

Process 2 – Activity Notes

Process Owner	Suppliers Implementation Owner	MHA Implementation Owner
Framework Community Board	Suppliers Framework Manager	MHA Framework Manager

Objective: To ensure suppliers staff are assigned to the correct PSP3 PSSC charge band and specialism for Lots 1 & 2

1 Is Staff Member Already on Approved Charge Band

- The Suppliers Framework Manager will provide a schedule of approved staff Bands as required. Schedules include details of the MHA Authority that approved the Band.
- Once a Band has been approved by any one of the MHA Authorities using the PSP3 Framework it is deemed to be an approval on behalf of all of the Authorities.
- If there are any queries, please contact the MHA Framework Manager.

2 Submit Charge Band Justification form and CV to Client for Approval

- The Delivery/Secondment Manager (D/SM) fills in, signs, and submits a Staff Band Checklist to the Authorities MHA lead representative along with a current CV.
- The D/SM will ensure that the information on the Checklist and CV fully support the proposed staff Band and Specialism as specified in the Framework Information, Person Specifications.

3 Hold Point: Approval by Authorities MHA Lead Representative

- The Authorities MHA lead representative reviews the submitted documentation for approval.
- If the Authorities MHA lead representative does not agree with the proposed Band, and this cannot be resolved directly with the D/SM, then it will be escalated to the MHA Framework Manager (AM) and the Suppliers Framework Manager (FM) to discuss and agree.

Accountable Person: Authorities MHA lead representative.

Release Mechanism: Sign and return the Staff Band Checklist to the D/SM.

3a Propose Alternative Band

- Where the Authorities MHA lead representative does not agree with the proposed Band, then they may propose an alternative Band to the D/SM for resubmission.

4 Hold Point: Escalate to MHA Framework Manager and Supplier Framework Manager

- The Framework Managers will review the submitted documentation for approval.
- If agreement still cannot be reached it will be escalated to the Framework Community Board.

Accountable Person: MHA Framework Manager.

Release Mechanism: Sign and return the Staff Band Checklist to the D/SM and notify the original Authorities MHA lead representative.

5 Hold Point: Escalate to the Framework Community Board to Approve

- The Framework Community Board will review and agree actions.
- The final outcome will be recorded in the Framework Community Board Minutes or by quorum of responses collated by the MHA Framework Manager.

Accountable Person: MHA Framework Manager

Release Mechanism: Sign and return the Staff Band Checklist to the D/SM and notify the original Authorities MHA lead representative.

6 Notify Framework Manager to Update Schedule of Approved Staff Band

- Upon receipt of the signed Staff Band Checklist the D/SM will notify and submit the checklist to the supplier FM and to the MHA Framework Manager.
- The Suppliers Framework Manager will update the Schedule of Approved Staff Bands held on their systems.

7 Review Band Annually with Staff Manager

- The Suppliers D/SM will liaise with their internal Staff Managers to review the Schedule of Approved Staff Bands annually (or when otherwise notified) to identify staff eligible to change Bands due to gaining additional qualifications and the like.
- Where staff are identified as eligible to have a Band review, the D/SM will return to Activity 1 and action with the Authorities MHA lead representative who originally approved the Band or with the Authority with who the member of staff will be working for, as deemed most applicable.

8 END – Staff Member is Not used on PSP3 Time Charge PSSC Works Orders

- In exceptional circumstances where Banding agreement cannot be reached the member of staff in question will not work on PSP3 Time Charge PSSC Works Orders or Secondments.