

Top Ten Tips for Introducing Bank Worker Schemes

This document sets out some of the issues you need to consider for the introduction of bank workers.

1. **What is the reason for requiring bank workers?** Has a root cause analysis been undertaken? Consider what you are trying to achieve and why the need exists as bank workers should only be employed to fill emergency staffing requirements and not on a regular rostered basis. So if for example your need is due to high turnover or excessive absence, you need to look at how you can resolve these issues rather than take on bank workers as this may not be the best solution for you.
2. **Have you the necessary approval to proceed?** Has the programme been discussed and approved within your directorate and with HR? Final agreement must be sought from the Director of Workforce before making any plans to recruit.
3. **Develop a clearly defined role description.** This needs to be documented and set out the role to be carried out by the bank worker, including clear expectations and behaviours and issued to the bank worker.
4. **What is the salary and how do you intend to pay this?** Be clear on the banding and salary. You must consider application of allowances (e.g. HCAS if working in London, driving and unsocial hours payments). Consider how this relates to other employees and existing bank workers (including bank workers in other directorates). You must agree your pay plan with Workforce Specialist Services and Pay Support to make sure it is in line with AfC, consistent and practical before proceeding.
5. **How will pay be administered?** You should agree the process for claiming, approving and paying with Pay Support, who will make any arrangements needed with SBS Payroll, before recruitment starts
6. **What employment checks will they require?** Seek advice from the Recruitment and Resourcing Department (RRD) regarding the

employment checks required and any resource implications and / or cost implications.

7. **What Induction and training will they require?** For example mandatory training, frequency of skills or knowledge updates, welcome day etc. Also consider if they will need to work increased hours during their induction
8. **Who will manage the bank?** Who will book the bank worker? Who will handle any performance issues? Who will be responsible for approving time sheets? etc. How will the bank workers be supervised on a day to day basis and overall when out on events/ activities where they are representing NHSBT?
9. **Hours to be worked.** How is availability determined and how will you match this to your requirements? Also how will you ensure that the bank worker does not fall into a pattern of work that gives them employment status e.g. rights to redundancy and unfair dismissal etc.
10. **Expected Behaviours.** Make sure you are clear on expected behaviours when representing NHSBT. Explain how this will be monitored and any consequences of not adhering to our expected values and behaviours.