been accurately assessed for any potential impact on patients and groups with protected characteristics in the scope of this project / change / policy / procedure / practice / activity. Mitigation, where appropriate has been identified and dealt with accordingly.

Equality Assessor: Helen Pretty **Date:** 15/03/2021

Additional guidance

Protected characteristic	Who to Consider	Example issues to consider	Further guidance
1. Disability	A person has a disability if they have a physical or mental impairment which has a substantial and long term effect on that person's ability to carry out normal day today activities. Includes mobility, sight, speech and language, mental health, HIV, multiple sclerosis, cancer	<ul style="list-style-type: none"> • Accessibility • Communication formats (visual & auditory) • Reasonable adjustments. • Vulnerable to harassment and hate crime. 	Further guidance can be sought from: Solent Disability Resource Group
2. Sex	A man or woman	<ul style="list-style-type: none"> • Caring responsibilities • Domestic Violence • Equal pay • Under (over) representation 	Further guidance can be sought from: Solent HR Team
3. Race	Refers to an individual or group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.	<ul style="list-style-type: none"> • Communication • Language • Cultural traditions • Customs • Harassment and hate crime • "Romany Gypsies and Irish Travellers", are protected from discrimination under the 'Race' protected characteristic 	Further guidance can be sought from: BAME Resource Group
4. Age	Refers to a person belonging to a particular age range of ages (eg, 18-30 year olds) Equality Act legislation defines age as 18 years and above	<ul style="list-style-type: none"> • Assumptions based on the age range • Capabilities & experience • Access to services technology skills/knowledge 	Further guidance can be sought from: Solent HR Team
5. Gender Reassignment	" The expression of gender characteristics that are not stereotypically associated with ones sex at birth" World Professional Association Transgender Health 2011	<ul style="list-style-type: none"> • Tran's people should be accommodated according to their presentation, the way they dress, the name or pronouns that they currently use. 	Further guidance can be sought from: Solent LGBT+ Resource Group
6. Sexual Orientation	Whether a person's attraction is towards their own sex, the opposite sex or both sexes.	<ul style="list-style-type: none"> • Lifestyle • Family • Partners • Vulnerable to harassment and hate crime 	Further guidance can be sought from: Solent LGBT+ Resource Group
7. Religion and/or belief	Religion has the meaning usually given to it but belief includes religious and philosophical beliefs, including lack of belief (e.g Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. (Excludes political beliefs)	<ul style="list-style-type: none"> • Disrespect and lack of awareness • Religious significance dates/events • Space for worship or reflection 	Further guidance can be sought from: Solent Multi-Faith Resource Group Solent Chaplain
8. Marriage	Marriage has the same effect in relation to same sex couples as it has in relation to opposite sex couples under English law.	<ul style="list-style-type: none"> • Pensions • Childcare • Flexible working • Adoption leave 	Further guidance can be sought from: Solent HR Team
9. Pregnancy and Maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In non-work context, protection against maternity discrimination is for 26 weeks after giving birth.	<ul style="list-style-type: none"> • Employment rights during pregnancy and post pregnancy • Treating a woman unfavourably because she is breastfeeding • Childcare responsibilities • Flexibility 	Further guidance can be sought from: Solent HR team

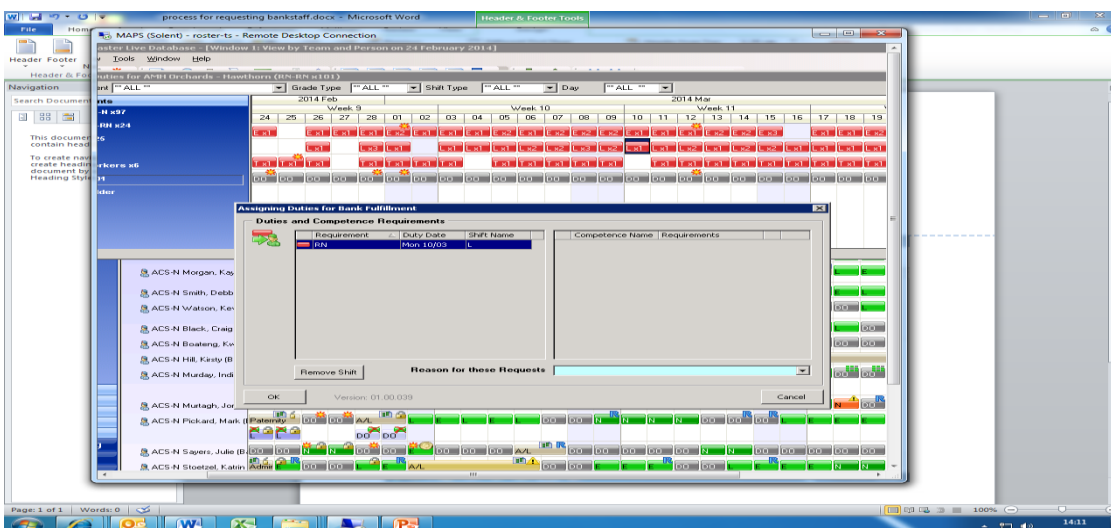
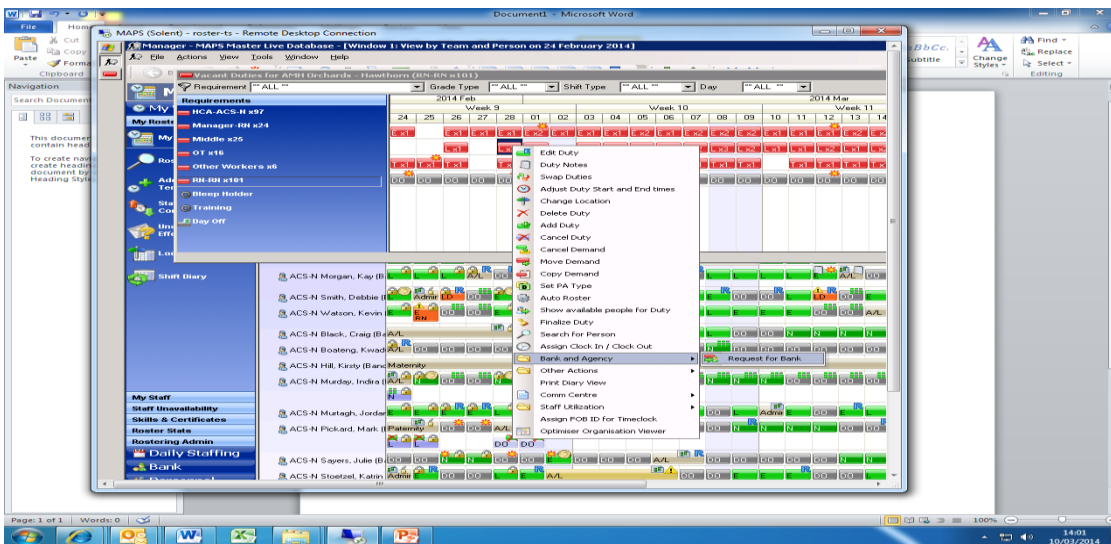
Appendix 5 – Guidance for using Bank System

PROCESS FOR REQUESTING CLINICAL BANK STAFF:

Roster/Service Managers should identify any shortfalls in their rosters by using Healthroster. Once any vacancies have been identified the Manager can either fill the gaps with known members of Bank using the Direct Staff Booking Process, or by sending the vacant shifts directly to Bankstaffing using the Bank/Agency Process.

DIRECT STAFF BOOKING PROCESS

1. Open Vacant Duties box
2. Select on left hand side of box the staff group you wish to view
3. Right click onto the duty that requires bank cover
4. Select 'Bank and Agency' and follow across right to 'request for bank' option
5. If there are several shifts being covered by this member of bank then you can multi select by holding down control key and clicking on each shift in the vacant duty box
6. Fill out the box indicating reason for bank request and press OK.



Appendix 6 – Bank admin request form

Request for Admin Bank cover

The key principle for the use of temporary bank staffing must be to fill a gap in staffing levels created by a vacancy, long term sickness, maternity and increases in workload.

Any Bank Admin placement should not exceed a 6 month period, if you require a longer period of cover then a fixed term appointment should be considered.

Please be aware that any Bank Admin cover needs to be authorised by **Service Manager and also signed off by The Operations or Associate Director for Service.**

Once completed this form should be emailed to BSS@Solent.nhs.uk

Request should be made to the Bank Office ideally at least 4 weeks before the Bank assignment is due to start, this will ensure that we can secure the correct Bank member for your service area.

Any urgent requests should be phoned through to the Bank Office on 023 80 538744 in the first instance.

Admin Pay Band required: Hours required per wk – days/times: Service/Location address:	
Proposed length of assignment : (pls ensure you add proposed end date)	Start date: End date:
Reason for Bank Admin cover: Has this post been submitted to Recruitment panel and date:	Yes/No* Date submitted to panel..... Delete
Brief description of duties required:	
Authorised by Service Manager: Job Title and Phone no: Authorised by Ops Director: Job Title: Date signed:	