**NHS Greater Glasgow and Clyde**

**Administration Bank**

**Booking and Control Process**

**Background and Purpose**

NHS Greater Glasgow and Clyde (NHSGGC) has an Administration Bank which is accessible by all services.

The purpose of this to provide immediate administrative cover for departments; to provide resources for short term vacancies up to a maximum duration of 3 months for Band 2, 3 and 4.

Where a vacancy is expected to last beyond 3 months then the post must be processed through the Directorate/HSCP/Corporate Vacancy Control Review Group, with consideration given to alternative hiring and contract arrangements.

Any position which reaches a duration of 3 months and requires to be extended must then be progressed through the Directorate/HSCP/Corporate Vacancy Control Review Group. Engagement will take place with the Staff Bank prior to this date to allow appropriate time for consideration of the vacancy.

**Booking and Control Process**

**Requesting Administration Bank Staff**

All requests for Administration Bank Staff should be submitted through the Staff Bank. The booking form is available through the Staff Bank page on HR Connect (this is currently under review and will be available soon). Requests will then be processed as per the flow chart above.

**Recruitment of Bank Staff**

The Staff Bank team undertake ad-hoc recruitment for the Administration Bank and this includes all pre-employment checks and initial Learn Pro and induction.

No external agencies will be used for the procurement of administration staff.

In the event of a Bank Staff member not being available then consideration needs to take place within the Directorate of next steps. This may require consideration by the Vacancy Control Review Group.

**Authorisation and Payment of Shifts**

Managers are required to authorise shifts worked weekly through the Bank Staff System. These should be authorised by no later than Friday at 12.00 noon to allow payment on the following Friday.