

## Guide To Alternative Suppliers

### Background

As with any other purchases NHSBT is obliged to follow procurement rules for the supply of agency workers or contractors. Frameworks are therefore in place for this purpose. All rates of pay against these frameworks and obligations such as the arrangements for undertaking of pre-employment checks are pre-agreed. This protects the organisation against risks and reduces cost. In spite of this use of agency workers is always more expensive than recruiting staff to be directly employed by NHSBT. For these reasons it is important that all avenues have been exhausted before using an agency worker and furthermore where this is necessary that the Frameworks in place are used wherever possible. Steps to follow:

**Step One** - Before considering use of an alternative agency you must ensure that you have

- 1) Attempted to fill through the usual NHSBT recruitment process if the requirement is for 6 months or more.
- 2) ensured the Agency have received the Job Description and Person specification and have you discussed this with them so that they understand your requirements and are able to send you the right calibre of CVs
- 3) Ensured that you are shortlisting in a timely fashion on receipt of CVs so that you are not losing the best candidates this is a competitive market place and good candidates will be snapped up quickly
- 4) Made sustained attempts to fill the placement via the preferred temporary agencies and systems without success
- 5) Feedback to Procurement regarding any issues relating to the booking process which may have affected your ability to fill the role to get these issues resolved 6) Assess the risks of going outside of the contract

**Step Two** - If you are able to show that you have covered the above you should

- 1) Contact Procurement and gain written agreement from them of a suitable alternative agency to use and that arrangements are formally approved by them in line with Procurement/SFI rules.
- 2) Contact the agency agreed by Procurement with Job Description and Person Specification for the role you are trying to fill.
- 3) Ensure the agency understand the pre-employment clearances which they will need to take up in respect of your successful candidate. This can be found on the

Agency Clearance Checklists for Alternative Agencies which you will need to send to them. This will need to be completed by the agency signed and scanned back to you for your local records before the worker is able to start their assignment. A copy should be sent to Agency Worker Request Email address.

4) All agency staff are expected to be PAYE or via an umbrella company who will deduct employee tax. The manager must instruct the agency that the contractor will be deemed inside of IR35 and employment taxes should be deducted as such. The manager must also inform the Financial controls team (e-mail: - tax.assurance@nhsbt.nhs.uk ) advising of this status.

5) Place your order on I-procurement to ensure payment.

6) Agree starting salary with Agency but be aware that as this may be outside of our normal salary scales and starting them above the minimum of the band may cause problems if the individual wishes to apply for a permanent role at a later date.

7) Ensure you have arrangements in place for authorising timesheets and payments.