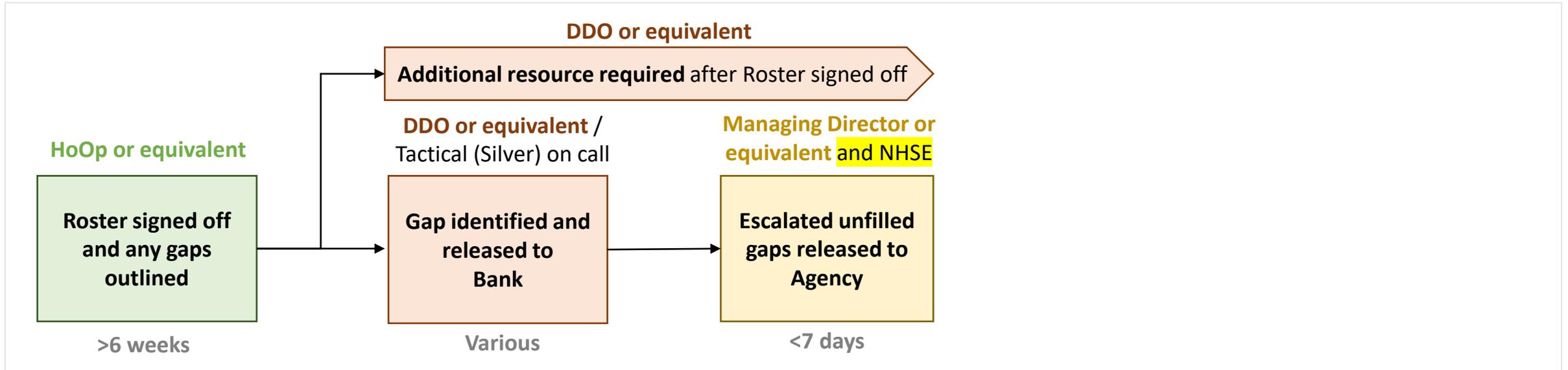
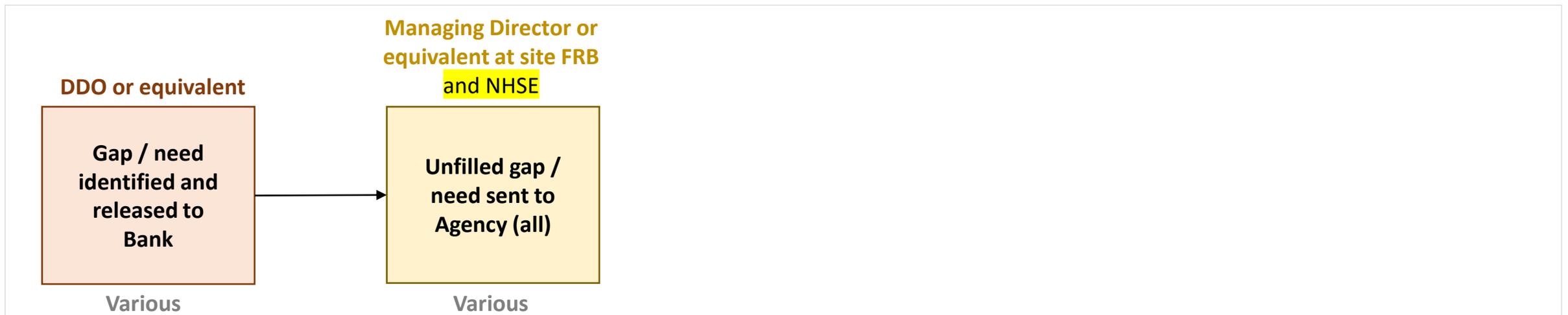


Proposed A&C and Estates & Facilities Workforce Controls

Overview of Rostered controls:



Overview of Unrostered controls:



N.B. Approvals required outside of the stated timeframe need to be signed off by the next level up approver

Challenge required at each stage of the approval process

Rostered Control Stage	Challenge required out of hours	OOO Reviewer	OOO Approver	In hours activity	In hours Timeline	Audit Trail	Go Live Date
Unfilled shifts released to Bank	<ul style="list-style-type: none"> Consider if alternative workforce can be used Is the ward / roster area going to be at risk if the shift isn't filled? 	Duty Manager	Silver on call	<ul style="list-style-type: none"> E&F: Gaps in the Roster will be identified and reviewed as soon as known For all other areas: Request forms will be reviewed as and when received DDO / equivalent approval in hours 	Various	E&F: Email confirmation For all other areas: Bank Request form	Monday 10 th July



Key actions out of hours

- ✓ Duty Managers are required to review and complete escalation forms about the current staffing position across the site before escalating to Tactical (Silver) / Strategic (Gold) on call.
- ✓ Tactical (Silver) / Strategic (Gold) on call are required to consider a holistic view of the site staffing when approving. The approved escalation forms / emails should be submitted to the Temporary Staffing Team.
- ✓ Out of hours approval should be **limited to on the day requirements** that have arisen during the out of hours time period. Approvals are for the period until the issue can be resolved in hours (e.g. next weekday morning; Tuesday morning after a Bank Holiday).

