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| Process 2 – Activity Notes |
| **1.** | **Is Staff Member Already on Approved Charge Band** |
|  | The *Supplier* Framework Manager will provide a schedule of approved staff bands as required. Schedules include details of the MHA+ Member that approved the Band. |
|  | Once a Band has been approved by any one of the MHA+ Members it is deemed **to be an approval on behalf of all of MHA+ Members**. |
|  | If there are any queries, please contact the MHA+ PSP 4 Framework Manager. |
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| **2** | **Submit Charge Band Form and CV to Client for Approval** |
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|  | The Delivery/Secondment Manager (D/SM) fills in, signs, and submits a Staff Band Checklist to the MHA+ Member’s 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, Annex A: Person Specifications. |
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| **3.** | **Hold Point: Approval by MHA+ Member Lead Representative** |
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|  | The MHA+ Member’s lead representative reviews the submitted documentation for approval.  |
|  | If the MHA+ Member’s 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 *Supplier* Framework Manager (FM) to discuss and agree. |
|  | **Accountable Person:** MHA+ Member’s lead representative **Release Mechanism:** Sign and return the Staff Band Checklist to the D/SM |
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| **3a** | **Propose Alternative Band** |
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|  | Where the MHA+ Member’s lead representative does not agree with the proposed Band, then they may propose an alternative Band to the D/SM for resubmission. |
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| **4.** | **Hold Point: Escalate to MHA+ Framework Manager and Supplier Framework Manager to Approve** |
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|  | The Framework Managers’ will review the submitted documentation for approval. |
|  | If agreement still cannot be reached it will be escalated to the PSP 4 Framework Community Board |
|  | **Accountable Person:** MHA+ PSP 4 Framework Manager**Release Mechanism:** Sign and return the Staff Band Checklist to the D/SM and notify the original MHA+ Member’s + lead representative |
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| **5.** | **Hold Point: Escalate to the PSP 4 Framework Community Board to Approve** |
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|  | The PSP 4 Framework Community Board will review and agree actions.  |
|  | The outcome will be recorded in the PSP 4 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 originating MHA+ member authority lead representative |
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| **6.** | **Notify Framework Manager to Update Schedule of Approved Staff Band** |
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|  | Upon receipt of the signed Staff Band Checklist the D/SM will notify and submit the checklist to the *Supplier* Framework Manager and to the MHA+ Framework Manager.  |
|  | The *Supplier* Framework Manager will update the Schedule of Approved Staff Bands held on their systems. |
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| **7.** | **Review Band Annually with Staff Manager** |
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|  | The *Supplier* 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. |
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| **8.** | **END – Staff Member is not used on PSP 4 Time Charge PSSC Works Orders** |
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|  | In exceptional circumstances where Banding agreement cannot be reached, the member of staff in question will not work on PSP 4 Time Charge PSSC Works Orders or Secondments |
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