



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 of our health workforce framework agreements:

- RM959: Allied Health Professionals, Health Science and Emergency Services
- RM971: Non Medical Non Clinical (NMNC)
- 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
- 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.

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 is provided below. This is also available in the documents section for each of our approved frameworks on our website.

Useful links

[Whistleblowing](#)

We support the [SAFERjobs](#) initiative

CCS Agency Staffing Assignment Checklist:

CCS framework title	e.g Multidisciplinary	CCS framework reference	e.g RM3711
Customer name (location)	NHS Trust name	Customer reference no. (if provided)	
Job Title	e.g Nurse	Band or Grade	e.g AfC Band 5
Placement date from	DD/MM/YYYY	Placement date to	DD/MM/YYYY
Proposed working pattern	Shift times		Total number of hours booked
Temporary worker's full name	Jane Doe Smith	Recent photograph	
Does the temporary worker have the relevant skills and knowledge appropriate for the role?	Yes / No		
Hourly pay rate	£00.00 (Pre AWR)	£00.00 (Post AWR)	
Hourly agency fee	£00.00		
Total hourly charge excl. VAT	£00.00	£00.00	
Worker payment type	PAYE / Ltd Co.		
IR35 compliant (if applicable)	Yes / Not Applicable		

NHS Employment Checks	Confirmation checks completed pre-placement / additional comments
Identity	Yes / No
Right to Work	Yes / No
Professional Registration & Qualifications	Yes / No / Not Applicable - Regulatory Body & Number
Employment History & References	Yes / No
Criminal Record Check	Yes / No / Not Applicable – Disclosure Type & Number, Date Issued
Work Health Assessment	Yes / No / Not Applicable – Name of OH Provider & Date Issued

Additional information required by the customer	Extra Mandatory Training? Life Support Training level required? Within NHS Improvement price caps? IR35 Compliant?
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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.

Supplier Name			
Name		Position	
Signature		Date	DD/MM/YYYY